AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
MAY 5, 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 Tom Hawkes of Christ Presbyterian Church.

4. PRESENTATION

4.1 **NASSAU HUMANE SOCIETY** - *Nassau Humane Society Executive Director Chantel Scherer will present the "City Commission Dog of the Month."*

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

6. CONSENT AGENDA

6.1 **APPROVAL OF MINUTES -** *City Commission Workshop - April 7, 2026; City Commission Regular Meeting - April 7, 2026; and the City Commission Regular Meeting - April 21, 2026.*

6.2 **AGREEMENT RENEWAL — VOLUNTARY COOPERATION LAW ENFORCEMENT MUTUAL AID -** RESOLUTION 2026-62 AUTHORIZING THE FIRST AMENDMENT TO THE LAW ENFORCEMENT MUTUAL AID AGREEMENT WITH THE NASSAU COUNTY SCHOOL DISTRICT POLICE DEPARTMENT; PROVIDING FOR FILING OF THE FIRST AMENDMENT WITH THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: authorizing the City of Fernandina Beach Police Department and the Nassau County School District Police Department to extend the current term of the Mutual Aid Agreement from June 30, 2026, through July 1, 2030.*

6.3 **BUDGET AMENDMENTS — CASH BALANCE FORWARD AND RESERVES** — RESOLUTION 2026-63 APPROVING FISCAL YEAR 2025/2026 ANNUAL OPERATING BUDGET AMENDMENTS BASED ON ACTUAL CASH BALANCE FORWARD AND RESERVE CALCULATIONS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: approves various Fiscal Year 2025/2026 budget amendments to reflect the actual cash balance forward and reserve calculations to ensure accounting records align with the Annual Comprehensive Financial Report.*

6.4 **VOLUNTARY ANNEXATION AGREEMENT - 2001 FRIENDLY ROAD -** RESOLUTION 2026-64 APPROVING THE EXTENSION OF WATER AND WASTEWATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE

PARCEL CONTAINING APPROXIMATELY 0.32 ACRES OF LAND LOCATED AT 2001 FRIENDLY ROAD; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: authorizes the extension of water and wastewater services to one property located at 2001 Friendly Road, Parcel No. 00-00-30-0860-0001-0000 and approves the Voluntary Annexation Petition.*

6.5 **GRANT AGREEMENT — FLORIDA DIGITAL SERVICE DEPARTMENT OF MANAGEMENT SERVICES** - RESOLUTION 2026-65 AUTHORIZING A CYBERSECURITY GRANT WITH THE FLORIDA DEPARTMENT OF MANAGEMENT SERVICES FOR CYBERSECURITY SERVICES, MONITORING, AND RESPONSE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: authorizes approval and execution of a cybersecurity grant administered by the Florida Digital Service, Department of Management Services for the City's Information Technology Department.*

6.6 **GRANT APPLICATION - FLORIDA DEPARTMENT OF STATE DIVISION OF HISTORICAL RESOURCES -** RESOLUTION 2026-66 AUTHORIZING THE SUBMITTAL OF A FLORIDA DEPARTMENT OF STATE DIVISION OF HISTORICAL RESOURCES SMALL MATCHING GRANT APPLICATION TO FUND BOSQUE BELLO CEMETERY SIGNAGE IN SUPPORT OF A SELF-PACED WAYFINDING WALKING TOUR; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: authorizes the submittal of a Historic Preservation Small Matching Grant application, with no City match, to fund Bosque Bello Cemetery signage in support of a new self-directed walking tour, in the amount of $50,000.*

6.7 **GRANT APPLICATIONS — FLORIDA DEPARTMENT OF STATE DIVISION OF HISTORICAL RESOURCES AND FLORIDA LIGHTHOUSE ASSOCIATION —** RESOLUTION 2026-67 AUTHORIZING THE SUBMITTAL OF A FLORIDA DEPARTMENT OF STATE DIVISION OF HISTORIC RESOURCES SPECIAL CATEGORY GRANT APPLICATION, IN THE AMOUNT OF $325,000; AUTHORIZING THE SUBMITTAL OF A FLORIDA LIGHTHOUSE ASSOCIATION GRANT, IN THE AMOUNT OF $81,250, FOR AMELIA ISLAND LIGHTHOUSE RESTORATION AND REPAIRS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: authorizes the submission of a Division of Historical Resources Special Category Grant application, in the amount of $325,000, and the submission of a Florida Lighthouse Association Grant application, in the amount of $81,250, to fund Amelia Island Lighthouse restoration and repairs.*

7. ORDINANCE - SECOND READING

7.1 ***(Legislative)*** **LAND DEVELOPMENT CODE TEXT AMENDMENTS —** ORDINANCE 2026-07 AMENDING THE LAND DEVELOPMENT CODE SECTION 1.07.00 ACRONYMS AND DEFINITIONS; AMENDING TABLE 2.03.02 TABLE OF LAND USES; AMENDING SECTION 6.02.00, SUPPLEMENTAL STANDARDS FOR SPECIFIC USES, TO CREATE SUPPLEMENTAL STANDARDS FOR CERTIFIED RECOVERY RESIDENCES AND AMEND SUPPLEMENTAL STANDARDS FOR GROUP HOMES, AND AMENDING TABLE 7.01.04(A) PARKING SPACE REQUIREMENTS FOR CERTIFIED RECOVERY RESIDENCES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: amends the Land Development Code ("LDC") chapter 1.07.00, Table 2.03.02, Table 7.01.04(A), and chapter 6.02.00 relating to new statutory requirement from FL SB 954 for Certified Recovery Residences and updates to Group Home Facility definitions and standards.*

8. CITY MANAGER REPORTS

9. CITY CLERK REPORTS

10. CITY ATTORNEY REPORTS

11. MAYOR/COMMISSIONER COMMENTS

12. 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
Nassau Humane Society

ITEM TYPE: Presentation

REQUESTED ACTION: N/A

SYNOPSIS: Nassau Humane Society Executive Director Chantel Scherer will present the "City Commission Dog of the Month."

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Jeremiah Glisson, Deputy City Manager	04/20/2026
Sarah Campbell, City Manager	04/20/2026

Kimberly Elliott-Briley

Submitted By: Kimberly Elliott-Briley, Deputy City Clerk Date: July 25, 2025

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Approval of Minutes

ITEM TYPE: Approval of Minutes

REQUESTED ACTION: Approve Minutes.

SYNOPSIS: The following Minutes are submitted for City Commission review and consideration for approval:

- City Commission Workshop - April 7, 2026
- City Commission Regular Meeting - April 7, 2026
- City Commission Regular Meeting - April 21, 2026

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Kimberly Elliott-Briley, Deputy City Clerk 04/24/2026
Sarah Campbell, City Manager 04/24/2026

Caroline Best

Date: April 24, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Approve

The City Commission of the City of Fernandina Beach, Florida, met in a Workshop on Tuesday, April 7, 2026, at 5:00PM in the City Hall Chambers. Present were Mayor James Antun presiding, Vice Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter and Joyce Tuten. Also, present were City Clerk Caroline Best, City Attorney Teresa L. Prince, and City Manager Sarah Campbell.

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 Vice Mayor Ayscue led the Pledge of Allegiance to the Flag.

4.1 STORMWATER RATE STUDY: Utilities Director Andre Desilet and Ryper Water Analytics Principal Ryan Smith presented Stormwater Master Plan updates which included cost analysis, Water Department goals and objectives, capital project planning, and annual operational maintenance. The current Stormwater rates provide an annual operating budget of $1.06 million. Mr. Desilet and Mr. Smith noted the Stormwater rates structure should be amended based on property size, which will be submitted by Ordinance for City Commission consideration, targeted implementation is October 1, 2026.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 5:58PM.

ATTEST:

Caroline Best
City Clerk

James Antun
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, April 7, 2026, 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 Attorney Teresa L. Prince, Esq., and City Manager Sarah Campbell.

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 City Attorney Prince led the Pledge of Allegiance to the Flag.

The invocation was given by Pastor Rachel Williams of Memorial United Methodist Church.

4.1 NASSAU HUMANE SOCIETY: Nassau Humane Society Executive Director Chantel Scherer presented “Dora” a two-year-old mixed breed as the "City Commission Dog of the Month." and other adoptable pets are available at the shelter, 630 Airport Road.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR THE CONSENT AGENDA: The following individuals spoke to this item:

SAFETY: William Holzendorf, 927 South 11th Street, expressed concern for the escalating traffic and children’s safety at the four-way intersection of Jasmine and 11th Streets. The police have been notified, and it would be optimal to have continuous speed monitoring to ensure public safety.

INCIDENT STATEMENT: Vice Mayor Ayscue issued a statement regarding his wife’s absence in Chambers due to an incident at the March 17, 2026, City Commission regular meeting and suggested a public apology from Mr. Medardo Monzon.

INCIDENT REBUTTAL: Medardo Monzon, 1014 Magnolia Woods Court, issued a rebuttal to the threatening social media comments made by Vice Mayor Ayscue following the March 17, 2026, City Commission regular meeting. Mr. Monzon stated a police report has since been filed and cautioned against any further threats.

COMMENTS: Waldemar Borrero, 31 South 5th Street, announced that three local skateboarders are competing across the United States to qualify for participation in the 2028 Olympic Games. Mr. Borrero recently vacated his residence, located above Hola Cuban Café, due to the structure being declared dangerous, requested speedy resolution and support for his family and café owners.

CONSENT AGENDA: The following seven items were on the Consent Agenda and were approved with one motion.

6.1 APPROVAL OF MINUTES: According to the agenda support documents, the following Minutes were presented for approval: City Commission Regular Meeting of February 17, 2026; City Commission Workshop of March 3, 2026; City Commission Regular Meeting of March 3, 2026; and the City Commission Regular Meeting of March 17, 2026. **A**

motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve the Minutes. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

6.2 RESOLUTION 2026-48 AUTHORIZING THE CITY ATTORNEY TO DEFEND THE CITY IN THE MATTER OF KATHRYN PICARD V. CITY OF FERNANDINA BEACH ET AL: According to the agenda support documents, Resolution 2026-48 authorizes the City Attorney to defend the City in the matter of Kathryn Picard v. City of Fernandina Beach, et al. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-48. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 RESOLUTION 2026-49 AUTHORIZING THE APPOINTMENT OF THE FERRARO LAW FIRM, P.A., AS SPECIAL COUNSEL IN CONNECTION WITH THE PER- AND POLYFLUOROALKYL SUBSTANCES ("PFAS") LITIGATION, AUTHORIZING THE CITY ATTORNEY TO EXECUTE A RETAINER AGREEMENT: According to the agenda support documents, Resolution 2026-49 authorizes the appointment of special counsel to represent the City's pursuit of remedies from damages caused by PFAS. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-49. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.4 RESOLUTION 2026-50 APPROVING REIMBURSEMENT OF FUNDS FROM THE STATE HIGHWAY LIGHTING AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR FISCAL YEAR 2025/26 AND FISCAL YEAR 2026/27: According to the agenda support documents, Resolution 2026-50 approves Fiscal Year's 2025/2026 and 2026/2027 annual reimbursement of funds from the FDOT State Highway Lighting Agreement, in the amount of $88,983.72. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-50. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.5 RESOLUTION 2026-51 APPROVING A PROPOSAL FROM ALLIANT ENGINEERING, INC., A CONSULTANT'S COMPETITIVE NEGOTIATION ACT APPROVED VENDOR, FOR ENGINEERING, PLAN & CONSTRUCTION DOCUMENT PREPARATION & PERMITTING ASSOCIATED WITH THE ATLANTIC AVENUE TO HICKORY STREET (ON CITRONA DRIVE) FORCE MAIN EXTENSION: According to the agenda support documents, Resolution 2026-51 approves a proposal from Alliant Engineering, Inc. for engineering, plan and construction document preparation and permitting associated with the Atlantic Avenue to Hickory Street (Citrona Drive) force main extension project, in an amount not to exceed $54,250, and authorizing the associated budget transfer. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-51. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.6 RESOLUTION 2026-52 APPROVING A PROPOSAL FROM WESTON & SAMPSON ENGINEERS, INC., A CONSULTANT'S COMPETITIVE NEGOTIATION ACT APPROVED VENDOR, FOR PROJECT MANAGEMENT ASSOCIATED WITH THE UTILITIES DEPARTMENT ELECTRONIC ASSET MANAGEMENT SYSTEM IMPLEMENTATION: According to the agenda support documents, Resolution 2026-52 approves a proposal from Weston & Sampson Engineers, Inc. to perform project management associated with the Utilities Department electronic asset management system

implementation, in an amount not to exceed $98,600. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-52. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.7 RESOLUTION 2026-53 APPROVING J. COLLINS ENGINEERING ASSOCIATES, LLC AS A SOLE SOURCE VENDOR IN FISCAL YEAR 2025/2026 FOR THE WASTEWATER TREATMENT FACILITY PRELIMINARY ENGINEERING DESIGN: According to the agenda support documents, Resolution 2026-53 approves J. Collins Engineering Associates, LLC as a sole source vendor in an amount not to exceed $72,225 in Fiscal Year 2025/2026 for the Wastewater Treatment Facility Preliminary Engineering Design. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-53. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 RESOLUTION 2026-54 ADOPTING A COMPREHENSIVE STORMWATER MASTER PLAN: According to the agenda support documents, Resolution 2026-54 adopts the comprehensive Stormwater Master Plan. Utilities Engineer Victoria Guadagnino gave a detailed presentation and recommended staff approval. Commissioner Tuten distributed a handout requesting the following Stormwater Master Plan amendments:

- Section 3.1 Stormwater and Its Impacts: last paragraph, a sentence begins with "Recent years have seen more frequent heavy rainfall events...” please add "Climate change models in the 2023 5th National Climate Assessment (insert link) predict that NE Florida will have a greater than 10% increase in rainfall from our top 1% of annual precipitation events." The same sentence continues," ... increased tidal influence ...", please add “Fernandina has had 9" of sea level rise and the 2022 NOAA Sea Level Rise Technical Report insert link) predicts that Fernandina will have another 12" of sea level rise by 2050 and at least an additional 12" by 2100."

- Section 3. 2 Environmental Considerations and Action: add an educational sentence at the end of the first paragraph, such as "Removing road debris reduces clogging of stormwater drains and culverts, while protecting water quality." Add a new paragraph be added at the end of this section to discuss the role of trees in stormwater management- and City's need to prioritize. Please insert link to Environmental Protection Agency document, Stormwater to Street Trees: Engineering Urban Forests for Stormwater Management.

A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2026-54, as amended, to include Commissioner Tuten’s language and links. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.2 RESOLUTION 2026-55 APPROVING THE HALFF ASSOCIATES, INC. TASK ORDER TO PROVIDE FINAL DESIGN, ENGINEERING AND CONSTRUCTION ADMINISTRATION FOR THE MARTIN LUTHER KING, JR. RECREATION CENTER PARK RENOVATION; APPROVING THE CORRESPONDING BUDGET TRANSFERS: According to the agenda support documents, Resolution 2026-55 approves the Halff Associates, Inc. Task Order to complete

final design, permitting and construction services for the Martin Luther King Jr. Recreation Center Park renovation Project #24047, in the amount of $275,300.00, and corresponding budget transfers. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-55. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 RESOLUTION 2026-56 ESTABLISHING AN AUDITOR SELECTION COMMITTEE; APPOINTING COMMITTEE MEMBERS, DEFINING COMMITTEE RESPONSIBILITIES: According to the agenda support documents, Resolution 2026-56 establishing an Auditor Selection Committee, appointing members, and defining responsibilities as required by Section 218.391 Florida Statute. **A motion was made by Commissioner Poynter, seconded by Commissioner Tuten, to approve Resolution 2026-56. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

A motion was made by Commissioner Poynter, seconded by Commissioner Tuten, to approve Commissioner Minshew as Auditor Selection Committee Chair. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Patricia Clifford and James Rausschenberger, Esq. as Auditor Selection Committee members. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

8.1 (LEGISLATIVE) FIRST READING OF ORDINANCE 2026-07: City Attorney Prince read Ordinance 2026-07 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 1.07.00 ACRONYMS AND DEFINITIONS; AMENDING TABLE 2.03.02 TABLE OF LAND USES; AMENDING SECTION 6.02.00, SUPPLEMENTAL STANDARDS FOR SPECIFIC USES, TO CREATE SUPPLEMENTAL STANDARDS FOR CERTIFIED RECOVERY RESIDENCES AND AMEND SUPPLEMENTAL STANDARDS FOR GROUP HOMES, AND AMENDING TABLE 7.01.04(A) PARKING SPACE REQUIREMENTS FOR CERTIFIED RECOVERY RESIDENCES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents, Ordinance 2026-07 amends the Land Development Code ("LDC") chapter 1.07.00, Table 2.03.02, Table 7.01.04(A), and chapter 6.02.00 relating to new statutory requirement from FL SB 954 for Certified Recovery Residences and updates to Group Home Facility definitions and standards. **A motion was made by Commissioner Poynter, seconded by Commissioner Tuten, to approve Ordinance 2026-07. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

9.1 BOARD OF TRUSTEES OF THE GENERAL EMPLOYEES' PENSION PLAN: According to the agenda support documents, there was one reappointment for the Board of Trustees of the General Employees' Pension Plan. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve the reappointment of Robert Virtue. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

9.2 WATERFRONT ADVISORY BOARD: According to the agenda support documents, there were two vacancies; three applicants for the Waterfront Advisory Board. The City Commissioners completed ballots, the results of which **approved the appointments Chuck Smith as the legal/financial/marketing professional and Jeff Stewart as City resident/property/business owner/alternate member.**

CITY MANAGER REPORTS:

UPDATE: City Manager Campbell updated the recently adopted strategic plan is in progress working with the Director team to build out task elements and a first quarter update will be forthcoming.

EVENT: City Manager Campbell enthusiastically announced the upcoming celebration of The Amelia River Waterfront Park Grand Opening Saturday April 11, 2:00-4:00PM.

LEGISLATIVE: City Manager Campbell reported Grants Administrator Lorelei Jacobs will provide a presentation summation of the legislative session at the April 21 City Commission Regular Meeting.

CITY CLERK REPORTS: City Clerk Best had no reports at this time.

CITY ATTORNEY REPORTS:

UPDATES: City Attorney Prince will be presenting a Resolution at the April 21 City Commission Regular Meeting regarding an animal control case. An update will also be forthcoming regarding the recent legislative session.

MAYOR/COMMISSIONER COMMENTS:

EVENTS: Commissioner Tuten attended the annual Sounds on Centre monthly series that began last Friday and thanked the Police Auxiliary for their participation. The annual Special Olympics Torch Walk is Friday April 10 8am beginning at the marina and led by the Police department.

THANK YOU: Commissioner Tuten thanked staff for the seamless marina management transition.

VOLUNTEER: Commissioner Tuten encouraged all to volunteer with her and Conserve Nassau for the upcoming American Beach dune planting.

PARKING: Commissioner Tuten noted any parking citations can be addressed at the One Parking satellite office located inside the Police department at 1525 Lime Street.

HAPPY BIRTHDAY: Commissioner Tuten is celebrating a birthday along with David Taylor of the Streets department and wished him well.

EVENTS: Commissioner Minshew reminded all of Women's Center of Jacksonville Dodgeball Tournament April 11 9am Peck Center Gymnasium, a benefit showcasing

Sexual Assault Awareness Month.

SAFETY: Commissioner Minshew urged patience and safety during the temporary roadway construction outside the City limits, on the south end of the island.

RESPONSE: Commissioner Poynter acknowledged receipt of recent concerning emails regarding the new roundabout construction that is causing current island wide inconvenience but will be a long-term gain.

ACKNOWLEDGEMENT: Commissioner Poynter acknowledged committed City staff and expressed appreciation for our extraordinary environment and advocated for kindness.

NO COMMENT: Vice Mayor Ayscue had no comment at this time.

EVENTS: Mayor Antun announced the following events:

- Annual Recycle and Food Drive Saturday April 11, 8:00AM – 12 Noon
- Amelia River Waterfront Park Grand Opening Saturday April 11, 2:00PM – 4:00PM
- Fernandina Beach Golf Club Barbeque Dinner Friday April 17, reservations required,
- East Nine Bar and Grill hosting happy hour Tuesdays and Fridays 4:00PM – 7:00PM.
- Annual Wheels and Wings Saturday April 11, 10:00AM at the Airport.

HAPPY BIRTHDAY: Mayor Antun wished his mother a Happy Birthday.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 6:43PM.

ATTEST:

_____
Caroline Best
City Clerk

_____
James Antun
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, April 21, 2026, 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 Attorney Teresa L. Prince, Esq., and City Manager Sarah Campbell.

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 Tuten led the Pledge of Allegiance to the Flag.

The invocation was given by Reverend Ken Jones of Amelia Plantation Chapel.

4.1 FERNANDINA BEACH MAIN STREET: Fernandina Beach Main Street Executive Director Ms. Lulu Huppmann will give a synopsis of projects occurring within each of the four Main Street Councils (Promotions, Economic Vitality, Organization, and Design). ***This item was continued to the June 2, 2026, City Commission regular meeting.***

4.2 COLUMBARIUM: Parks and Recreation Director Scott Mikelson and Marquis Latimer & Halback, Inc. Principal Jeremy Marquis, Caroline Schultz and Nathan Campbell presented the Bosque Bello Cemetery columbarium design update.

4.3 INVESTMENT SUMMARY: Comptroller Susan Carless reviewed the Fiscal Year 2025/2026 second quarter Investment Summary.

4.4 BUDGET SUMMARY: Comptroller Susan Carless reviewed the March 2026 budget summary.

4.5 PROJECT/OPERATION UPDATES: Deputy City Manager Jeremiah Glisson and Halff & Associates representatives Max Spann and Cody Smith provided an update on the Beach Parks Harmonization Plan.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR THE CONSENT AGENDA: The following individuals spoke to this item:

EVENT: Scott Ingles, 61 Oak Grove Place, Isle of Eight Flags Shrimp Festival Chairman, noted festivities begin with the parade Thursday April 30 and continue through Sunday May 3.

CONCERNS: Marian Phillips, 724 South 6th Street, not in support of paid parking and raised concerns for neighbors' cats that roamed onto her property and suggested an Ordinance be considered.

PAID PARKING: Kerry Lutz, Esq. 305 Eagleton Drive, Palm Beach Gardens, authored a book "America's Great Parking Scam". Paid parking signage is not compliant with the Manual on Uniform Traffic Control Devices adopted by Florida Statute 316.074; he received a ticket while parked downtown issued by a non-governmental employee which represents an unconstitutional delegation of power.

HERITAGE TREES: Lynn Pannone, 9 Marsh Hawk Road, representing the Amelia Tree Conservancy, thanked Urban Forester Dave Neville, the Commission, and all the volunteers for their efforts to designate heritage trees for generations to come.

The following four (4) items were on the Consent Agenda and were approved with one motion.

6.1 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: According to the agenda support documents, Resolution 2026-57 authorizes the City Attorney to file legal action necessary to prosecute for negligent and unsanitary animal care. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-57. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2026-58 AUTHORIZING A BUDGET TRANSFER FOR THE COMPLETION OF THE DOWNTOWN CIRCULATION AND TRAFFIC STUDY, PROJECT #2507: According to the agenda support documents, Resolution 2026-58 authorizes a budget transfer for the Downtown Circulation and Traffic Study, Project # 25075, in the amount of $74,709.00. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-58. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 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: According to the agenda support documents, Resolution 2026-59 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. Commissioner Tuten recognized volunteers Kim Wolford and Rebecca Raymond for their conservation efforts. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-59. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.4 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: According to the agenda support documents, Resolution 2026-60 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. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-60. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 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: According to the agenda support documents, Resolution 2026-61 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. City Manager Campbell gave a detailed explanation and recommended staff approval. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2026-61. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.1 SECOND READING OF ORDINANCE 2026-06: City Attorney Prince read Ordinance 2026-06 by title only, which was as follows: "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." According to the agenda support documents, Ordinance 2026-06 amends the Master Fee Schedule established by Ordinance 2025-14 to provide 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. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Ordinance 2026-06. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

9.1 2026 REGULAR GENERAL ELECTION - BALLOT QUESTION: According to the agenda support documents, 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. City Manager Campbell requested Commission direction regarding a companion question along with the Paid Parking political committee ballot question. ***The consensus of the Commission was to refrain from any additional ballot questions.***

CITY MANAGER REPORTS:

UPDATE: City Manager Campbell reported the Area 6 drainage project is concluding. Ash Street is scheduled to reopen by the end of next week, additional underground work will continue along Fourth Street.

THANK YOU: City Manager Campbell thanked the Facilities team and expressed appreciation for the significant City Hall plumbing repairs and bathroom renovation.

STRATEGIC PLANNING: City Manager Campbell dispersed the 2026 First Quarter Strategic Planning update including capital and operating goals.

CIVIC ENGAGEMENT: City Manager Campbell announced the City will host a civic engagement town hall meeting on Monday, May 18, 2026, in City Hall Chambers. The topic is City Budget 101, advance registration with the City Clerk's office is needed.

CITY CLERK REPORTS:

WORKSHOP CANCELLATION: City Clerk Best reported that the May 5, 2026, City Commission Workshop has been cancelled.

CITY ATTORNEY REPORTS:

SPECIAL MEETING AND EXECUTIVE SESSION: City Attorney Prince announced an City Commission Special Meeting and Executive Session will be held May 5, 2026, at 5:00PM regarding the Federal case Rayonier Performance Fibers vs. City of Fernandina Beach and the Circuit Civil case Rayonier Performance Fibers vs. City of Fernandina Beach.

MAYOR/COMMISSIONER COMMENTS:

BURN BAN: Commissioner Tuten reminded all of the current burn ban.

PLANT: Commissioner Tuten announced April is National Native Plant month and advocated for local planting of coral honeysuckle and encouraged all to remove invasive Japanese honeysuckle.

EVENTS: Commissioner Tuten recently participated in the St. Mary's Riverkeeper cleanup and the Turtle Fest last weekend. Keep Nassau Beautiful will host a cleanup Saturday May 9 and reminded all of the Wild Amelia Festival and Opening of the Beaches Saturday May 16.

KUDOS: Commissioner Tuten acknowledged the beautiful new Waterfront Park and commended Thomas & Hutton, engineering firm who donated a memorial bench dedicated to former City Engineer/City Manager Charlie George.

WORKSHOP: Commissioner Tuten reminded all of Neighborhood Vision Workshop April 27, 5:00PM, Peck Center Auditorium. All are welcome to attend.

THANK YOU: Commissioner Tuten thanked the Friends of the Fernandina Beach Golf Course for their participation and efforts.

PAID PARKING: City Manager Campbell reported that paid parking will be suspended during Shrimp Festival from Thursday April 30, through Sunday May 3, 2026.

THEATRE: Commissioner Tuten noted the Amelia Community Theatre concludes their run next weekend of the musical Bye, Bye Birdie.

EVENT: Commissioner Minshew reported the City recently hosted a gathering of the Northeast Florida League of Cities that was a resounding success.

INVITATION: Commissioner Poynter invited all to attend his Town Hall meeting next Tuesday April 28 at 5:30PM in City Hall Chambers.

CONGRATULATIONS: Mayor Antun congratulated the Fernandina Beach High School Varsity Boy's Baseball team on their back-to-back wins and noted their track to become one of the most winning teams in City history.

EVENTS: Mayor Antun announced May 15 is Peace Officers Memorial Day and National Police Week is May 11-15 and expressed appreciation to Chief Tambasco and the Police Department for their steadfast commitment to serve and protect. Mayor Antun thanked all who attended the Waterfront Park grand opening and looks forward to Shrimp Festival and the upcoming Summer Concert Series beginning in June.

ANNUAL RECYCLE EVENT AND FOOD DRIVE: Mayor Antun reported the annual recycle event welcomed 400 vehicles, 5,600 lbs. of paper was shredded, and the food drive collected 77 lbs. for Barnabas Center.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 7:33PM.

ATTEST:

Caroline Best	James Antun
City Clerk	Mayor-Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-62
Agreement Renewal — Voluntary Cooperation Law Enforcement Mutual Aid

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-62.

SYNOPSIS: Authorizing the City of Fernandina Beach Police Department and the Nassau County School District Police Department to extend the current term of the Voluntary Cooperation Mutual Aid Agreement from June 30, 2026, through July 1, 2030. Under Section 23.12, Florida Statutes, (The Florida Mutual Aid Act) and under City Commission Resolution 2022-138, on July 1, 2022, the City of Fernandina Beach Police Department and the Nassau County School District Police Department entered into a four-year Voluntary Cooperation Law Enforcement Mutual Aid Agreement ("Agreement"), which terminates on June 30, 2026.

FISCAL IMPACT: None.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-62.

Teresa Prince, City Attorney	04/17/2026
Jeffrey Tambasco, Police Chief	04/17/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/17/2026
Alisha Brown, Budget Analyst	04/22/2026
Jeremiah Glisson, Deputy City Manager	04/27/2026
Sarah Campbell, City Manager	04/27/2026
Teresa Prince, City Attorney	04/27/2026

Submitted By: Annette Lumetta, Legal Assistant Date: April 16, 2026

COMMISSION ACTION: Adopt

RESOLUTION 2026-62

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE FIRST AMENDMENT TO THE LAW ENFORCEMENT MUTUAL AID AGREEMENT WITH THE NASSAU COUNTY SCHOOL DISTRICT POLICE DEPARTMENT; PROVIDING FOR FILING OF THE FIRST AMENDMENT WITH THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, law enforcement agencies have the authority under Section 23.12, Florida Statutes, (The Florida Mutual Aid Act) to enter into a combined mutual aid agreement for law enforcement services which permits voluntary cooperation and assistance across jurisdictional lines, and provides for rendering assistance in law enforcement emergencies; and

WHEREAS, the City Commission of the City of Fernandina Beach deemed it to be in the best interest of the citizens of Fernandina Beach to enter into a Mutual Aid Agreement pursuant to Section 23.12, Florida Statutes; and

WHEREAS, on July 1, 2022, the City Commission approved Resolution 2022-138 authorizing a four-year Voluntary Cooperation Law Enforcement Mutual Aid Agreement, between the City of Fernandina Beach Police Department and the Nassau County School District Police Department which terminates on June 30, 2026; and

WHEREAS, the City of Fernandina Beach Police Department and the Nassau County School District Police Department have mutually agreed to amend Section VIII: Effective Date of said Agreement, to extend the current term of the Agreement from June 30, 2026 through July 1, 2030.

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 First Amendment to Voluntary Cooperation Law Enforcement Mutual Aid Agreement to extend the term between the City of Fernandina Beach Police Department and the Nassau County School District Police Department for an additional four years beginning on June 30, 2026, and terminating on July 1, 2030, attached hereto as Exhibit A.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute all documentation pertaining to the Voluntary Cooperation Law Enforcement Mutual Aid Agreement, upon review and approval by the City Attorney.

SECTION 3. The City Clerk is hereby directed to file a copy of the First Amendment to Voluntary Cooperation Law Enforcement Mutual Aid Agreement with the Florida Department of Law Enforcement within fourteen days of execution, pursuant to Florida Statute 23.1225(4).

SECTION 4. 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 5. This Resolution shall take effect immediately upon passage.

ADOPTED this 5th day of May, 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

FIRST AMENDMENT TO THE
VOLUNTARY COOPERATION LAW ENFORCEMENT MUTUAL AID AGREEMENT

This First Amendment to Voluntary Cooperation Law Enforcement Mutual Aid Agreement ("First Amendment") is entered into 8th day of April, 2026, by and between the Nassau County School District Police Department ("NCSDPD") and the Fernandina Beach Police Department ("FBPS").

WITNESSETH:

WHEREAS, on July 1, 2022, the NCSDPD and FBPS entered into a four (4)-year Voluntary Cooperation Law Enforcement Mutual Aid Agreement ("Agreement") for the mutual benefit of both parties herein to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to continuing, multi-jurisdictional criminal activity, so as to protect the public peace and safety, and preserve the lives and property of the citizens; and

WHEREAS, both parties now desire to amend Section VIII: Effective Date of said Agreement, solely to extend the current term of the Agreement from June 30, 2026 through July 1, 2030.

NOW THEREFORE, based on mutual consideration, the sufficiency of which is hereby acknowledged between the parties, the NCSDPD and FBPD hereby agree to extend the Effective Date of the Agreement to take effect June 30, 2026 and shall continue in full force and effect until July 1, 2030.

All other terms and provisions of the Agreement not amended herein remain in full force and effect.

IN WITNESS WHEREOF, the parties herein have executed this First Amendment on the above written date.

Sarah Campbell, City Manager
City of Fernandina Beach

Dated: 4/8/26

Dr. Kathy K. Burns, Superintendent
Nassau County School District

Dated: 4/8/26

Jeffrey Tambasco, Chief of Policy
Fernandina Beach Police Department

Dated: 4-8-26

David J. Valentine, Chief of Police
Nassau County School District Police Department

Dated: 4/8/26

City of Fernandina Beach

Caroline Best, City Clerk

City of Fernandina Beach

City Attorney

RESOLUTION 2022-138

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING A LAW ENFORCEMENT MUTUAL AID AGREEMENT WITH THE NASSAU COUNTY SCHOOL DISTRICT POLICE DEPARTMENT; PROVIDING FOR FILING OF THE AGREEMENT WITH THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, law enforcement agencies have the authority under Section 23.12, Florida Statutes, (The Florida Mutual Aid Act) to enter into a combined mutual aid agreement for law enforcement services which permits voluntary cooperation and assistance across jurisdictional lines, and provides for rendering assistance in law enforcement emergencies.; and

WHEREAS, The City of Fernandina Beach Police Department and the Nassau County School District Police Department desire to enter into a mutual aid agreement as both agencies are located in close proximity to one another, making it advantageous for each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to or manage incidents; and

WHEREAS, the City Commission of the City of Fernandina Beach has deemed it to be in the best interest of the citizens of Fernandina Beach, Florida to enter into a new Mutual Aid Agreement pursuant to Section 23.12, Florida Statutes.

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 Mutual Aid Agreement, attached hereto as Exhibit "A", between the City of Fernandina Beach Police Department and the Nassau County School District Police Department for a period of four years beginning upon execution of said Agreement.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute all documentation pertaining to the agreement, upon review and approval by the City Attorney.

SECTION 3. The City Clerk is hereby directed to file a copy of the agreement with the Florida Department of Law Enforcement within fourteen days of execution, pursuant to Florida Statute 23.1225(4).

SECTION 4. This Resolution shall take effect immediately upon passage.

ADOPTED this 2nd day of August, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Mayor-Commissioner

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:

TAMMI E. BACH
City Attorney

Voluntary Cooperation

Law Enforcement Mutual Aid Agreement

Witnesseth

Whereas the subscribing law enforcement agencies are so located in relation to each other that it is to the advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to continuing, multi-jurisdictional criminal activity, so as to protect the public peace and safety, and preserve the lives and property of the citizens; and,

Whereas, the Nassau County School District Police Department and the Fernandina Beach Police Department have the authority under The Mutual Aid Act, Chapter 23, Part I, Florida Statutes, to enter into a mutual aid agreement for law enforcement service which permits voluntary cooperation and operational assistance of a routine law enforcement nature across jurisdictional lines.

Now, therefore, the parties agree as follows:

Section I: Provisions for Voluntary Cooperation

Each of the aforesaid law enforcement agencies hereby approve and enter into this agreement whereby each of the agencies may request and render law enforcement assistance to the other in dealing with any violations of Florida Statutes to include, but not necessarily be limited to, investigating homicides, sex offenses, robberies, burglaries, thefts, gambling, motor vehicle thefts, controlled substances violations, DUI violations, and civil traffic infractions. In addition, by execution of this agreement, each of the agencies may request and render law enforcement assistance with special events, sporting events, disasters (natural or man-made), inter-agency task forces and/or joint investigations, and assistance with tactical operations.

Section II: Procedure for Requesting Assistance

It is understood by all parties that the Fernandina Beach Police Department has law enforcement jurisdiction within the City limits of the City of Fernandina Beach and that the Fernandina Beach Police Department's jurisdiction on School Board property within the City limits is not contingent upon or pursuant to this agreement.

In the event that a party to this agreement is in need of assistance as set forth above, an authorized representative of the agency requesting assistance shall notify the agency head or his/her designee from whom such assistance is requested. The agency head or authorized agency representative whose assistance is sought shall evaluate the situation and the agency's available resources, consult with his/her supervisors if necessary and will respond in a manner he/she deems appropriate.

The agency head in whose jurisdiction's assistance is being rendered may determine who is authorized to lend assistance in his/her jurisdiction, for how long such assistance

is authorized and for what purpose such authority is granted. This authority may be granted either verbally or in writing as the particular situation dictates.

Should a sworn law enforcement officer be in another subscribed agency's jurisdiction for matters of a routine nature, such as traveling through the jurisdiction on routine business, attending a meeting or going to or from work, or transporting a prisoner, and a violation of Florida Statutes occurs in the presence of said party, representing his/her respective agency, he/she shall be empowered to render enforcement assistance and act in accordance with law. Should enforcement action be taken, said party shall notify the agency having normal jurisdiction and upon the latter's arrival, turn the situation over to them and offer any assistance requested including, but not limited to, a follow-up written report documenting the event and the actions taken. This provision so prescribed in this paragraph is not intended to grant general authority to conduct investigations, serve warrants and/or subpoenas or to respond without request to emergencies already being addressed by the agency of normal jurisdiction, but is intended to address critical, life-threatening or public safety situations, prevent bodily injury to citizens, or secure apprehension of criminals whom the law enforcement officer may encounter.

No officer or appointee shall be empowered under this agreement to operate in the other agency's jurisdiction without prior approval of the agency head having normal jurisdiction. The agency head's decision in these matters shall be final.

Section III: Command and Supervisory Responsibility

The personnel and equipment that are assigned by the assisting agency head shall be under the immediate command of a supervising officer designated by the assisting agency head. Such supervising officer shall be under the direct supervision and command of the agency head or his/her designee of the agency requesting assistance.

CONFLICTS: Whenever a law enforcement officer is rendering assistance pursuant to this agreement, the law enforcement officer shall abide by and be subject to the rules and regulations, personnel policies, general orders and standard operating procedures of his/her own employing agency. If any such rule, regulation, personnel policy, general order or standard operating procedure is contradicted, contravened or otherwise in conflict with a direct order of a superior officer of the requesting agency, then such rule, regulation, personnel policy, general order or procedure shall control and shall supersede the direct order.

HANDLING COMPLAINTS: Whenever there is cause to believe that a complaint has arisen as a result of a cooperative effort as it may pertain to this agreement, the agency head or his/her designee of the requesting agency shall be responsible for the documentation of said complaint to ascertain at a minimum:

A. The identity of the complainant.

B. An address where the complaining party can be contacted.

C. The specific allegation.

D. The identity of the employees accused without regard as to agency affiliation.

If it is determined that the accused is an employee of the assisting agency, the above information, with all pertinent documentation gathered during the receipt and processing of the complaint, shall be forwarded without delay to the agency head or his/her designee of the assisting agency for administrative review. The requesting agency may conduct a review of the complaint to determine if any factual basis for the complaint exists and/or whether any of the employees of the requesting agency violated any of their agency's policies or procedures.

Section IV: Liability

Each party engaging in any mutual cooperation and assistance, pursuant to this agreement, agrees to assume responsibility for the acts, omissions, or conduct of such party's own employees while engaged in rendering such aid pursuant to this agreement, subject to the provisions of Section 768.28, Florida Statutes, where applicable.

Section V: Powers, Privileges, Immunities and Costs

A. Employees of the Nassau County School District Police Department and the Fernandina Beach Police Department when actually engaging in mutual cooperation and assistance outside of their jurisdictional limits but inside this state, under the terms of this agreement, shall, pursuant to the provisions of Section 23.127(1), Florida Statutes, have the same powers, duties, rights, privileges and immunities as if the employee was performing duties inside the employee's political subdivision in which normally employed.

B. Each party agrees to furnish necessary personnel, equipment, resources and facilities and to render services to each other party to the agreement as set forth above; provided, however, that no party shall be required to deplete unreasonably its own personnel, equipment, resources, facilities, and services in furnishing such aid.

C. A political subdivision that furnishes equipment pursuant to this agreement must bear the cost of loss or damage to that equipment and must pay any expense incurred in the operation and maintenance of that equipment.

D. The agency furnishing aid pursuant to this agreement shall compensate its appointees/employees during the time such aid is rendered and shall defray the actual travel and maintenance expenses of its employees while they are rendering such aid, including any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.

However, the requesting agency may compensate the assisting agency during the time of the rendering of such aid and may defray the actual travel and

maintenance expenses of such employees while they are rendering such aid, including any amounts paid or due for compensation as a result of personal injury or death while such employees are rendering aid pursuant to this agreement.

E. The privileges and immunities from liability, exemption from laws, ordinances and rules, and all pension, insurance, relief, disability, workers' compensation, salary, death and other benefits that apply to the activity of an employee of an agency when performing the employee's duties within the territorial limits of the employee's agency apply to the employee to the same degree, manner, and extent while engaged in the performance of the employees duties extraterritorially under the provisions of this mutual aid agreement. The provisions of this section shall apply with equal effect to paid, volunteer, and auxiliary employees.

F. Nothing herein shall prevent the requesting agency from requesting supplemental appropriations from the governing authority having budgeting jurisdiction to reimburse the assisting agency for any actual costs or expenses incurred by the assisting agency performing hereunder.

G. Nothing in this agreement is intended or is to be construed as any transfer or contracting away of the powers or functions of one party hereto to the other.

Section VI: Liability Insurance

Each party shall provide satisfactory proof of liability insurance by one or more of the means specified in Section 768.28(15)(a), Florida Statutes, in an amount which is, in the judgment of the governing body of that party, at least adequate to cover the risk to which that party may be exposed. Should the insurance coverage, however provided, of any party be canceled or undergo material change, that party shall notify all parties to this agreement of such change within ten (10) days of receipt of notice or actual knowledge of such change.

Section VII: Forfeiture Provisions

A. In the event an agency seizes any real property, vessel, motor vehicle, aircraft, currency or other property pursuant to the Florida Contraband Forfeiture Act during the performance of this agreement, the seizing agency in the case of voluntary cooperation shall be responsible for maintaining any forfeiture action pursuant to Chapter 932, Florida Statutes. The agency pursuing the forfeiture action shall have the exclusive right to control and the responsibility to maintain the property in accordance with Chapter 932, Florida Statutes, to include, but not be limited to, the complete discretion to bring the action or dismiss the action.

B. All proceeds from forfeited property seized as a result of or in accordance with this agreement shall be divided equally between the parties, less the costs associated with the forfeiture action.

Section VIII: Effective Date

This agreement shall take effect July 1, 2022 and shall continue in full force and effect until June 30, 2026. Under no circumstances may this agreement be renewed, amended, or extended except in writing.

Section IX: Cancellation

Any party may cancel its participation in this agreement upon delivery of written notice to the other party or parties. Cancellation will be at the direction of any subscribing party.

Signature Page to Voluntary Cooperation Law Enforcement Mutual Aid Agreement

Dated Effective

In witness whereof, the parties hereto cause these presents to be signed on the date specified.

Dale L. Martin, City Manager
City of Fernandina Beach

8/2/2022
Date

APPROVED AS TO FORM AND LEGALITY:
CITY ATTORNEY

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

Mark K. Foxworth, Chief of Police
Fernandina Beach Police Department

07/15/2022
Date

Dr. Kathy Burns, Superintendent
Nassau County School District

6/14/2022
Date

Alfred Smith, Chief of Police
Nassau County School District Police Dept.

06/09/2022
Date

Kim Briley

From: Barbara Rathmell
Sent: Thursday, August 11, 2022 1:58 PM
To: Jeff Tambasco
Cc: Kim Briley
Subject: FW: Mutual Aid Submission

FYI This is a receipt from FDLE on the Mutual Aid Agreement with the Nassau County School District Police Dept. I will file with our MOU's. Thanks

Barbara Rathmell
Police Services Manager
Fernandina Beach Police Department
1525 Lime Street
Fernandina Beach, Florida 32034
(904) 310-3206 | brathmell@fbfl.org
www.fbpd.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: MutualAid@fdle.state.fl.us <MutualAid@fdle.state.fl.us>
Sent: Thursday, August 11, 2022 1:22 PM
To: Barbara Rathmell <brathmell@fbfl.org>
Subject: Mutual Aid Submission

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.

FLORIDA DEPARTMENT OF LAW ENFORCEMENT

E-RECEIPT for Mutual Aid Agreement

On **8/11/2022 1:21:22 PM**, this office received a file copy of the mutual aid agreement between the **OTHER-Not Listed** and **Fernandina Beach PD**.

Below is a copy of the information you submitted:

Statewide/Regional/County	Regional
1st Participating Agency or Multi-Agency Title	OTHER-Not Listed
2nd Participating Agency or Coordinating Agency	Fernandina Beach PD
Effective Date	7/1/2022 12:00:00 AM
Expiration Date	6/30/2026 12:00:00 AM
eAgreement File Reference	2022- Law Enforcement Mutual Aid Agreement Nassau County School District Police Department2022.pdf
Other Participating Agencies, Notes	Nassau County School District Police Department
Agency E-Receipt to	brathmell@fbfl.org

Pursuant to the administrative reporting requirements of the Mutual Aid Act (F.S. §23.1225(4)), a copy of this agreement is now on file with the Florida Department of Law Enforcement.

It is recommended that this receipt (or copy) be maintained with each original agreement to document that you have complied with this requirement, and that you inform each other participating agency of your compliance.

Please remember that a **copy** of each newly executed law enforcement mutual aid agreement constructed under the authority of the Florida Mutual Aid Act needs to be promptly submitted to FDLE via the Florida Mutual Aid Website located on Florida's Criminal Justice Network (CJNET).

Participating agencies should note that FAQ's related to developing mutual aid agreements and model agreements which incorporate current statutory requirements may be found on the FDLE's Mutual Aid Website – Local Assistance Page located on Florida's Criminal Justice Network (CJNET).These model agreements may be downloaded and adapted to meet the needs of participating agencies.

For specific local or regional issues, questions, or for direct assistance with agreements or mutual aid planning, please contact:

Tracie Crawford
Mutual Aid Operations Review Specialist
Investigations & Forensic Science Program
Office of Statewide Investigative Services
Florida Department of Law Enforcement
Phone – (850) 410-8987
Cell – (850) 518-5022
MutualAid@fdle.state.fl.us

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-63
Budget Amendments — Cash Balance Forward and Reserves

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-63.

SYNOPSIS: In accordance with Charter Section 71, the City Commission, at their November 18, 2025, regular meeting, adopted Resolution 2025-212 establishing the Fiscal Year 2025/2026 budget and in accordance with Code of Ordinances Section 2-412, City Commission authorization required for budget amendments or budget transfers over $50,000.

Mauldin & Jenkins CPA & Advisors presented the Annual Comprehensive Financial Report ("Audit") for Fiscal Year 2024/2025 at the City Commission, March 17, 2026, regular meeting. Based on the Audit, various budget amendments are needed to reflect the actual cash balance forward and reserve calculations to ensure that accounting records align with the Audit, creating an accurate starting point for Fiscal Year 2025/2026, as specified and attached hereto in Exhibit A.

FISCAL IMPACT: Budget amendments to reflect the actual cash balance forward and reserves are attached hereto in Exhibit A.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-63.

Susan Carless, Comptroller	04/23/2026
Alisha Brown, Budget Analyst	04/23/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/24/2026
Jeremiah Glisson, Deputy City Manager	04/27/2026
Sarah Campbell, City Manager	04/27/2026
Teresa Prince, City Attorney	04/27/2026

Susan Carless

Date: April 16, 2026

Submitted By: Susan Carless, Comptroller

COMMISSION ACTION: Adopt

RESOLUTION 2026-63

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING FISCAL YEAR 2025/2026 ANNUAL OPERATING BUDGET AMENDMENTS BASED ON ACTUAL CASH BALANCE FORWARD AND RESERVE CALCULATIONS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with Charter Section 71, the City Commission, at their November 18, 2025, regular meeting, adopted Resolution 2025-212 establishing the Fiscal Year 2025/2026 budget; and

WHEREAS, in accordance with Code of Ordinances Section 2-412, City Commission authorization required for budget amendments or budget transfers over $50,000; and

WHEREAS, Mauldin & Jenkins CPA & Advisors presented the Annual Comprehensive Financial Report ("Audit") for Fiscal Year 2024/2025 at the City Commission, March 17, 2026, regular meeting; and

WHEREAS, based on the Audit, various budget amendments are needed to reflect the actual cash balance forward and reserve calculations to ensure that accounting records align with the Audit, creating an accurate starting point for Fiscal Year 2025/2026; and

WHEREAS, entries needed to correct the Fiscal Year 2025/2026 Budget are attached 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 Fiscal Year 2025/2026 budget amendments attached hereto as Exhibit A to adjust the cash balance forward and reserves to ensure that accounting records align with the Mauldin & Jenkins CPA & Advisors Annual Comprehensive Financial Report, attached hereto as Exhibit B.

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 become effective immediately upon adoption.

ADOPTED this 5th day of May, 2026.

ATTEST:

_____
CAROLINE BEST
City Clerk

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:



_____
TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2026-63
Exhibit "A"

	Budgeted	Actual	Increase	Decrease
General Fund (001)	11,195,879.00	13,082,296.00	1,886,417.00	
Federal Forfeiture (110)	89,050.00	108,287.00	19,237.00	
Tree Trust (125)	450,419.00	568,631.00	118,212.00	
Historic District (126)	66,940.00	119,861.00	52,921.00	
Land Conservation (135)	257,318.00	258,412.00	1,094.00	
Building Department (140)	1,194,007.00	1,650,360.00	456,353.00	
Wastewater Capacity (145)	970,927.00	1,005,181.00	34,254.00	
Water Capacity (146)	101,604.00	109,260.00	7,656.00	
Utility Tax (150)	1,011,850.00	1,128,738.00	116,888.00	
Cemetery (170)	261,797.00	230,823.00		(30,974.00)
Community Redevelopment	608,208.00	591,307.00		(16,901.00)
Law Enforcement Recovery (190)	561,503.00	423,599.00		(137,904.00)
Utility Debt Service (230)	57,033.00	133,934.00	76,901.00	
Capital Improvement (300)	2,308,731.00	2,951,120.00	642,389.00	
Capital Expansion (310)				
Police	538,336.00	530,062.00		(8,274.00)
Fire	565,566.00	542,277.00		(23,289.00)
Recreation	2,558,157.00	3,667,121.00	1,108,964.00	
Administration	1,811,109.00	1,832,770.00	21,661.00	
Other Capital Improvement (315)	2,406,855.00	2,248,028.00		(158,827.00)
Wastewater Improvement (330)	12,413,162.00	10,808,352.00		(1,604,810.00)
Golf (410)	195,387.00	(163,763.00)		(359,150.00)
Airport (420)	2,544,999.00	2,620,888.00	75,889.00	
Sanitation (440)	299,406.00	544,422.00	245,016.00	
Wastewater (450)	971,615.00	1,992,830.00	1,021,215.00	
Water (460)	4,964,785.00	6,387,229.00	1,422,444.00	
Stormwater (470)	(326,612.00)	128,055.00	454,667.00	
Marina (480)	245,445.00	1,378,976.00	1,133,531.00	
Fleet (510)	(174,403.00)	(78,635.00)	95,768.00	
Utility Billing (520)	129,807.00	137,239.00	7,432.00	
Utility Administration (530)	(17,119.00)	(1,688.74)	15,430.26	

RESOLUTION 2025-212

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING RESOLUTION 2025-159 ADOPTING THE FINAL BUDGET FOR THE 2025/2026 FISCAL YEAR, INCLUDING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, City Charter Section 71 requires that a Resolution be enacted to establish a budget and appropriation levels to provide for the operations of City government for the fiscal year commencing on October 1, 2025, and ending September 30, 2026; and

WHEREAS, the Annual Budget contains fund appropriations and establishes projected revenue and expenditure levels for all funds and divisions for the current fiscal year and the fiscal year commencing on October 1, 2025; and

WHEREAS, in compliance with Resolution #95-9, an annual review of the Capital Improvements Element of the Comprehensive Plan, and the preparation of a five-year Capital Improvement Plan is required to be a component of the budget process and as an appendix to the budget document; and

WHEREAS, it is appropriate to establish and set forth fiscal and budget policies; and

WHEREAS, Section 200.065(2)(c) Florida Statutes, requires that a public hearing be held on the tentative budget, and Section 200.65(2)(d) Florida Statutes, requires that a public hearing be held to finalize the budget and adopt a millage rate; and

WHEREAS, Section 200.065(2)(d), Florida Statutes, requires that within fifteen days after the meeting adopting the tentative budget, the taxing authority shall advertise in a newspaper of general circulation of its intent to finally adopt a millage rate and budget. The final hearing must be held within two to five days of the advertisement. Sections 129.03 and 200.065, Florida Statute, outlines the exact requirements of said advertisements; and

WHEREAS, the City of Fernandina Beach on September 3, 2025, and September 16, 2025, and on November 18, 2025, held public hearings as required by Section 200.65, Florida Statutes; and

WHEREAS, the City of Fernandina Beach set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2025/2026 in the amount of $242,643,890; and

WHEREAS, staff transmitted the approved budget and supplemental documentation, including advertisements, to the Florida Department of Revenue, who, upon review, identified that the Truth in Millage ("TRIM") was not advertised in compliance with Section 200.065(3)(a) and (3)(l), Florida Statutes, and Rule 12D-17.005(2)(c)20; and

WHEREAS, this Resolution remedies the violations by readvertising, holding a rehearing, and recertifying compliance under Section 200.065(13), Florida Statutes: within fifteen days of receipt of notice, the taxing authority must post the Notice of Proposed Tax Increase/Notice of Budget Hearing (with applicable violation clause) and Budget Summary advertisement. Section 200.065(12), Florida Statutes, requires the taxing authority to hold a new millage and budget hearing two to five days

following publication of the advertisement; and

WHEREAS, the City of Fernandina Beach published a Notice of Proposed Tax Increase/Notice of Budget Hearing (with applicable violation clause) and Budget Summary advertisement in the November 14, 2025, edition of the Fernandina Beach News Leader; and

WHEREAS, the City of Fernandina Beach held a rehearing and recertification within four calendar days on November 18, 2025; and

WHEREAS, no changes have been made to the Final Budget adopted by Resolution 2025-159.

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

SECTION 1. The City of Fernandina Beach is readopting the Fiscal Year 2025/2026 Final Budget since the notice placed in the Newsleader for the proposed tax increase did not comply with the statute.

SECTION 2. The Five-year Capital Improvement Plan, as transmitted as part of the Budget document as an outline of projected capital improvements to serve as a guideline for future planning, is hereby approved and incorporated in the Budget as an appendix.

SECTION 3. The Fiscal Year 2025/2026 Final Budget, as filed with the City Clerk, contains the expenditures and reserves estimate, and the revenues and cash balances of the City of Fernandina Beach, Florida for the fiscal year from October 1, 2025, to September 30, 2026, both dates inclusive. Said Budget was submitted to the City Commission of the City of Fernandina Beach, Florida, by the City Manager as required by and pursuant to Section 71 of the City Charter of the City of Fernandina Beach, Florida. The 2025/2026 Final Budget is hereby fixed and determined in the amount of $242,643,890 and is hereby in all respects adopted and confirmed as so fixed and determined, and the City Clerk is hereby directed to enter the same upon the Minutes of the City of Fernandina Beach, Florida.

SECTION 4. The City Manager is hereby authorized to expend such sums in accordance with this Resolution and the other applicable provisions of the Charter and Ordinances of the City of Fernandina Beach, Florida and State law.

SECTION 5. Properly advertised Public Hearings have been held on September 3, 2025, at 5:05 P.M. and September 16, 2025, at 5:05 P.M., and on November 18, 2025, at 5:05 P.M., as required by law. Copies of the budget are on file at the Office of the City Clerk for inspection and on the City of Fernandina Beach website.

SECTION 6. If any provision or portion of the Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Resolution shall remain in full force and effect.

SECTION 7. 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 8. This Resolution amends Resolution 2025-159 and shall take effect immediately.

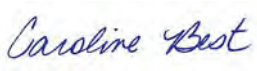
ADOPTED this 18th day of November, 2025.

CITY OF FERNANDINA BEACH



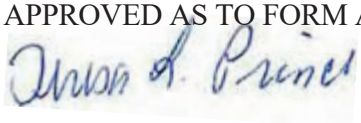
_____
JAMES ANTUN
Commissioner-Mayor

ATTEST:



_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



_____
TERESA L. PRINCE, ESQ.
City Attorney





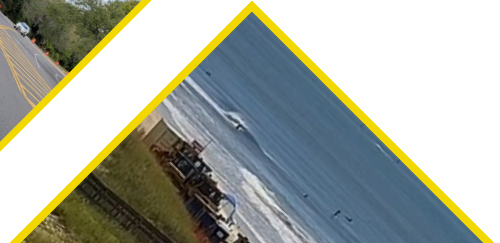












ANNUAL BUDGET

FISCAL YEAR 2025-2026

FISCAL YEAR 2025-2026

ANNUAL BUDGET



Mayor James Antun
jantun@fbfl.city
Term Expires: 2026



Vice-Mayor Darron Ayscue
dayscue@fbfl.city
Term Expires: 2026



Commissioner Genece Minshew
gminshew@fbfl.city
Term Expires: 2028



Commissioner Tim Poynter
tpoynter@fbfl.city
Term Expires: 2028



Commissioner Joyce Tuten
jtuten@fbfl.city
Term Expires: 2028



Sarah Campbell
City Manager
scampbell@fbfl.city



Susan Carless
Comptroller
scarless@fbfl.city

This Page Intentionally Left Blank

City of Fernandina Beach
Mission Statement

We are dedicated to exceptional service to the community to enhance the quality of life, and provide for the well-being of our citizens, guests and environment, while preserving our history.

We will achieve this mission through recruiting and retaining quality employees, teamwork, community involvement, civic duty, fiscal stability, caring, integrity, fairness, responsible planning and a commitment to excellence.

This Page Intentionally Left Blank

Table of Contents

Section	Description	Page #	
Budget Message	Budget Message and Reader's Guide	Message	
Statistical Analysis	Statistical Analysis Table of Contents	Statistical	1
	Citywide Organizational Chart		2
	Summary Statistics & Other Information		3
	Assessed Valuation		4
	Property Tax Information		5
	Property Tax Rate Comparison		6
	Property Tax Rate History		7
	Property Tax Rate Comparison		8
	Homeowner Tax Bill		9
	Residential Rate Trends		10
	Population Graph		11
	Consumer Price Index		12
	Grants Awarded		13
Budget Summary	Budget Summary Contents	Summary	14
	Combined Summary of All Funds		15
	Combined Summary of Funds excluding Pension Funds		16
	Summary of Total Rev/Exps Charts		17
	Summary of Total Rev/Exps		18
	Summary of All Funds by Function Charts		19
	Summary of All Funds by Function		20
	Summary of General Fund Charts		21
	Summary of General Fund Revs & Exps		22
	Summary of Expenditures by Category		23
	Expenditures by Category by Fund		24
	Personnel Allocation Chart - Full Time		25
	Personnel Allocation Chart - FTE		26
	Personnel Summary by Fund		27
	Revenue Highlights – All Funds		28
	Expenditure Highlights – All Funds		31
	Fund Descriptions		35
	Grants Anticipated – All Funds		36
General Fund:	General Fund Contents	General	37
	General Fund Summary of Revenues		38
	General Fund Summary of Expenditures		39
Revenues & Other Sources	Revenues & Other Sources		40
Expenditures-Legislative	City Commission		45
Expenditures-General Government	City Clerk		49
	City Manager		58

Table of Contents

Section	Description	Page #	
	Finance		65
	Information Technology		76
	Human Resources		84
	Legal		95
	Non-Departmental		104
	Planning and Conservation		106
	Facilities Maintenance		121
Expenditures-Public Safety	Police		127
	Fire		145
	Building & Permitting		162
	Code Enforcement		163
Expenditures-Transportation	Streets		172
Expenditures-Economic Environment	Downtown District		178
Expenditures-Culture & Recreation	Library		183
	Recreation		185
	Parks		194
	Peck Center		200
	MLK Center		205
	Youth Programs		210
	Aquatics		214
Expenditures-Human Services	Other Services		219
Expenditures-Transfers/Cont/Reserve	Transfers Out, Contingencies, & Reserves		221
Enterprise Funds	Table of Contents-Enterprise	Enterprise	223
	Golf Course		224
	Airport		239
	Sanitation		248
	Wastewater Operations		255
	Water Operations		265
	Stormwater Management		274
	Marina		283
Special Funds	Special Funds Contents	Special	289
	Law Enforcement Trust Fund		290
	Federal Forfeiture Fund		292
	Tree Trust Fund		294
	Historic District Trust Fund		297
	CDBG-Economic Development Fund		299
	Land Conservation Fund		301
	Building Fees Fund		303
	Wastewater Impact Fees Fund		313
	Water Impact Fees Fund		315

Table of Contents

Section	Description	Page #	
	Utility Tax Fund		317
	Cemetery		319
	Community Redevelopment Area Fund		323
	Law Enforcement Recovery		325
Debt Service Funds	Debt Service Funds Contents	Debt	327
	General Obligation Bond		328
	Utility Debt Service		330
	Total City Debt Service		332
	Long Term Debt		333
Capital Projects Funds	Capital Funds Contents	Capital	334
	Capital Improvements Fund Graph		335
	Capital Improvement Fund		336
	Capital Expansion Fund		341
	Other Capital Grant Fund (ARPA)		346
	Wastewater Capital Improvement Fund		348
	Five Year Capital Improvement Plan		350
Internal Service Funds	Internal Service Funds Contents	Internal	366
	Fleet		367
	Utility Billing		375
	Utility Administration		385
Trust Funds	Trust Funds Contents	Trust	393
	Pension Trust Funds –General Employees		394
	Pension Trust Funds – Police & Fire		396
Glossary	Glossary	Glossary	397
Appendix	User's Guide	Appendix	402
	Understanding the Budget		403
	Frequently Used Acronyms		408
	Resolutions adopting Operating & Voter Approved Debt Millage		410
	Resolution adopting 2025-2026 Budget		411
Index	Index	Index	413

This Page Intentionally Left Blank



BUDGET MESSAGE

This Page Intentionally Left Blank

City of Fernandina Beach **Ms. Sarah Campbell**

City Manager scampbell@fbfl.org

Budget Message

October 1, 2025

Mayor, Vice-Mayor & Commissioners:

It is my pleasure to present to you the proposed budget for the 2025-2026 Fiscal Year. The budget is set to allow for the continuation of all city services, to fund capital improvements, to pay for debt service, and to set aside appropriate reserve funds.

Fund Summary

Excluding fiduciary funds for the city's pension plans, the city has 30 different funds. Some are for governmental activities while others are for special revenues, internal services, or business type activities. All funds are being presented as balanced. For the 30 different funds, 22 are balanced using their own revenue sources and retain some reserve funds; five are balanced using their own revenue and have no reserve funds, while four funds require support from the general fund to balance. They are the Capital Fund (300), Marina (480), Golf (410), and the Fleet Fund (510).

The general fund is balanced and provides support to four other funds.

The average increase in revenues is 12%, while expenditures increased 10.6%.

Strategic Priorities

In February, the Commission identified four capital and three operational priorities. This proposed budget addresses these in the following ways:

C1. Brett's demolition and replacement. Phase 1 of the demolition engineering design is funded in the 2024-2025 budget. No additional phases are funded. During the budget workshops, staff will recommend a line of credit loan to be repaid initially by CRA Funds. This debt could be consolidated later with any larger projects to be bonded.

Engineering design is budgeted for Brett's demolition.

C2. Seawall Design. The city received a $1,000,000 legislative appropriation for the design. That work is currently underway.

The goal is to have a permitted design by mid-2026. No additional funding is included for this phase.

C3. Seawall Construction (Segment 1) The city received two legislative appropriations for construction. The first, for $2,000,000 will expire in December 2026. The second of $4,000,000 does not have an expiration date established yet. These revenues and expenditures are budgeted. Staff expects these funds will be used to construct the portion of the seawall under Brett's. While the total seawall construction is anticipated in the $20-$25 million range, no additional segments are budgeted. The Downtown budget includes $50,000 for a waterfront master plan for the area landward of the seawall.

Construction of one segment of seawall is included thanks to legislative appropriations.

C4. Downtown Revitalization. The city has preliminary designs for the reconstruction of underground electricity, sidewalks, crosswalks, and other components along Centre Street. Additional design work is needed for the side streets in order to connect to the electrical hubs. This design work is budgeted for $200,000. No construction is budgeted. Construction is anticipated in the $10-15 million range.

Construction of downtown improvements is not funded.

O1. Human Resource Improvements. A position-based training plan is under development. Training is budgeted in each department along with city-wide training for all. The total investment in our staff is $432,000. Several positions have been eliminated through attrition or vacancies. Staff requests for five new full-time positions were denied. After offsets for the new fire personnel that were added mid-year, we eliminated 17 full-time equivalents.

O2. Efficiency Improvements. Most of these items were completed in the current fiscal year. The remaining item is the implementation of the contract management software which has been included in the budget. Additional efficiencies through new budgeting software and a recreation master plan update total $205,000.

Operational goals include small amounts of funding. No revenue or expenses from paid parking are included.

O3. Implement Paid Parking. The Commission heard presentations from three firms in July. The commission authorized contract negotiations to begin.

made at this time. No revenue or expenditures related to paid parking have been included in this budget.

Service Levels

All current service levels are provided for in the proposed budget. While basic programs, routine maintenance, and some capital improvements are covered, many director-requested items were removed to balance the budget. This budget is a conservative approach to the upcoming year without reducing service levels.

No service levels have been changed.

Capital Improvements

Capital improvements total $11.6 million dollars for next year. While the majority of this ($6 million) is related to the seawall, other major improvements include:

- $1.1 million in road resurfacing and sidewalks
- $1.3 million in equipment like police tasers and laptops, new EMS Rescue unit, IT servers, and a front-end loader.
- $450,000 in Building improvements at the Atlantic Recreation and MLK Centers and reconstruction of one beach boardwalk

Capital purchases are planned for routine items.

What's Not Included

No staffing increases were included. Requests for new transit programs were denied. Capital projects totaling $2.7 million were not funded this year. They may need to be deferred in the 5-year plan or evaluated for feasibility. Some items eliminated were:

- Continued lighthouse restoration
- Harbor dredging
- Some vehicle replacement
- CIPP Stormwater lining
- Sunrise playground replacement
- Pickleball court resurfacing
- Beech Street sidewalk

Many projects requested were not funded this year.

Recommendations

This budget was presented with a General Fund surplus of $608,000 The commission had several options to consider for these funds and the budget as a whole:

- Pay down debt
- Place in reserve funds
- Lower millage rate
- Increase expenditures
- Request additional budget reductions.

During the budget hearing process in September, the Commission opted to budget the surplus funds in the contingency line for unanticipated expenditures.

I look forward to working with the City Commission through the fiscal year under this adopted budget which reflects the goals and objectives of our community for the upcoming year.

Very Truly Yours,



Sarah Campbell
City Manager

Reader's Guide to the Budget

The City of Fernandina Beach budget document is intended to provide information for a variety of purposes for different groups of users. It serves as a policy document, financial plan, and operating guide for City services. The Reader's Guide provides assistance in using the **2025-2026 City of Fernandina Beach's Budget** document. The primary goal is to facilitate the understanding of the budget document and to increase its effectiveness as a communications device between the City of Fernandina Beach's government and its citizens. In this section, readers can find answers to frequently asked questions and be directed to other sections of the document to find information.

General Information About Fernandina Beach

Historical Background

The City of Fernandina Beach is a seaside community with a rich history located on beautiful Amelia Island.

The Timucuan Indians were among the first inhabitants of the area. Then in the 1500's the first visitors from Europe discovered Fernandina Beach.

Since that time eight different flags have flown over our city. The French were the first European visitors to take control of the island in 1562. They were defeated by the Spanish in 1565 who named the island Santa Maria. The Spanish and the English fought over control of the area for many years. In 1702 the Spanish Settlement was destroyed and James Edward Oglethorpe (Georgia's founder and Colonial Governor) changed the name of the island to Amelia after the daughter of King George II.

At the end of the American War of Independence (1783), an international treaty returned the province from Britain to Spain, who then established a provincial governor in St. Augustine. During the second Spanish occupation, the area known as "Old Town" was given its name, Fernandina, in honor of King Ferdinand of Spain. Although Spanish, at the beginning of the 1800s, Old Fernandina was thriving due to its proximity to the United States. Fernandina was also a haven for smuggling and slave-trading at the time, and that led to trouble with the neighboring United States. In 1812, the "Patriots of Amelia Island" overthrew the Spanish and hoisted their flag. A day later their flag was replaced by the American Flag. In 1817, Scottish mercenary Sir Gregor MacGregor overtook the island and hoisted the Green Cross of Florida. Due to lack of funds and men, when Spanish troops approached to reclaim the island, MacGregor left Jared Irwin

and Ruggles Hubbard (two American adventurers) in command. Shortly thereafter, Pirate Luis Aury arrived with men and money and claimed the island alongside Irwin and Hubbard for the Mexican Rebels. Two days before Christmas in 1817, the U.S. Navy temporarily occupied the island and drove Aury off.

In 1819, the U.S. purchased Florida from Spain. In 1821, Florida became a U.S. territory, subsequently attaining statehood in 1845. So, during the seven years from 1811-1817, Fernandina was under five of its eight flags. (Spain, Patriot, Green Cross, Mexican Rebel, U.S.). The other flags were those of France, England, and the Confederacy.

In 1853, the City's activity moved south to take advantage of the new Florida Railroad. By 1857, the City had developed into a thriving community attracting free-booters, pirates and smugglers. By 1875, Fernandina had become a major Florida port. Shipping boomed with exports of lumber, phosphate, and naval stores. Tourists flocked to the City to stay in elegant hotels and to enjoy the amenities of the beach and nature that the island offered.

Around the turn of the century Fernandina Beach flourished as a popular playground for tourists. Then as tourism began to move farther south, progress slowed down. Old Victorian homes and buildings were not replaced but repaired.
This left the city a wonderful heritage including a 50-block area of downtown which is listed on the National Register of Historic places.

In the early 1900s, the modern shrimping industry was founded in Fernandina. Shrimp, oyster, and crab canneries thrived along with boat-building and net-making businesses. The late 1930s brought two paper mills eager to take advantage of the local lumber and the port. These industries created a family oriented community where hard work and civic involvement are the cornerstones of Fernandina Beach even to this day.
Fernandina Beach was rediscovered by the wider world in the 1950s. Since then, the growth has been dramatic and fueled by tourism. Today Fernandina Beach is once again a flourishing community. Visitors from all over come to enjoy the golf, beaches, historical landmarks, fine restaurants and beautiful weather.

Description of Government

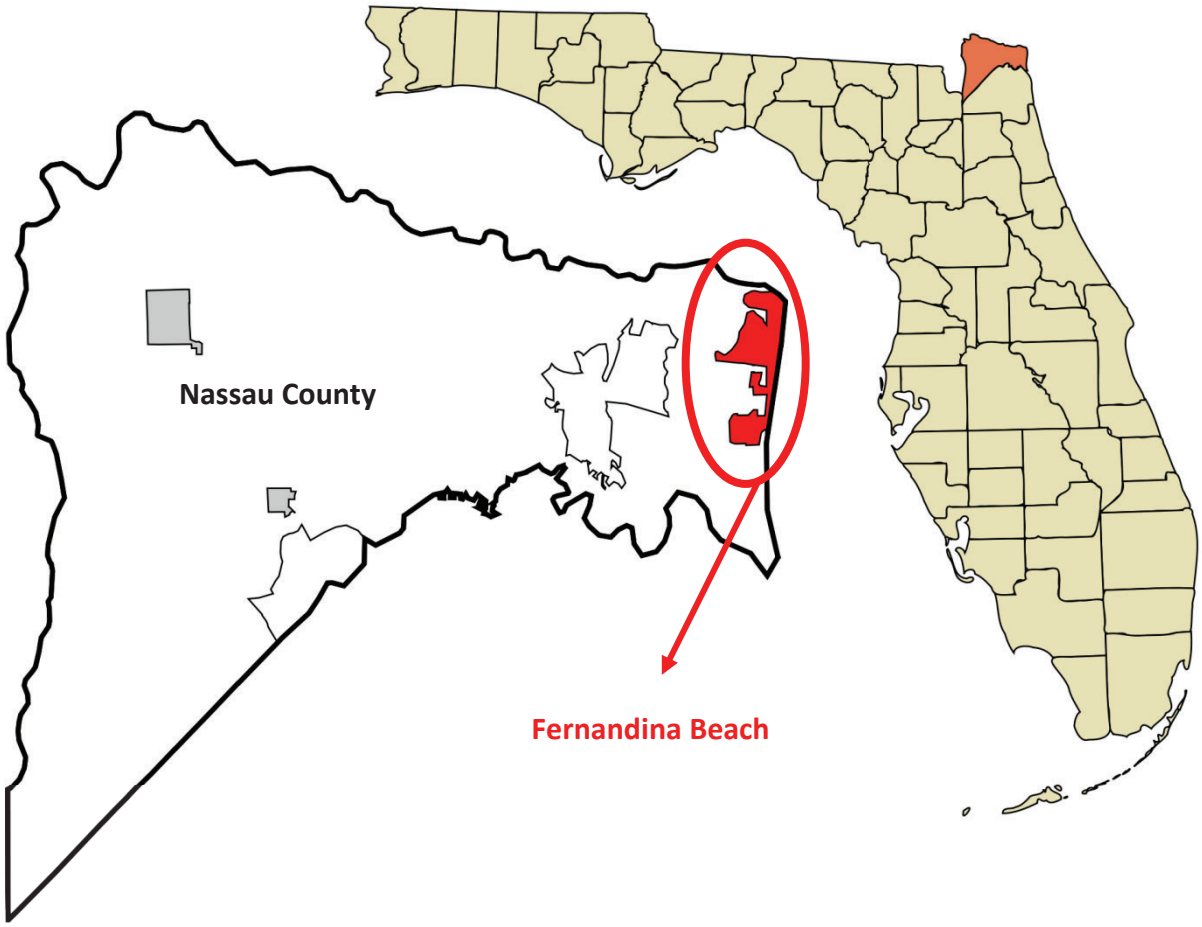
The form of government of the City of Fernandina Beach is known as the "Commission-Manager Plan." Under this plan, the Commission has powers to adopt ordinances, approve regulations, and appoint the City Attorney, City Clerk, and City Manager.

The Fernandina Beach City Commission consists of five citizens who are elected at large, who then elect from their own a Mayor who presides at all meetings of the Commission.

Location of Fernandina Beach

The City of Fernandina Beach is located on the northern end of Amelia Island. This "barrier island" represents the northeastern "corner" of Nassau County. Amelia Island is situated between the Amelia River to the west and the Atlantic Ocean to the east, with the City of Jacksonville (Duval County) to the south and Camden County, Georgia, to the north.

Location of Fernandina Beach in Nassau County



Budget Tab Descriptions

Budget Message	The Budget Message formally transmits the budget to the Mayor, City Commissioners, and citizens. This communication contains summaries of major initiatives within the budget, significant accomplishments, and noteworthy policy issues facing the City.
Statistical Analysis	The Statistical Analysis is a collection, examination, summarization, and interpretation of the City's quantitative data to discover underlying causes, patterns, relationships, and trends that ultimately assists with goals, initiatives, and improvements.
Budget Summary	The Budget Summary provides revenue and expenditure trends and assumptions with an explanation of major changes for the City's fiscal year.
General Fund	The General Fund is the largest fund in the City. It is comprised of the many City departments and it supports all services not assigned to the Enterprise or Internal Service fund.
Enterprise Funds	The Enterprise Funds operate separately from the General Fund, and this section provides Information used to account for the operations and services of the City.
Special Funds	Special Funds are more restrictive than those funds associated with the General Fund. This section provides detail of how funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are so restricted.
Debt Service Funds	This section provides detail related to the accumulation of resources for, and the payment of, general long-term and short-term debt principal, interest and related costs.
Capital Projects Funds	This section provides detail for capital projects approved for the fiscal year, and also illustrates funding sources, debt service, the capital improvements planning cycle, and criteria used to establish priorities.
Internal Service Funds	Internal Service Funds are used to account for City activities that provide goods and services to other City departments or agencies.
Trust Funds	Pension (and other employee benefit) Trust Funds are used to report resources that are required to be held in trust by the City for the members and beneficiaries of defined benefit plans, defined contribution pension plans, and other employee benefit plans.
Appendix	Provides miscellaneous budget cycle information and policies.

Frequently Asked Questions:

Question	Refer to Tab(s)	Page(s)
What is the total budget?	*Budget Summary*	14
What is the City's millage rate?	*Statistical Analysis*	5
Where can I find the organizational chart of Fernandina Beach?	*Statistical Analysis*	2
How many employees does the City employ?	*Statistical Analysis* *Budget Summary*	3 25
What is the City's budget process timeline?	*Appendix*	391
Where the money comes from and where the money goes?	*Budget Summary* *Revenue Highlights* *Expenditure Highlights*	28
How much money do we have in the reserves?	*Budget Summary*	15
Where can I find the Fernandina Beach area population?	*Statistical Analysis*	11
Where are the City's financial policies?	*Appendix*	402
Where can I learn about the capital budget?	*Capital Funds*	355
What are the goals of the City of Fernandina Beach?	*City Manager's Budget Message* *Capital Funds*	 335
How much money is available for Capital projects?	*Capital Funds*	335

Glossary

Account – A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control or fund balance.

Ad Valorem Taxes – Property taxes which are computed by applying the millage rate to the assessed value of property after all exemptions have been subtracted. Property taxes are paid to the various local governments through a single payment to the county tax collector.

Amendment – Change to an adopted budget which may increase or decrease a fund total.

Annual Budget – A budget applicable to a single fiscal year

Appropriation – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and time it may be expended

Assessed Valuation – County Property Appraiser's estimation of the fair market value of real or personal property.

Asset – Resources, owned or held by a government, which have monetary value. Assets may be tangible or intangible and are expressed in terms of cost or some other value.

Audit – A comprehensive review of the manner in which the City's resources were actually utilized. The main purpose of an audit is to issue an opinion on the fair presentation of the financial statements and to test the controls over the safekeeping of assets while making recommendations for improvement where necessary.

Balanced Budget – All the City's estimated sources of revenues, including uses of fund balances, equal expenditure appropriations for the fiscal year.

Bond – A written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, i.e. maturity date(s), together with periodic interest at a specified rate. Sometimes, all or a substantial portion of the interest is included in the face value of the security.

Budget – A financial statement listing a governmental agency's expected income and expenses for a 12-month period. Florida law requires that governments have a balanced budget, with expenses not exceeding revenues. A proposed budget is prepared by the City Manager and it becomes formal when adopted by the City Commission. If changes occur during the year, local governments can transfer funds within a budget or raise fees, etc., to keep the budget in balance.

Glossary

Budget Hearing – Public Hearing conducted to consider and adopt the annual budget.

Capital Improvement Program (CIP) – Governmental agencies set up five-year programs for major long-term costs such as the purchase of fire trucks, buildings, and land. Capital expenses are listed separately from operating expenses within the budget document.

Capital Outlay: - Costs for the purchase or additions to the land, buildings, vehicles or other equipment with a useful life greater than one year. The asset value must meet or exceed the following thresholds:

Buildings	$5,000 General Fund; $2,500 Enterprise Funds
Building Improvements	$5,000 General Fund; $2,500 Enterprise Funds
Machinery & Equipment	$5,000 General Fund; $2,500 Enterprise Funds
Infrastructure	$5,000

Contingency Fund – Money set aside for emergencies or unexpected expenses that were not anticipated when the budget was being prepared.

Debt – An obligation resulting from the borrowing of money or from the purchase of goods and services.

Debt Limit – The maximum amount of outstanding gross or net debt legally permitted.

Deficit – A term generally applied to the budget as a whole, reflecting real or projected revenue shortages, meaning there are insufficient funds to cover expenses.

Department – An administrative agency of the City having management responsibility for an operation or a group of related services within a functional area.

Enterprise Fund – A fund established to support a single service from which revenues are received from charges for services to fund the delivery of that service.

Expenditures – Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service, capital outlays, intergovernmental grants, entitlements, and shared revenues.

Fiscal Year – The budget year. A 12-month period to which the Operating Budget applies, at the end of which the City determines its financial position and its results of operations. The City's fiscal year runs from October 1 – September 30.

Glossary

Franchise Fees – Money collected, usually from a private utility, in exchange for use of a governmental agency's easements and rights-of-way. Cities and counties authorize the use of these and collect a fee in return.

Full Time Position – Position that qualifies for full city benefits, usually 40 hours.

Fund – A listing within the budget, indicating the revenues and expenditures for a specific category of operation. The largest fund is the General Fund. This fund includes subcategories that support most of the city's operation. Other funds include those for sewer and garbage, State and Federal grants, etc.

General Fund – Typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources except those required to be accounted for in another fund.

General Obligation Bond – A general obligation bond is a common type of municipal bond in the United States that is secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments in the Governmental Accounting Standards Board (GASB).

Governmental Accounting Standards Board (GASB) – The authoritative accounting and financial reporting standard-setting body for governmental entities.

Governmental Funds – Funds used to account for tax-supported activities. There are seven different types of governmental funds: (1) General Fund; (2) Enterprise Fund; (3) Special Funds; (4) Debt Service Funds; (5) Capital Projects Funds; (6) Internal Service Funds; and (7) Trust Funds

Grant – Contributions by one organization to another for a specific purpose.

Impact Fee – A fee to fund the cost of a new development's impact on various City services. This fee is charged to those responsible for the new development as a condition for obtaining a building permit.

Glossary

Infrastructure – Assets that are immovable and of value only to the governmental unit such as drainage and sewer systems

Liabilities – Debts or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Mill – A tax rate of one dollar ($1) per one thousand ($1,000) of taxable property value.

Millage – A figure assigned to each governmental unit with ad valorem taxing authority for use in determining taxes. It determines how much revenue the government will receive from property taxes and how much an individual property owner pays by applying the millage rate to the value of property within the City.

Objective – A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objectives should simply be a specific standard of performance for a given program.

Operating Expenses – The costs associated with day-to-day activities of a government not including personal services or capital outlay costs.

Ordinance – A law set forth by a governmental entity, usually a municipal government.

Over Budget – Over budget in revenue means that more income was received than budgeted. Over budget in expenses means costs were more than budgeted figures, and generally, necessitates that spending must stop or money be transferred into the appropriate account to balance the budget by year-end.

Pay-As-You-Go Basis – A term used to describe a financial policy by which capital outlay is financed from current revenues rather than through borrowing.

Personal Services – Costs for employee salaries, wages and fringe benefits.

Prior Year Carryover – Money not spent on one fiscal year, but carried forward to the next budget. Cash carried forward can be used to pay operating expenses at the beginning of a fiscal year before tax revenue are collected, or during a fiscal year if anticipated revenues have not yet been collected.

Proposed Budget - The budget proposed by the City Manager to the City Commission for review and approval.

Glossary

Recurring Revenues – Revenues that can be expected to be received each year unless specific action is taken to eliminate the source.

Referendum – A question voted on by the citizens of the local government.

Resolution – An expression of a governing body concerning matters of administration, an expression of a temporary character, or a provision for the disposition of a particular item of the administrative business of the governing body.

Revenue – Income received by the City from a variety of sources including taxes, fees, charges for services, grants, borrowing, or other governmental agencies.

Rolled-Back Millage Rate – A tax rate the county property appraiser determines is necessary to give a governmental agency the same amount of property tax dollars it received during the previous budget year.

Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a special improvement or service deemed to primarily benefit those properties.

State-Shared Revenue – Money that cities and counties receive from the state. It includes the local share of cigarette taxes, fuel taxes, mobile home license taxes, liquor taxes and sales taxes based on a distribution formula set by State law.

Statute – A written law enacted by a duly organized and constituted legislative body.

Taxable Valuation – The value of property after all allowable exemptions have been subtracted; the value on which ad valorem taxes are computed.

Trim Bill – Florida's Truth in Millage law requires cities to calculate next year's budget on the same tax dollars, they received during the current fiscal year.

Under Budget – Under budget in expenses means either the agency has been spending at a slower rate than expected, or that expenses were overestimate when the budget was prepared. Under budget in revenues means that money being collected from the various sources are not as much as was anticipated; it might necessitate spending adjustments.

User fee – The charging of fees for the use of services such as recreational, sewer and garbage services.

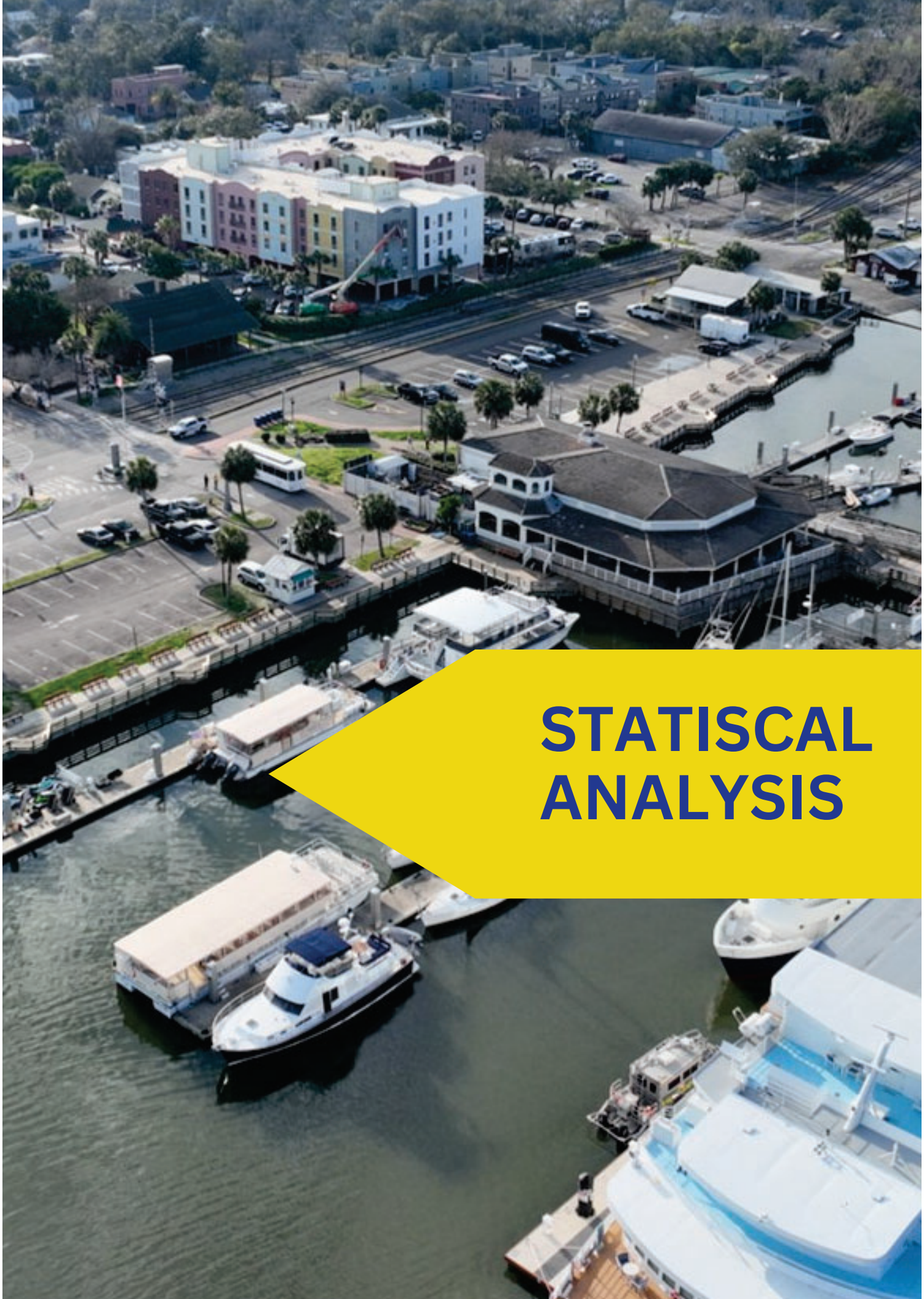
Utility Taxes – Taxes paid to municipalities by users of telecommunication services, electricity, water, natural gas, bottled gas and fuel oil.

Valuation – The dollar value of property assigned by the county property appraiser.

Frequently Used Acronyms

ADA	Americans with Disabilities Act
ALS	Advanced Life Support
ARC	Atlantic Recreational Center
BOA	Board of Adjustment
BOAF	Building Officials Association of Florida
CDBG	Community Development Block Grant
CEAB	Code Enforcement & Appeals Board
CEMP	County Emergency Management Plan
CFPBA	Central Florida Police Benevolent Association
CIP	Capital Improvement Plan
COA	Certificates of Approval
CPI	Coastal Partnership Initiative
CRA	Community Redevelopment Area
DHS	Department of Health Services
DOS	Department of State
DUI	Driving Under the Influence
EMPA	Emergency Management Preparedness and Assistance
EMS	Emergency Medical Services
EPA	Environmental Protection Agency
EPH	Environmental Public Health
ERP	Enterprise Resource Planning
F&B	Food and Beverage
FAA	Federal Aviation Administration
FBIP	Florida Boating Improvement Plan
FBYAC	Fernandina Beach Youth Advisory Committee
FDEP	Florida Department of Environmental Protection
FDOS	Florida Department of State
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FICA	Federal Insurance Contributions Act
FIND	Florida Inland Navigation District
FLUM	Future Land Use Map
FOL	Friends of the Library
FRDAP	Florida Recreation Development Assistance Program
FRPA	Florida Recreation and Parks Association
FT	Full-Time
FTE	Full-Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GEPP	General Employees' Pension Plan
GF	General Fund

GFOA	Government Finance Officers Association
GIS	Geographic Information System
GOB	General Obligation Bond
HDC	Historic District Council
HVAC	Heating, Ventilating, and Air Conditioning
IAFF	International Association of Fire Fighters
IMS	Information Management Services
ISO	Insurance Services Office
IT	Information Technology
LBTR	Local Business Tax Receipt
LDC	Land Development Code
LIUNA	Laborers' International Union of North America
MLK	Martin Luther King
N/A	Not Applicable
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
O & M	Operation & Maintenance
OPEB	Other Post-Employment Benefits
PAB	Planning Advisory Board
PFPP	Board of Trustees Police & Fire Pension Plan
PRAC	Parks and Recreation Advisory Committee
PSA	Public Service Announcements
PT	Part-Time
R/M	Repair/Maintenance
RFI	Request for Information
RFP	Request for Proposal
S	Seasonal
SAFER	Staffing for Adequate Fire and Emergency Response
SBA	Small Business Administration
SEU	Selective Enforcement Unit
SJRWMD	St. Johns River Water Management District
SOP	Standard Operating Procedures
TBD	To Be Determined
TDC	Tourist Development Council
TRC	Technical Review Committee
UB	Utility Billing
UCR	Uniform Crime Report
URL	Uniform Resource Locator
VPN	Virtual Private Network
WAB	Waterfront Advisory Board
WFPP	Waterfronts Florida Partnership Program



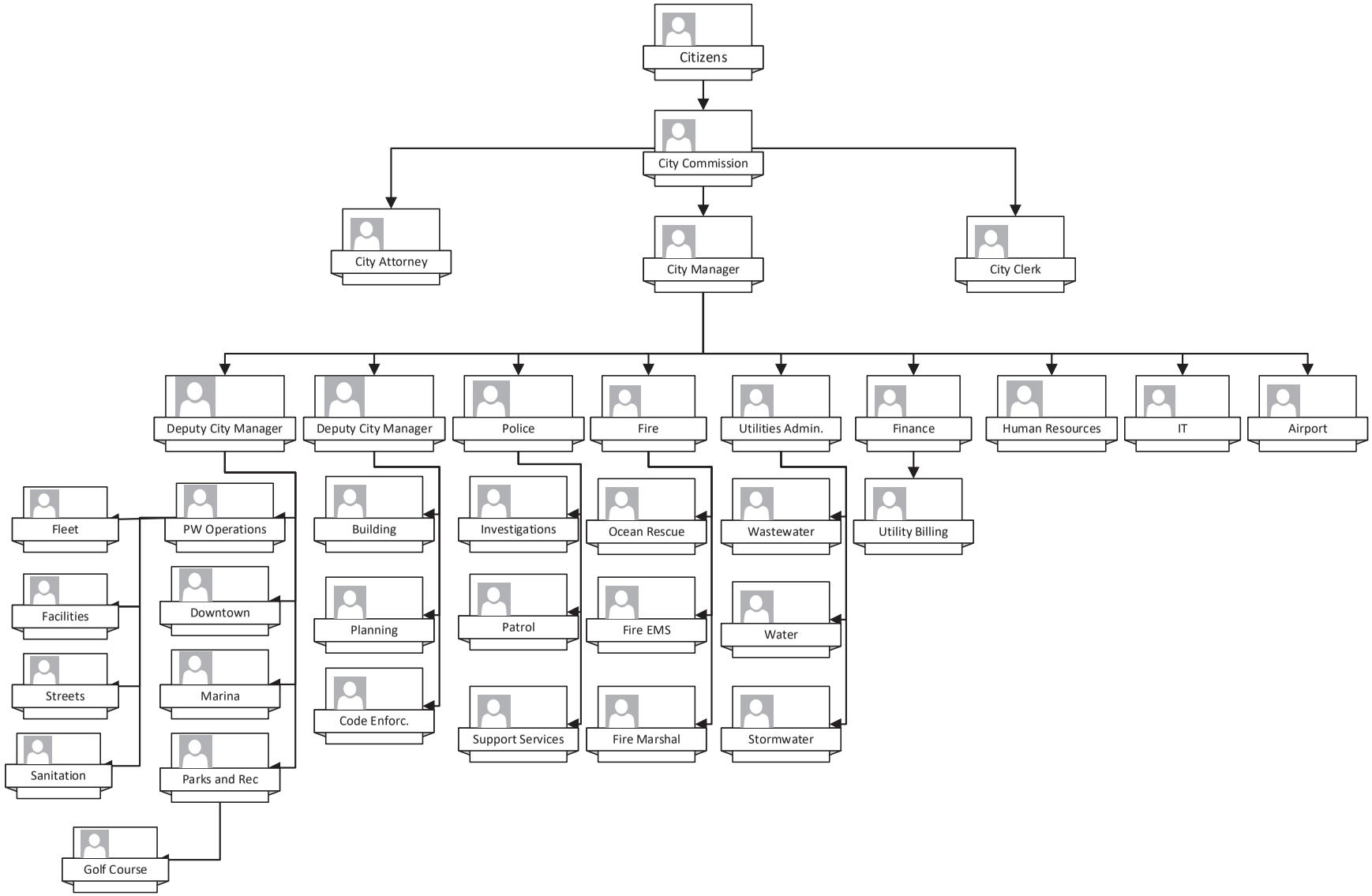
STATISCAL ANALYSIS

This Page Intentionally Left Blank

Table of Contents-Statistical Analysis

Section	Description		Page #
Statistical Analysis	Statistical Analysis Table of Contents	Statistical	1
	Citywide Organizational Chart		2
	Summary Statistics & Other Information		3
	Assessed Valuation		4
	Property Tax Information		5
	Property Tax Rate Comparison		6
	Property Tax Rate History		7
	Property Tax Rate Comparison		8
	Homeowner Tax Bill		9
	Residential Rate Trends		10
	Population Graph		11
	Consumer Price Index		12
	Grants Awarded 10/1/24 – 9/30/25		13

City of Fernandina Beach Organizational Chart



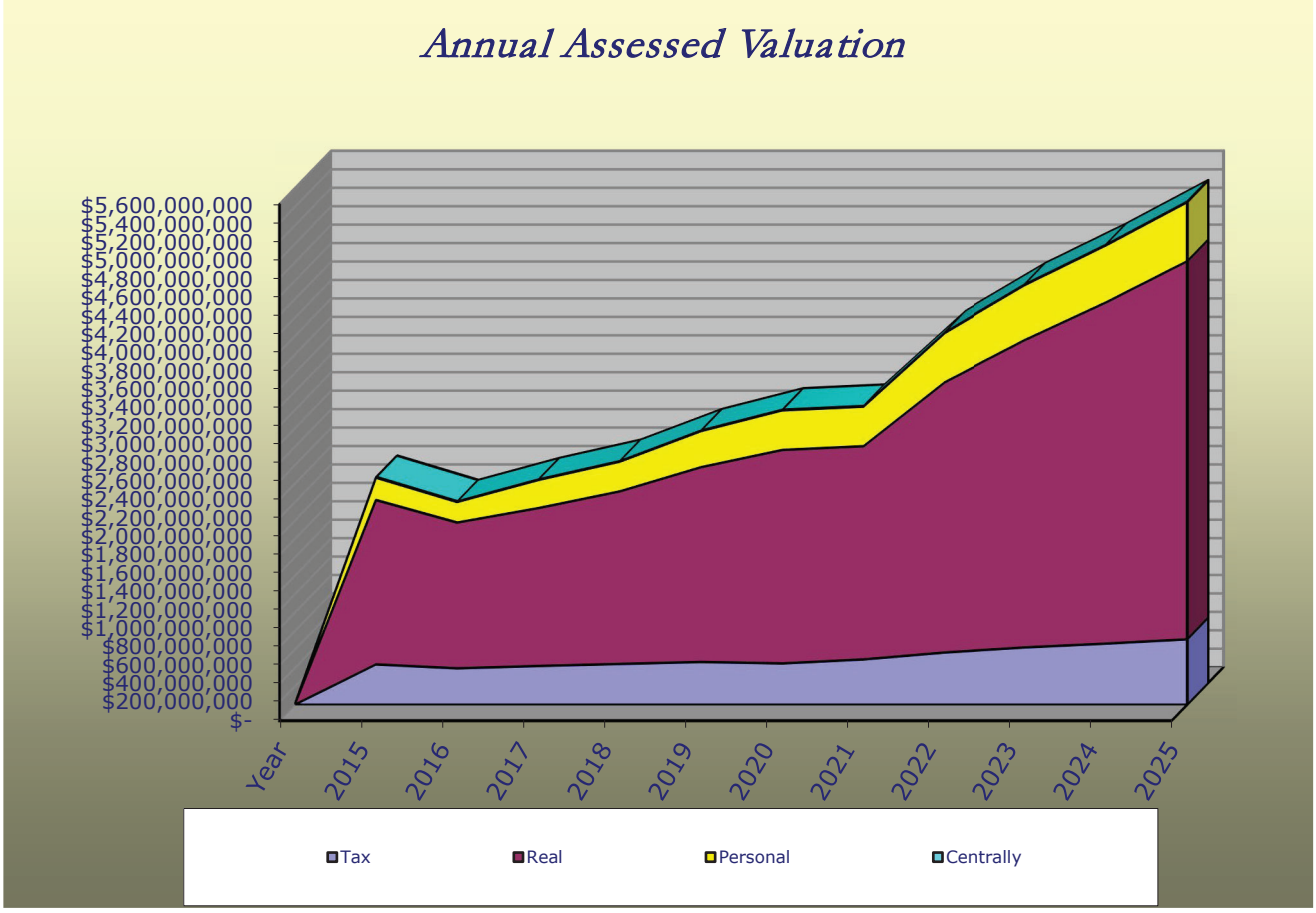
Full-Time: 246 **Part-Time: 78** **Temporary/Seasonal: 63**

City of Fernandina Beach
Summary Statistics & Other Information

Year of Incorporation	1825
Form of Government	Commission/Manager
City Population	13,196
Area of City in Square Miles	12.2
Miles of Coastline	8.5
Number of City Employees	
Full-Time	244
Part-Time	78
Temporary/Seasonal	58
Government Facilities and Services	
Miles of Streets	79
Number of Street Lights	1,200
Culture and Recreation	
Community Centers	3
Parks	20
Parks Acreage	475
Golf Course	1
Marina	1
Pickleball Courts	6
Tennis Courts	4
Fire Protection	
ISO Fire Classification	03/3X
Number of Stations	2
Number of Fire Personnel and Officers	43
Number of Calls for Service	3,917
Rescue Transports	2,132
Number of Inspections Conducted	262
Police Protection	
Number of Stations	1
Number of Police Personnel and Officers	45
Number of Citations	694
Number of Calls for Service	17,208
Sewer System	
Miles of Sanitary Sewers	113.104
Number of Active Sewer Accounts	8,265
Number of Treatment Plants	2
Annual Daily Average Treated in Millions of Gallons	2.236
Maximum Daily Capacity in Millions of Gallons	3.5
Water System	
Miles of Water Mains	132.348
Number of Active Water Accounts	9,776
Number of Treatment Plants	3
Annual Daily Pumpage in Millions of Gallons	3.745
Maximum Daily Capacity of Treatment in Millions of Gallons	18.5
Stormwater System	
Miles of Stormwater Pipes	67.649
Number of Drainage Structures	1,751
Number of City Maintained Ponds	5
Building Department	
Total Number of Inspections Completed	5,604
Total Number of Permits Issued	2,728
Cemeteries	1

City of Fernandina Beach
Assessed Valuation

Year	Tax Exempt	Real Property	Personal Property	Centrally Assessed	Total Assessed Valuation
2015	437,824,431	1,784,626,178	243,055,518	1,545,241	2,467,051,368
2016	395,180,428	1,582,577,165	223,041,579	1,594,221	2,202,393,393
2017	420,920,332	1,713,986,665	304,675,122	1,898,461	2,441,480,580
2018	442,366,544	1,873,577,621	322,267,389	1,960,290	2,640,171,844
2019	464,521,384	2,114,164,953	391,402,097	2,062,033	2,972,150,467
2020	448,484,087	2,317,259,620	429,264,899	2,255,774	3,197,264,380
2021	492,033,529	2,314,495,761	428,776,173	2,255,774	3,237,561,237
2022	567,131,788	2,932,235,467	533,642,377	2,613,418	4,035,623,050
2023	621,798,228	3,333,207,067	596,516,949	3,286,522	4,554,808,766
2024	663,435,334	3,700,621,783	617,870,687	3,522,262	4,985,450,066
2025	710,006,862	4,101,446,465	639,253,474	3,557,813	5,454,264,614



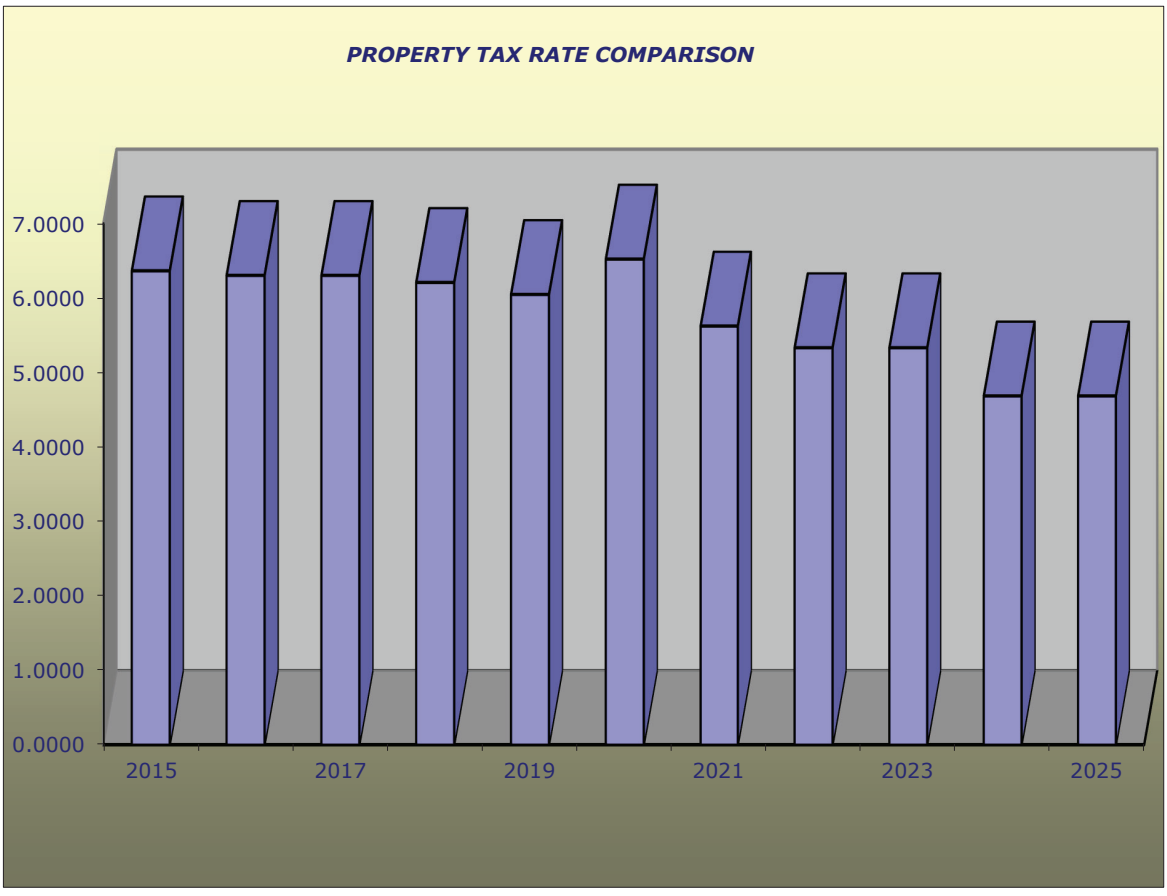
City of Fernandina Beach
Property Tax Information

Fiscal Year	Taxable Value	Millage Rate	Calculated Receipts	% Change Taxable Val.	% Change Dollars	% Change Tax Rate
2015-2016	$ 1,705,649,635	6.3044	$ 10,332,000	6.04%	-0.24%	-0.97%
2016-2017	$ 1,807,212,965	6.3044	$ 10,937,700	5.95%	5.86%	0.00%
2017-2018	$ 2,020,560,248	6.2097	$ 12,045,190	11.81%	10.13%	-1.50%
2018-2019	$ 2,196,470,713	6.0482	$ 12,753,306	8.71%	5.88%	-2.60%
2019-2020	$ 2,516,326,955	6.5236	$ 15,758,890	14.56%	23.57%	7.86%
2020-2021	$ 2,745,527,708	5.6236	$ 14,822,160	9.11%	-5.94%	-13.80%
2021-2022	$ 3,009,887,290	5.3330	$ 15,409,660	9.63%	3.96%	-5.17%
2022-2023	$ 3,431,952,310	5.3330	$ 17,570,498	14.02%	14.02%	0.00%
2023-2024	$ 3,908,480,780	4.8298	$ 18,122,093	13.89%	3.14%	-9.44%
2024-2025	$ 4,316,693,596	4.6849	$ 19,414,347	10.44%	7.13%	-3.00%
2025-2026	$ 4,744,257,752	4.6849	$ 21,337,318	9.90%	9.90%	0.00%

	BUDGET 2025	BUDGET 2026	% Change
Operating	4.6849	4.6849	0.00%
Voter Approved Debt	-	-	0.00%
Total	**4.6849**	**4.6849**	**0.00%**

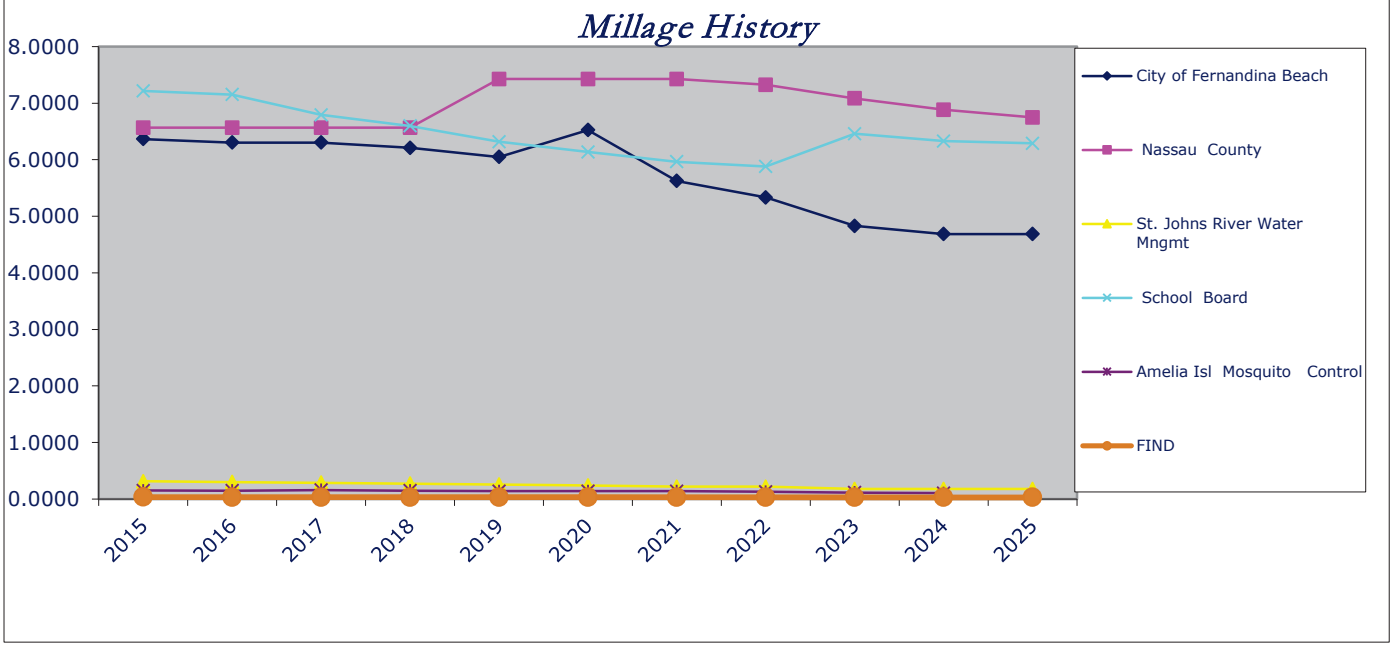
City of Fernandina Beach
Property Tax Rate Comparison

Property Tax Rates		
Fiscal Year	**Millage Rate**	**Percentage Increase (Decrease)**
2015	6.3663	-2.18%
2016	6.3044	-0.97%
2017	6.3044	0.00%
2018	6.2097	-1.50%
2019	6.0482	-2.60%
2020	6.5236	7.86%
2021	5.6236	-13.80%
2022	5.3330	-5.17%
2023	5.3330	0.00%
2024	4.6849	-12.15%
2025	4.6849	0.00%



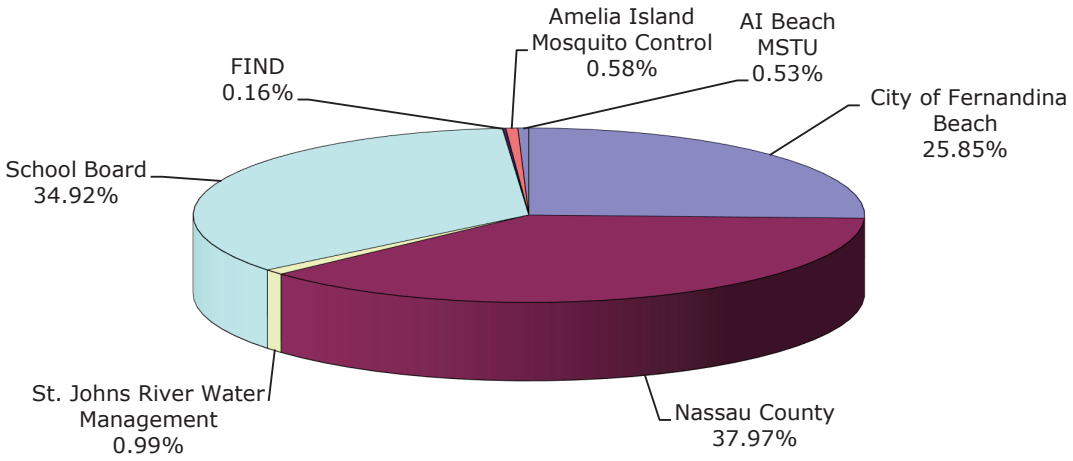
City of Fernandina Beach
Property Tax Rate History
(Per $1,000 of Assessed Taxable Value)

Year	City of Fernandina Beach	Nassau County	St. Johns River Water Mngmt	School Board	FIND	Amelia Isl Mosquito Control	A I Beach MSTU	Total
2015	6.3663	6.5670	0.3164	7.216	0.0345	0.1522		20.6524
2016	6.3044	6.5670	0.3023	7.153	0.0320	0.1472		20.5059
2017	6.3044	6.5670	0.2885	6.794	0.0320	0.1587		20.1446
2018	6.2097	6.5670	0.2724	6.598	0.0320	0.1495	0.1021	19.9307
2019	6.0482	7.4278	0.2562	6.317	0.0320	0.1412	0.1021	20.3245
2020	6.5236	7.4278	0.2414	6.136	0.0320	0.1412	0.1021	20.6041
2021	5.6236	7.4278	0.2189	5.964	0.0320	0.1412	0.0960	19.5035
2022	5.3330	7.3238	0.2189	5.880	0.0320	0.1277	0.0960	19.0114
2023	4.8298	7.0840	0.1793	6.460	0.0288	0.1144	0.0960	18.7923
2024	4.6849	6.8822	0.1793	6.329	0.0288	0.1060	0.0960	18.3062
2025	4.6849	6.7487	0.1793	6.291	0.0288	0.0983	0.0960	18.1240

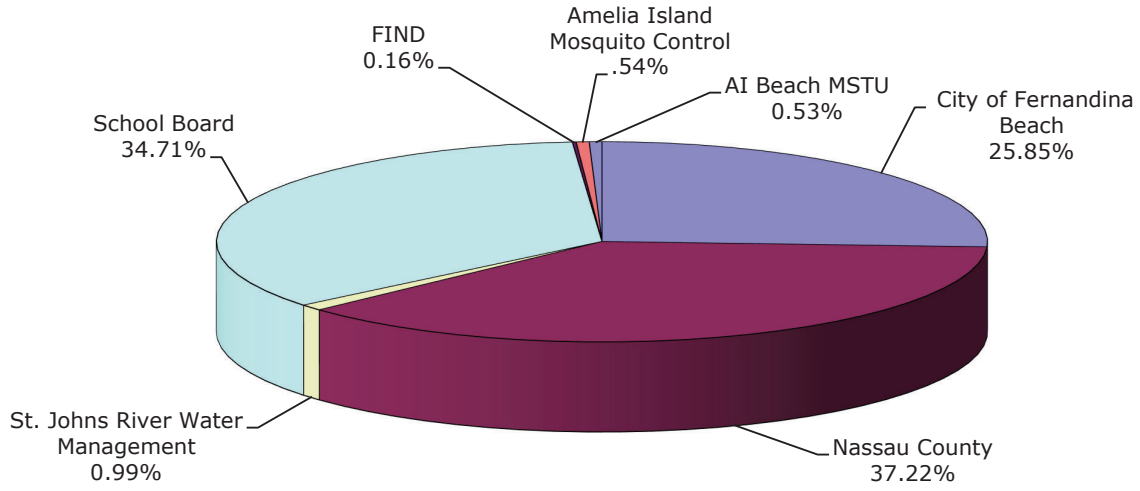


City of Fernandina Beach
Property Tax Rate Comparison
Fiscal Years 2025 & 2026

Total Property Taxes
Fiscal Year 2025



Total Property Taxes
Fiscal Year 2026



City of Fernandina Beach
Homeowner Tax Bill*
Based on 2025 (FY 2025-26) Tax Rate

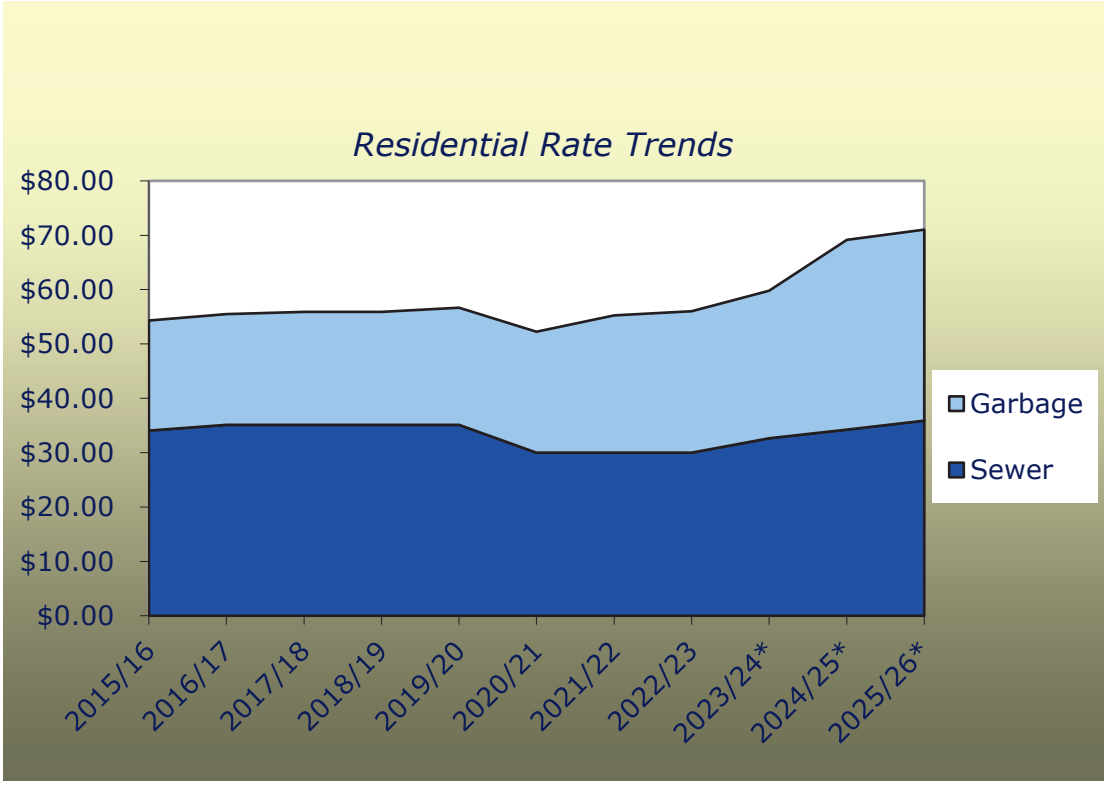
VALUE OF HOME		2026 TAX	2025 TAX	$$ Change	% Change
$50,000	Operating	$ 117.12	$ 117.12	$ -	0.00%
	Debt	$ -	$ -	$ -	0.00%
	Total	$ 117.12	$ 117.12	$ -	0.00%
$100,000	Operating	$ 351.40	$ 351.40	$ -	0.00%
	Debt	$ -	$ -	$ -	0.00%
	Total	$ 351.40	$ 351.40	$ -	0.00%
$150,000	Operating	$ 585.61	$ 585.61	$ -	0.00%
	Debt	$ -	$ -	$ -	0.00%
	Total	$ 585.61	$ 585.61	$ -	0.00%

*Includes Homestead Exemption



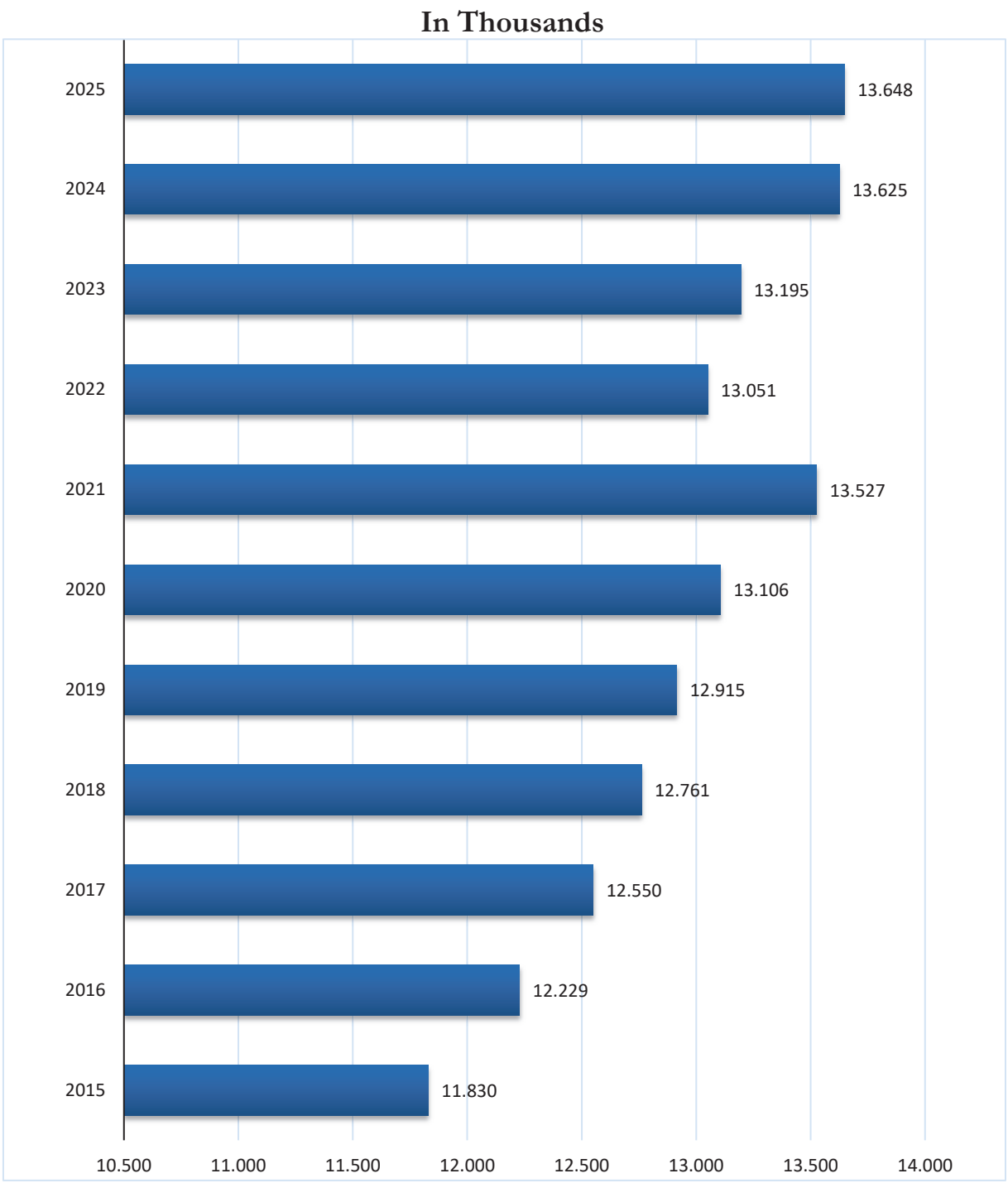
City of Fernandina Beach
Residential Rate Trends

Fiscal Year	Sewer	Garbage	Total
2015/16	$34.07	$20.24	$54.31
2016/17	$35.09	$20.42	$55.51
2017/18	$35.09	$20.84	$55.93
2018/19	$35.09	$20.84	$55.93
2019/20	$35.09	$21.59	$56.68
2020/21	$30.00	$22.23	$52.23
2021/22	$30.00	$25.23	$55.23
2022/23	$30.00	$26.01	$56.01
2023/24*	$32.66	$27.10	$59.76
2024/25*	$34.23	$34.89	$69.12
2025/26*	$35.91	$35.12	$71.03



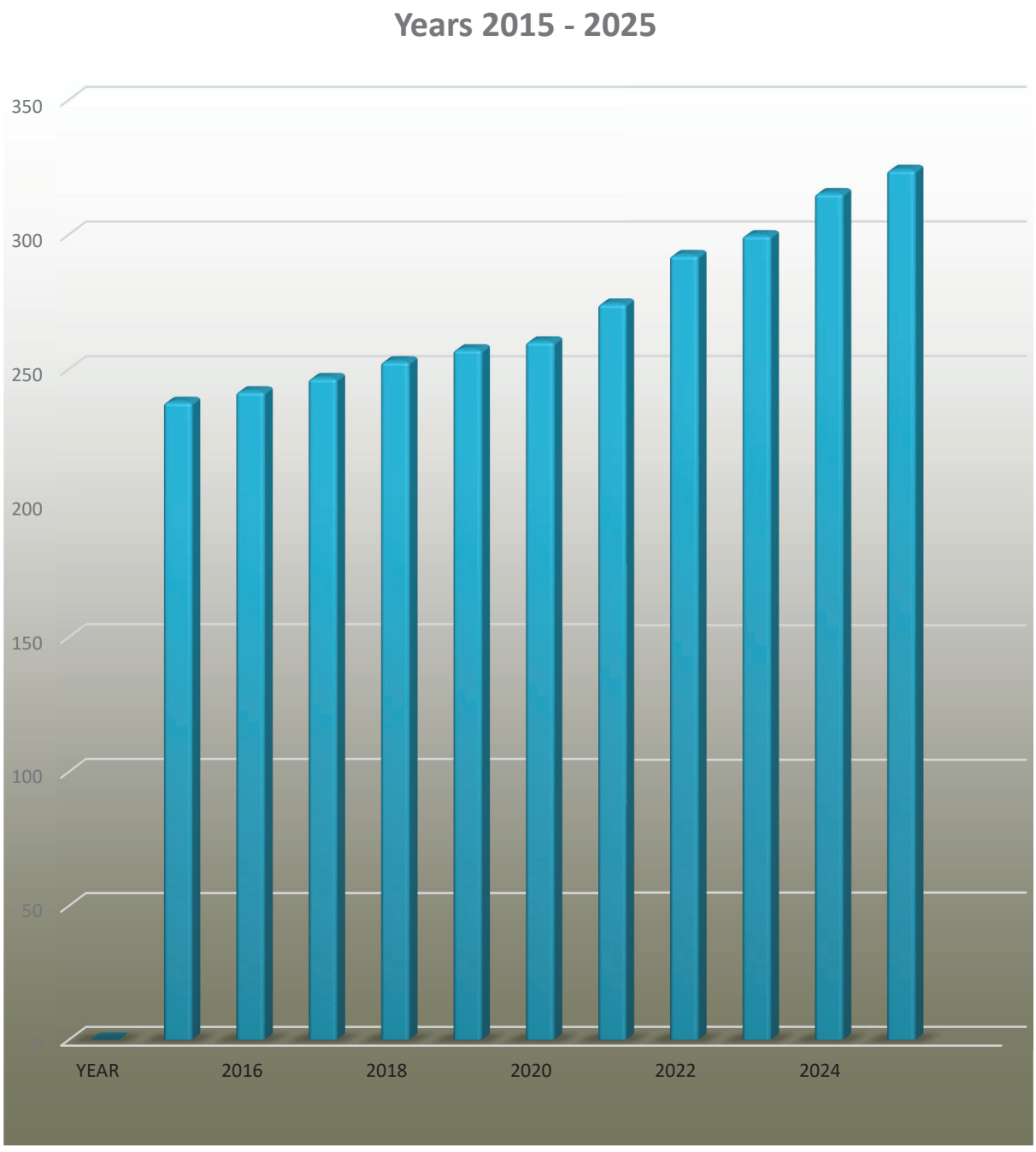
* Garbage includes $6.39 for yard debris.

City of Fernandina Beach
Comparison of Population for the Years 2015 - 2025



* Source: Bureau of Economic and Business Research, University of Florida

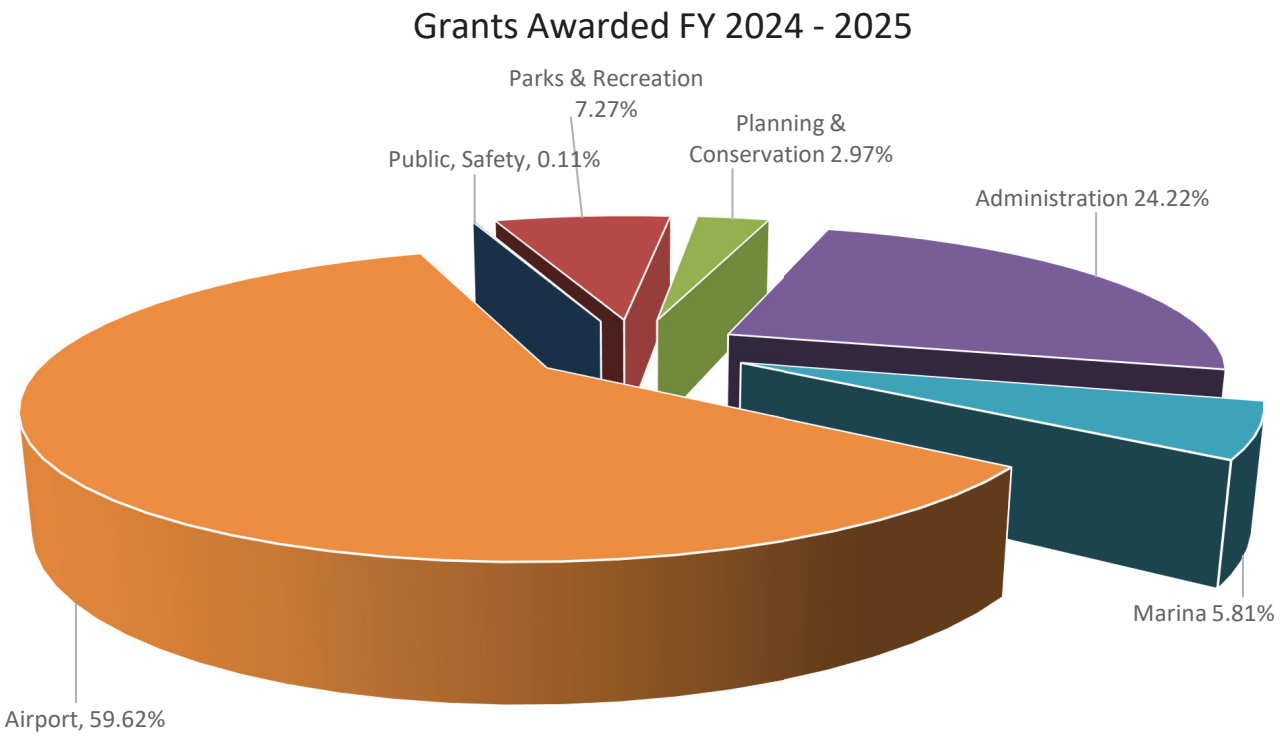
City of Fernandina Beach
Consumer Price Index



City of Fernandina Beach

Grants Awarded for the Period October 1, 2024 through September 30, 2025

Grantor	Department/Purpose	Amount	Percentage by Department/Purpose
Federal	Public Safety	9,218	0.11%
County/State	Parks & Recreation	600,000	7.27%
State	Community Development	245,000	2.97%
State	Administration	2,000,000	24.22%
State	Marina	479,649	5.81%
Federal/State	Airport	4,923,174	59.62%
		8,257,041	**100.00%**



This Page Intentionally Left Blank



BUDGET SUMMARY

This Page Intentionally Left Blank

Table of Contents-Budget Summaries

Section	Description	Page #	
Budget Summary	Budget Summary Contents	Summary	14
	Combined Summary of All Funds		15
	Combined Summary of Funds excluding Pension Funds		16
	Summary of Total Rev/Exps Charts		17
	Summary of Total Rev/Exps		18
	Summary of All Funds By Function Charts		19
	Summary of All Funds By Function		20
	Summary of General Fund Charts		21
	Summary of General Fund Revs & Exps		22
	Summary of Expenditures by Category		23
	Expenditures by Category by Fund		24
	Personnel Allocation Chart – Full Time		25
	Personnel Allocation Chart FTE		26
	Personnel Summary by Fund		27
	Revenue Highlights – All Funds		28
	Expenditure Highlights – All Funds		31
	Fund Descriptions		35
	Grants Anticipated – All Funds		36

City of Fernandina Beach
Combined Summary of All Funds

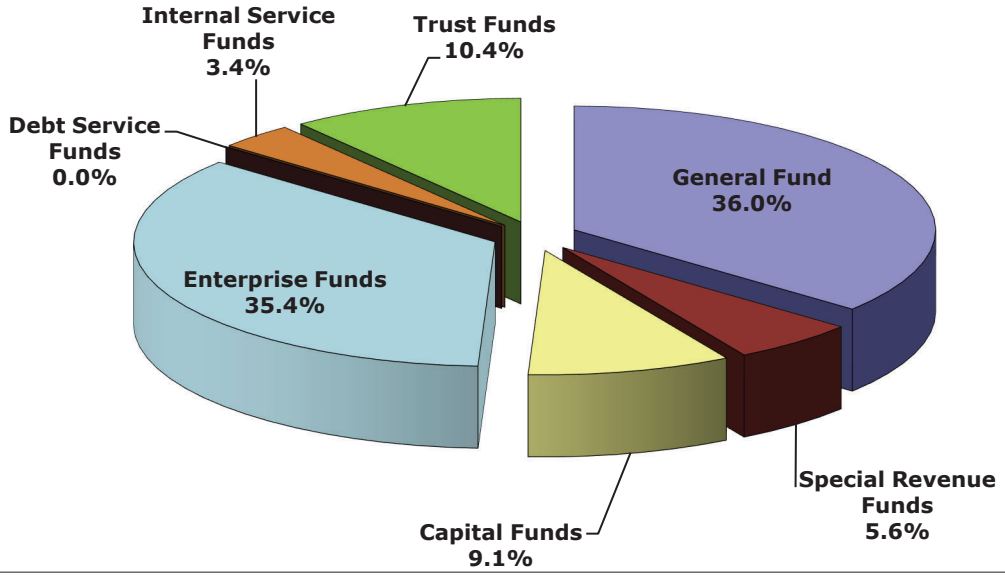
Description	Actual 2023	Actual 2024	Budget 2024	Budget 2025	Budget 2026	$ Increase (Decrease)	%
RESOURCES							
Cash Balance Forward	109,049,209	145,909,613	101,742,857	113,506,899	146,702,392	33,195,493	29.2%
REVENUES							
General Fund	27,867,678	27,927,034	27,101,736	28,806,734	31,045,844	2,239,110	7.8%
Special Revenue Funds	4,797,065	4,645,051	4,482,026	4,746,868	4,836,025	89,157	1.9%
Debt Service Funds	11,546	14,350	8,000	8,000	8,000	-	0.0%
Capital Projects Funds	1,449,183	2,902,333	5,254,937	6,881,287	7,838,003	956,716	13.9%
Enterprise Funds	23,633,629	24,409,320	27,492,154	29,859,433	30,501,612	642,179	2.2%
Trust & Agency Funds	12,052,034	37,950,836	7,263,787	7,354,785	8,988,916	1,634,131	22.2%
Total	69,811,135	97,848,924	71,602,640	77,657,107	83,218,400	5,561,293	7.2%
OTHER SOURCES							
Internal Service Fund	2,333,133	2,546,697	2,683,910	2,673,760	2,918,977	245,217	9.2%
Transfers In	16,385,009	11,538,565	11,538,565	9,986,809	9,804,121	(182,688)	-1.8%
Total	18,718,142	14,085,262	14,222,475	12,660,569	12,723,098	62,529	0.5%
TOTAL RESOURCES	197,578,486	257,843,799	187,567,972	203,824,575	242,643,890	38,819,315	19.0%
USES							
EXPENDITURES							
General Fund	24,588,817	26,719,228	28,165,427	31,333,177	33,533,433	2,200,256	7.0%
Special Revenue Funds	2,597,902	2,643,218	4,212,348	3,962,300	3,446,563	(515,737)	-13.0%
Debt Service Funds	2,747,662	2,750,100	2,753,519	2,494,500	2,496,750	2,250	0.1%
Capital Projects Funds	5,315,035	4,702,652	13,853,475	21,270,350	18,012,485	(3,257,865)	-15.3%
Enterprise Funds	23,678,026	24,546,259	29,144,062	34,072,195	32,134,688	(1,937,507)	-5.7%
Trust & Agency Funds	4,241,419	4,245,854	4,306,952	4,391,245	4,444,400	53,155	1.2%
Total	63,168,861	65,607,311	82,435,783	97,523,767	94,068,319	(3,455,448)	-3.5%
OTHER USES							
Internal Service Fund	2,466,772	2,549,988	2,829,870	3,013,697	3,154,045	140,348	4.7%
Transfers Out	16,385,009	11,538,565	11,538,565	9,986,809	9,804,121	(182,688)	-1.8%
Cash Reserves	115,557,844	178,147,935	90,763,754	93,300,302	135,617,405	42,317,103	45.4%
Total	134,409,625	192,236,488	105,132,189	106,300,808	148,575,571	42,274,763	39.8%
TOTAL EXPENDITURES, TRANSFERS & RESERVES	197,578,486	257,843,799	187,567,972	203,824,575	242,643,890	38,819,315	19.0%

City of Fernandina Beach
Combined Summary of All Funds (excluding Pension Funds)

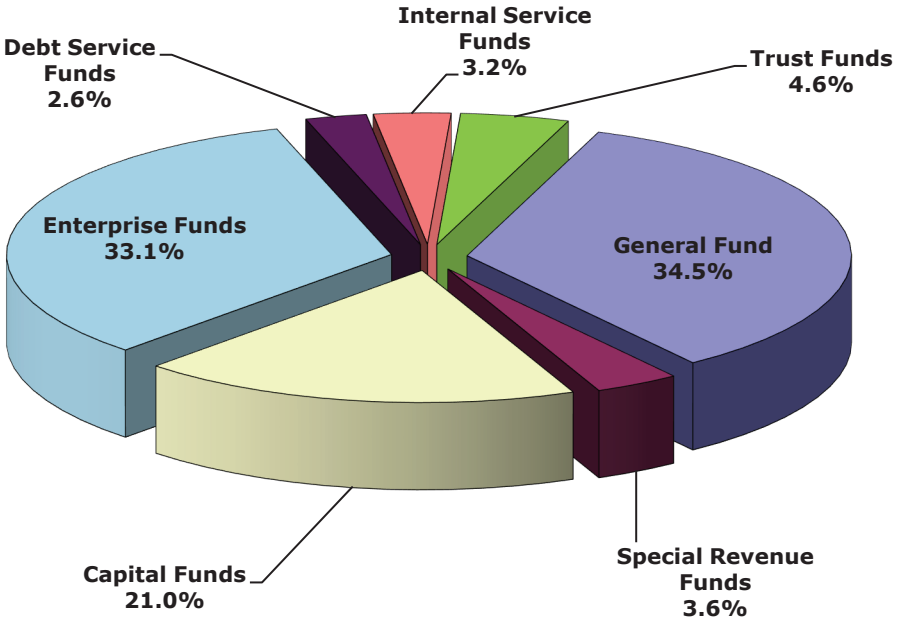
Description	Actual 2023	Actual 2024	Budget 2024	Budget 2025	Budget 2026	$ Increase (Decrease)	%
				RESOURCES			
Cash Balance Forward	56,527,806	53,685,884	47,683,924	50,835,597	49,716,985	(1,118,612)	-2.2%
REVENUES							
General Fund	27,867,678	27,927,034	27,101,736	28,806,734	31,045,844	2,239,110	7.8%
Special Revenue Funds	4,797,065	4,645,051	4,482,026	4,746,868	4,836,025	89,157	1.9%
Debt Service Funds	11,546	14,350	8,000	8,000	8,000	-	0.0%
Capital Projects Funds	1,449,183	2,902,333	5,254,937	6,881,287	7,838,003	956,716	13.9%
Enterprise Funds	23,633,629	24,409,320	27,492,154	29,859,433	30,501,612	642,179	2.2%
Total	57,759,101	59,898,088	64,338,853	70,302,322	74,229,484	3,927,162	5.6%
OTHER SOURCES							
Internal Service Fund	2,333,133	2,546,697	2,683,910	2,673,760	2,918,977	245,217	9.2%
Transfers In	16,385,009	11,538,565	11,538,565	9,986,809	9,804,121	(182,688)	-1.8%
Total	18,718,142	14,085,262	14,222,475	12,660,569	12,723,098	62,529	0.5%
TOTAL RESOURCES	133,005,049	127,669,234	126,245,252	133,798,488	136,669,567	2,871,079	2.1%
				USES			
EXPENDITURES							
General Fund	24,588,817	26,719,228	28,165,427	31,333,177	33,533,433	2,200,256	7.0%
Special Revenue Funds	2,597,902	2,643,218	4,212,348	3,962,300	3,446,563	(515,737)	-13.0%
Debt Service Funds	2,747,662	2,750,100	2,753,519	2,494,500	2,496,750	2,250	0.1%
Capital Projects Funds	5,315,035	4,702,652	13,853,475	21,270,350	18,012,485	(3,257,865)	-15.3%
Enterprise Funds	23,678,026	24,546,259	29,144,062	34,072,195	32,134,688	(1,937,507)	-5.7%
Total	58,927,442	61,361,457	78,128,831	93,132,522	89,623,919	(3,508,603)	-3.8%
OTHER USES							
Internal Service Fund	2,466,772	2,549,988	2,829,870	3,013,697	3,154,045	140,348	4.7%
Transfers Out	16,385,009	11,538,565	11,538,565	9,986,809	9,804,121	(182,688)	-1.8%
Cash Reserves	55,225,826	52,219,224	33,747,986	27,665,460	34,087,482	6,422,022	23.2%
Total	74,077,607	66,307,777	48,116,421	40,665,966	47,045,648	6,379,682	15.7%
TOTAL EXPENDITURES, TRANSFERS & RESERVES	133,005,049	127,669,234	126,245,252	133,798,488	136,669,567	2,871,079	2.1%

City of Fernandina Beach
All Funds

Revenues by Fund
(Excludes Interfund Transfers & Cash Reserves)



Expenditures by Fund
(Excludes Interfund Transfers & Contingencies)

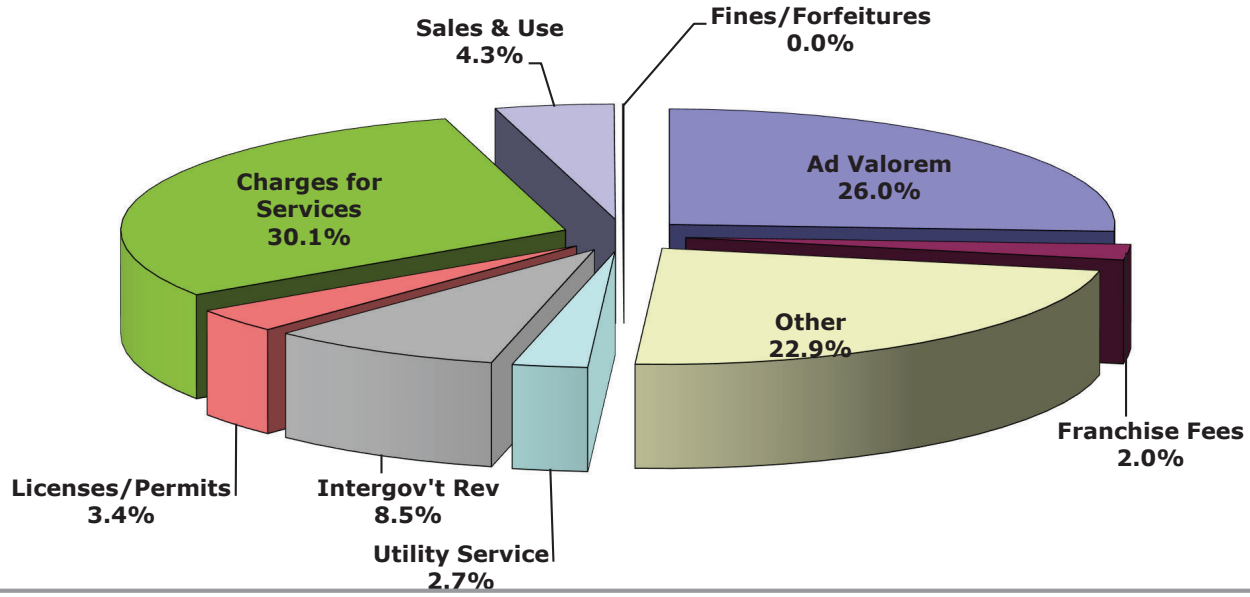


City of Fernandina Beach
Summary of Total Revenues/Expenditures

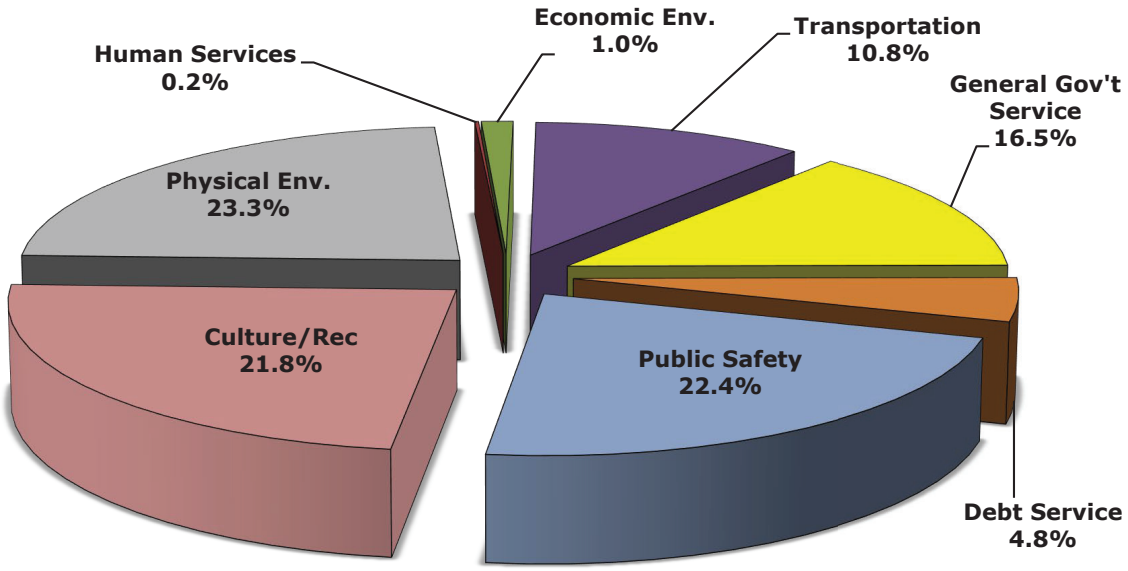
FUND DESCRIPTION	Actual 2023	Actual 2024	Budget 2024	Budget 2025	Budget 2026	$ Increase (Decrease)	%
REVENUES							
General Fund	27,867,678	27,927,034	27,101,736	28,806,734	31,045,844	2,239,110	7.8%
Special Revenue Funds	4,797,065	4,645,051	4,482,026	4,746,868	4,836,025	89,157	1.9%
Debt Service Funds	11,546	14,350	8,000	8,000	8,000	-	
Capital Projects Funds	1,449,183	2,902,333	5,254,937	6,881,287	7,838,003	956,716	13.9%
Enterprise Funds	23,633,629	24,409,320	27,492,154	29,859,433	30,501,612	642,179	2.2%
Trust & Agency Funds	12,052,034	37,950,836	7,263,787	7,354,785	8,988,916	1,634,131	22.2%
TOTAL REVENUES	69,811,135	97,848,924	71,602,640	77,657,107	83,218,400	5,561,293	7.2%
EXPENDITURES							
General Fund	24,588,817	26,719,228	28,165,427	31,333,177	33,533,433	2,200,256	7.0%
Special Revenue Funds	2,597,902	2,643,218	4,212,348	3,962,300	3,446,563	(515,737)	-13.0%
Debt Service Funds	2,747,662	2,750,100	2,753,519	2,494,500	2,496,750	2,250	0.1%
Capital Projects Funds	5,315,035	4,702,652	13,853,475	21,270,350	18,012,485	(3,257,865)	-15.3%
Enterprise Funds	23,678,026	24,546,259	29,144,062	34,072,195	32,134,688	(1,937,507)	-5.7%
Trust & Agency Funds	4,241,419	4,245,854	4,306,952	4,391,245	4,444,400	53,155	1.2%
TOTAL EXPENDITURES	63,168,861	65,607,311	82,435,783	97,523,767	94,068,319	(3,455,448)	-3.5%

City of Fernandina Beach
All Funds (Excludes Internal Service Funds)

Revenues by Source
(Excludes Interfund Transfers & Cash Reserves)



Expenditures by Function
(Excludes Interfund Transfers & Cash Reserves)

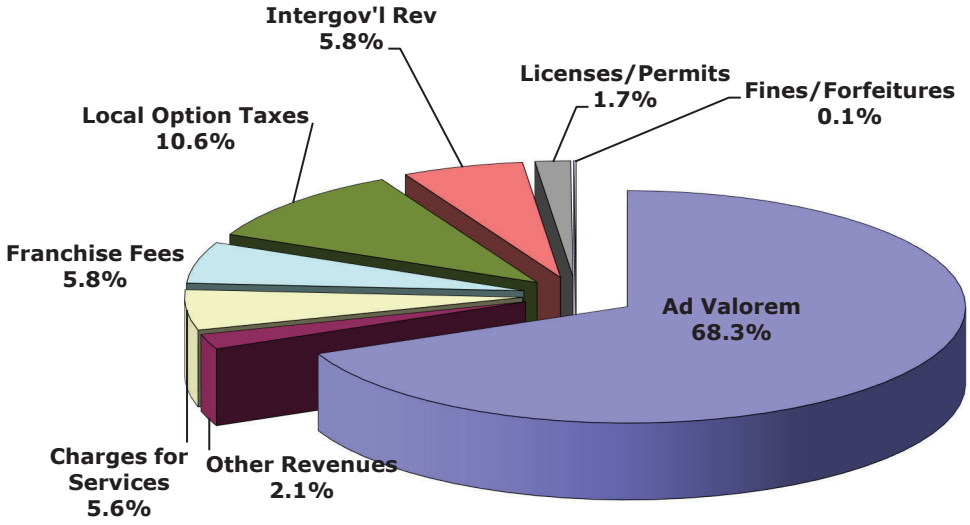


City of Fernandina Beach
Funds Summary by Function

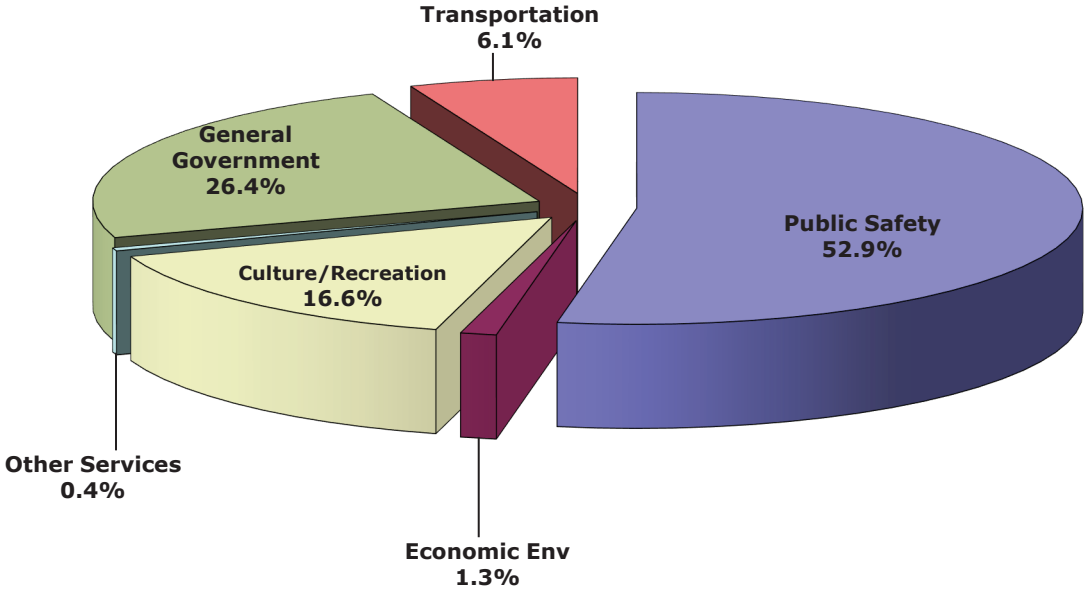
Description	General Fund	Special Funds	Capital Funds	Enterprise Funds	Debt Funds	Trusts Funds	Fund Totals
REVENUES							
Property Taxes							
Operating (4.6849 Mills)	21,219,017	376,558					21,595,575
Voted Debt (.0000 Mills)							0
Sales/use	3,287,738		82,466			225,000	3,595,204
Franchise	1,787,000						1,787,000
Utility Service		2,270,818					2,270,818
Licenses & Permits	524,100	1,442,403	840,000				2,806,503
Intergov'tal Services	1,800,623	458,614	382,000	4,413,148			7,054,385
Charges for Services	1,738,214	164,250		23,133,445			25,035,909
Fines/Forfeitures	36,000	2,500					38,500
Miscellaneous Revenues	653,152	120,882	6,000,000	2,633,579	8,000	8,763,916	18,179,529
Financing Sources			533,537	321,440			854,977
TOTAL REVENUES	31,045,844	4,836,025	7,838,003	30,501,612	8,000	8,988,916	83,218,400
EXPENDITURES							
General Government Services	8,036,870		528,816			4,444,400	13,010,086
Public Safety	17,723,222	2,412,230	897,237				21,032,689
Physical Environment		136,041	4,660,685	17,138,151			21,934,877
Transportation	2,047,357		1,415,000	6,674,835			10,137,192
Economic Environment	437,350	739,158					1,176,508
Human Services	142,500						142,500
Culture & Recreation	5,146,134	159,134	9,882,592	6,951,102			22,138,962
Debt Services			628,155	1,370,600	2,496,750		4,495,505
TOTAL EXPENDITURES	33,533,433	3,446,563	18,012,485	32,134,688	2,496,750	4,444,400	94,068,319

City of Fernandina Beach
General Fund

Source of Revenue $'s



Expenditures by Government Function

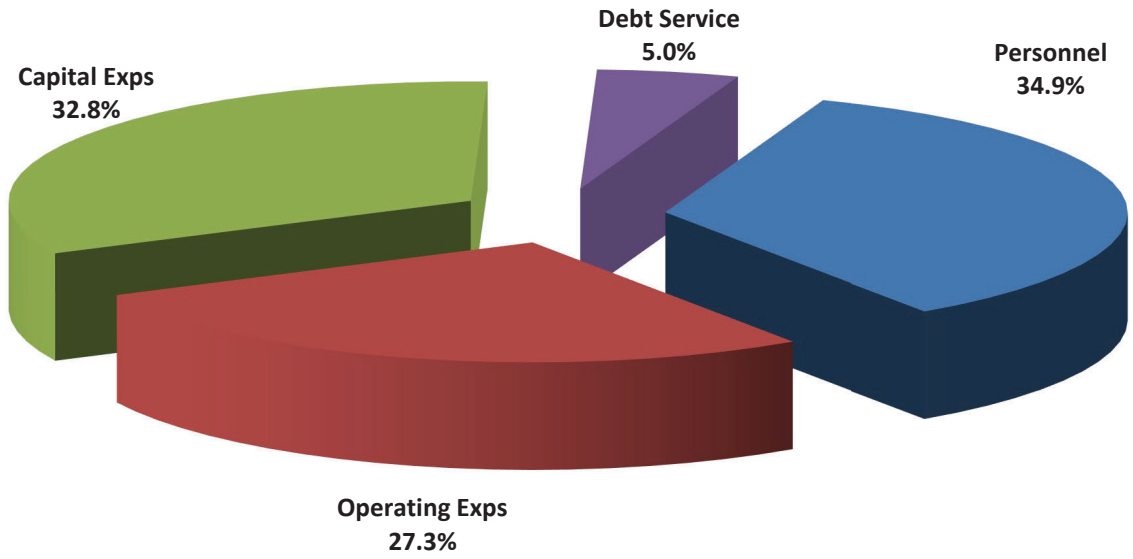


City of Fernandina Beach
Summary Of General Fund Revenues & Expenditures

Description	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	$ Increase (Decrease)	%
REVENUES							
Property Taxes-							
Operating	17,165,752	18,172,189	15,360,898	19,288,395	21,219,017	1,930,622	10.0%
Voted Debt	423,720	-	-	-	-	-	0.0%
Sales/Use/Fuel Taxes	3,485,904	3,407,146	2,643,483	3,185,849	3,287,738	101,889	3.2%
Franchise Fees	1,887,486	2,026,059	1,425,000	1,587,000	1,787,000	200,000	12.6%
Licenses/Permits	601,019	418,059	384,000	499,800	524,100	24,300	4.9%
Intergovernmental	1,763,033	1,818,214	1,563,256	1,959,659	1,800,623	(159,036)	-8.1%
Charges For Services	1,818,510	1,288,447	1,748,373	1,899,603	1,738,214	(161,389)	-8.5%
Fines/Forfeitures	61,041	41,973	26,250	29,500	36,000	6,500	22.0%
Other Revenues	661,206	713,098	209,626	356,928	653,152	296,224	83.0%
TOTAL REVENUES	27,867,671	27,885,186	23,360,886	28,806,734	31,045,844	2,239,110	7.8%
EXPENDITURES							
General Government	6,143,606	6,548,526	5,507,689	8,205,515	8,035,232	(170,283)	-2.1%
Public Safety	12,325,060	14,069,035	11,945,671	15,406,401	17,724,860	2,318,459	15.0%
Transportation	1,806,616	1,726,589	1,607,187	2,026,618	2,047,357	20,739	1.0%
Economic Environment	113,135	122,943	116,030	387,516	437,350	49,834	12.9%
Culture/Recreation	4,039,539	3,901,172	4,149,106	5,174,627	5,146,134	(28,493)	-0.6%
Other Services	125,853	129,802	130,000	132,500	142,500	10,000	7.5%
TOTAL EXPENDITURES	24,553,809	26,498,066	23,455,683	31,333,177	33,533,433	2,200,256	7.0%

City of Fernandina Beach
Expenditures by Category

(Excludes Transfers Out, Cash Reserves, Trust & Agency Funds)



	Personnel	Operating Exps	Capital Exps	Debt Service
GENERAL GOVERNMENT	5,681,826	2,615,655	159,750	16,989
PUBLIC SAFETY	14,103,215	2,776,387	807,901	35,719
TRANSPORTATION	1,008,239	954,618	84,500	-
CULTURE/RECREATION	2,746,696	2,030,938	368,500	-
OTHER SERVICES	-	142,500	-	-
TOTAL General Fund	**23,539,976**	**8,520,098**	**1,420,651**	**52,708**
Special Revenue Funds (100's)	952,129	1,875,018	548,975	70,441
Debt Service Funds (210, 220, 230 & 240)	-	-	-	2,496,750
Capital Funds (300, 310 & 330)	-	-	17,384,330	628,155
GOLF	1,603,515	993,648	327,000	163,408
AIRPORT	150,779	1,439,225	5,084,831	411,275
BEACH MANAGEMENT	-	-	-	-
SANITATION	192,835	2,679,372	270,000	-
WASTEWATER	1,968,876	2,807,829	2,425,842	-
WATER	1,546,600	2,122,115	1,870,383	-
STORM WATER MGMT	530,942	399,417	323,940	109,360
MARINA	-	3,249,976	776,963	686,557
TOTAL Enterprise Funds	**5,993,547**	**13,691,582**	**11,078,959**	**1,370,600**
TOTAL Internal Service Funds	**1,872,342**	**1,233,953**	**47,750**	**-**
TOTAL CITY	**32,357,994**	**25,320,651**	**30,480,665**	**4,618,654**

EXPENDITURES by CATEGORY

	Personnel		Operating Exps		Capital Exps		Debt Service	
	BUDGET 2024-2025	BUDGET 2025-2026	BUDGET 2024-2025	BUDGET 2025-2026	BUDGET 2024-2025	BUDGET 2025-2026	BUDGET 2024-2025	BUDGET 2025-2026
GENERAL GOVERNMENT								
CITY COMMISSION	96,958	97,355	186,010	171,539	-	-		
CITY CLERK	648,213	673,468	262,467	300,005	2,000	2,000		
CITY MANAGER	545,198	697,828	76,215	54,219	-	-		
FINANCE	875,159	886,816	123,699	247,611	4,000	4,000		
INFORMATION TECHNOLOGY	693,264	638,059	453,883	421,342	76,750	31,750		
PERSONNEL/HUMAN RESOURCES	384,263	411,634	86,834	104,714	4,000	-		
LEGAL	526,072	520,296	220,268	142,131	-	-		
NON-DEPARTMENTAL	-	-	346,822	347,306	-	-		
FACILITIES MAINTENANCE	874,459	819,740	116,238	110,887	62,000	57,000	16,495	16,989
DOWNTOWN MANAGER	133,513	133,683	253,003	302,667	1,000	1,000		
PLANNING AND CONSERVATION	705,237	802,947	728,691	413,234	90,320	64,000		
GENERAL GOVERNMENT	5,482,336	5,681,826	2,854,130	2,615,655	240,070	159,750	16,495	16,989
PUBLIC SAFETY								
POLICE	6,275,847	6,318,270	934,839	1,044,926	240,350	579,900	10,001	10,001
FIRE	5,950,253	7,320,508	1,442,223	1,610,240	113,513	225,201	-	25,718
BUILDING & PERMITTING	-	39,640	11,878	12,352	-	-		
CODE ENFORCEMENT	314,060	424,797	112,437	108,869	1,000	2,800		
PUBLIC SAFETY	12,540,160	14,103,215	2,501,377	2,776,387	354,863	807,901	10,001	35,719
TRANSPORTATION	997,586	1,008,239	976,032	954,618	53,000	84,500	-	-
CULTURE/RECREATION								
LIBRARY	-	-	23,711	27,191	10,000	36,000		
RECREATION	974,621	914,829	540,989	554,422	5,000	83,500		
PARKS	843,279	911,778	760,559	897,138	177,600	156,500		
PECK CENTER/GYM	257,037	204,900	328,742	233,779	5,000	5,000		
MLK CENTER	30,677	33,150	100,536	80,113	-	45,000		
YOUTH PROGRAMS	435,192	322,578	80,624	72,140	-	-		
AQUATICS	405,092	359,461	152,468	166,155	43,500	42,500		
CULTURE/RECREATION	2,945,898	2,746,696	1,987,629	2,030,938	241,100	368,500	-	-
OTHER SERVICES			132,500	142,500				
TOTAL General Fund	**21,965,980**	**23,539,976**	**8,451,668**	**8,520,098**	**889,033**	**1,420,651**	**26,496**	**52,708**
Special Revenue Funds (100's)	937,357	952,129	1,709,117	1,875,018	1,245,377	548,975	70,449	70,441
Debt Service Funds (200's)							2,494,500	2,496,750
Capital Funds (300, 310, 315 & 330)					20,766,615	17,384,330	503,735	628,155
GOLF	1,514,834	1,603,515	982,946	993,648	387,926	327,000	164,206	163,408
AIRPORT	318,901	150,779	983,314	1,439,225	6,594,598	5,084,831	410,942	411,275
SANITATION	182,862	192,835	2,706,069	2,679,372	20,000	270,000	-	-
WASTEWATER	1,882,500	1,968,876	2,352,763	2,807,829	1,841,500	2,425,842	-	-
WATER	1,740,116	1,546,600	1,972,206	2,122,115	1,921,700	1,870,383	-	-
STORM WATER MGMT	423,996	530,942	971,772	399,417	1,335,486	323,940	109,360	109,360
MARINA	-	-	2,986,183	3,249,976	1,497,953	776,963	770,062	686,557
TOTAL Enterprise Funds	**6,063,209**	**5,993,547**	**12,955,253**	**13,691,582**	**13,599,163**	**11,078,959**	**1,454,570**	**1,370,600**
GARAGE	379,333	371,156	908,405	973,344	69,000	45,000	-	-
UTILITY BILLING	517,866	536,588	163,738	152,759	2,000	-	-	-
UTILITY ADMIN	860,784	964,598	104,321	107,850	8,250	2,750		
TOTAL Internal Service Funds	**1,757,983**	**1,872,342**	**1,176,464**	**1,233,953**	**79,250**	**47,750**	**-**	**-**
TOTAL CITY	**30,724,529**	**32,357,994**	**24,292,502**	**25,320,651**	**36,579,438**	**30,480,665**	**4,549,750**	**4,618,654**
	31.96%	34.88%	25.27%	27.29%	39.43%	32.85%	4.90%	4.98%

City of Fernandina Beach
Full-Time Personnel Allocation

	2022	2023	2024	2025	2026
General Government					
City Clerk	4.00	4.00	3.00	4.00	4.00
City Manager	4.00	5.50	4.70	2.00	3.50
Finance	7.00	7.00	7.00	7.00	7.00
Information Technology	4.00	4.34	4.34	5.34	5.34
Human Resources	3.00	3.00	3.00	3.00	3.00
Legal	2.00	2.00	2.00	3.00	3.00
Planning	6.75	7.25	6.75	6.75	6.75
Downtown	-	-	-	1.00	1.00
Public Safety					
Police	42.00	42.00	42.00	46.00	45.00
Fire	35.00	38.00	38.00	40.00	43.00
Code Enforcement	3.00	-	3.00	3.00	3.00
Public Works					
Facility Maintenance	8.50	8.50	8.50	8.50	8.50
Streets	10.00	10.00	10.00	10.00	10.00
Culture Recreation					
Recreation	7.00	5.00	27.00	9.00	8.00
Parks	11.00	11.00	-	11.00	12.00
Peck Center	1.00	2.00	-	2.00	2.00
MLK Center	1.00	1.00	-	-	-
Youth Programs	3.00	3.00	-	2.00	2.00
Aquatics	1.00	1.00	-	1.00	1.00
Cemetery	2.00	-	-	-	-
Total General Funds	155.25	154.59	159.29	164.59	168.09
Internal Service Funds					
Tree Trust	0.25	0.25	0.25	0.25	0.25
Building/Permitting	12.50	13.33	7.63	9.33	8.83
Total Special Revenue Funds	12.75	13.58	7.88	9.58	9.08
Enterprise Funds					
Golf Course	7.50	7.50	10.00	9.00	9.00
Airport	2.00	2.00	2.00	2.00	1.00
Sanitation	2.00	2.50	2.00	2.00	2.00
Wastewater Operations	13.50	14.50	14.50	16.50	16.50
Water Operations	13.50	13.50	16.50	16.50	16.50
Stormwater Management	7.00	6.00	5.00	5.00	5.00
Marina	-	-	-	-	-
Total Enterprise Funds	45.50	46.00	50.00	51.00	50.00
Internal Service Funds					
Fleet	3.50	3.50	3.50	3.50	3.50
Utility Billing	6.00	6.00	6.00	6.00	6.00
Utilities Administration	4.00	5.33	7.33	7.33	7.33
Total Internal Service	13.50	14.83	16.83	16.83	16.83
Total City					
Total City Full-Time Personnel	227.00	229.00	234.00	242.00	244.00

City of Fernandina Beach

Personnel Allocation FTE *(Full-Time Equivalency)*

	2024 FT	2024 PT	2024 FTE	2025 FT	2025 PT	2025 FTE	2026 FT	2026 PT	2026 FTE	FTE Net Change
General Government										
City Clerk	3.00	1.00	3.50	4.00	1.00	4.50	4.00	1.00	4.50	-
City Manager	4.70	-	4.70	2.00	-	2.00	3.50	-	3.50	1.50
Finance	7.00	-	7.00	7.00	1.00	7.50	7.00	1.00	7.50	-
Information Technology	4.34	1.00	4.84	5.34	-	5.34	5.34	-	5.34	-
Human Resources	3.00	-	3.00	3.00	-	3.00	3.00	-	3.00	-
Legal	2.00	-	2.00	3.00	-	3.00	3.00	-	3.00	-
Planning	6.75	-	6.75	6.75	-	6.75	6.75	1.00	7.25	0.50
Downtown	-	-	-	1.00	-	1.00	1.00	-	1.00	-
Public Safety										
Police	42.00	7.00	45.50	46.00	5.00	48.50	45.00	3.00	46.50	(2.00)
Fire	38.00	6.00	41.00	40.00	11.00	45.50	43.00	11.00	48.50	3.00
Code Enforcement	3.00	-	3.00	3.00	-	3.00	3.00	-	3.00	-
Public Works										
Facilities Maintenance	8.50	-	8.50	8.50	-	8.50	8.50	-	8.50	-
Streets	10.00	-	10.00	10.00	-	10.00	10.00	-	10.00	-
Culture Recreation										
Recreation	27.00	44.00	49.00	9.00	3.00	10.50	8.00	2.00	9.00	(1.50)
Parks	-	-	-	11.00	-	11.00	12.00	-	12.00	1.00
Peck Center	-	-	-	2.00	8.00	6.00	2.00	3.00	3.50	(2.50)
MLK Center	-	-	-	-	1.00	0.50	-	1.00	0.50	-
Youth Programs	-	-	-	2.00	13.00	8.50	2.00	10.00	7.00	(1.50)
Aquatics	-	-	-	1.00	17.00	9.50	1.00	10.00	6.00	(3.50)
Cemetery	-	-	-	-	-	-	-	-	-	-
Total General Funds	159.29	59.00	188.79	164.59	60.00	194.59	168.09	43.00	189.59	(5.00)
Special Revenue Funds										
Tree Trust	0.25	-	0.25	0.25	-	0.25	0.25	-	0.25	-
Building/Permitting	7.63	1.00	8.13	9.33	1.00	9.83	8.83	1.00	9.33	(0.50)
Total Special Revenue Funds	7.88	1.00	8.38	9.58	1.00	10.08	9.08	1.00	9.58	(0.50)
Enterprise Funds										
Golf Course	10.00	52.00	36.00	9.00	53.00	35.50	9.00	32.00	25.00	(10.50)
Airport	2.00	1.00	2.50	2.00	1.00	2.50	1.00	1.00	1.50	(1.00)
Sanitation	2.00	-	2.00	2.00	-	2.00	2.00	-	2.00	-
Wastewater Operations	14.50	1.00	15.00	16.50	1.00	17.00	16.50	1.00	17.00	-
Water Operations	16.50	-	16.50	16.50	-	16.50	16.50	-	16.50	-
Stormwater Management	5.00	-	5.00	5.00	-	5.00	5.00	-	5.00	-
Marina	-	-	-	-	-	-	-	-	-	-
Total Enterprise Funds	50.00	54.00	77.00	51.00	55.00	78.50	50.00	34.00	67.00	(11.50)
Internal Service Funds										
Fleet	3.50	-	3.50	3.50	-	3.50	3.50	-	3.50	-
Utility Billing	6.00	-	6.00	6.00	-	6.00	6.00	-	6.00	-
Utilities Administration	7.33	-	7.33	7.33	-	7.33	7.33	-	7.33	-
Total Internal Service	16.83	-	16.83	16.83	-	16.83	16.83	-	16.83	-
Total City										
Total City Personnel	234.00	114.00	291.00	242.00	116.00	300.00	244.00	78.00	283.00	(17.00)

PERSONNEL

	ACTUAL 2022-2023	ACTUAL 2023-2024	BUDGET 2023-2024	BUDGET 2024-2025	BUDGET 2025-2026	Bud/Bud INCREASE/ DECREASE
GENERAL GOVERNMENT						
CITY COMMISSION	65,881	93,763	96,956	96,958	97,355	0.4%
CITY CLERK	369,981	473,054	427,090	648,213	673,468	3.9%
CITY MANAGER	755,702	703,930	748,023	545,198	697,828	28.0%
FINANCE	720,790	763,501	769,462	875,159	886,816	1.3%
INFORMATION TECHNOLOGY	499,694	510,097	533,983	693,264	638,059	-8.0%
PERSONNEL/HUMAN RESOURCES	333,936	393,307	350,383	384,263	411,634	7.1%
LEGAL	324,300	355,429	353,326	526,072	520,296	-1.1%
FACILITIES MAINTENANCE	698,939	797,104	802,492	874,459	819,740	-6.3%
DOWNTOWN MANAGER	-	-	-	133,513	133,683	0.0%
PLANNING AND CONSERVATION	726,957	630,832	737,371	743,665	850,562	14.4%
	4,496,180	4,721,017	4,819,086	5,520,764	5,729,441	3.8%
PUBLIC SAFETY						
POLICE	5,123,715	5,698,000	5,511,087	6,275,847	6,318,270	0.7%
FIRE	4,507,875	5,560,314	5,235,998	5,950,253	7,320,508	23.0%
BUILDING & PERMITTING	926,290	739,324	746,987	898,929	944,154	5.0%
CODE ENFORCEMENT	-	291,958	290,059	314,060	424,797	35.3%
	10,557,880	12,289,596	11,784,131	13,439,089	15,007,729	11.7%
TRANSPORTATION						
STREETS	842,229	885,551	858,173	997,586	1,008,239	1.1%
CULTURE/RECREATION						
LIBRARY	-	-	-	-	-	
RECREATION	597,120	2,138,422	3,093,955	974,621	914,829	-6.1%
PARKS	715,988	-	-	843,279	911,778	8.1%
PECK CENTER/GYM	155,836	-	-	257,037	204,900	-20.3%
MLK CENTER	79,183	-	-	30,677	33,150	8.1%
YOUTH PROGRAMS	254,231	-	-	435,192	322,578	-25.9%
AQUATICS	321,936	-	-	405,092	359,461	-11.3%
CEMETERY	-	-	-	-	-	0.0%
	2,124,294	2,138,422	3,093,955	2,945,898	2,746,696	-6.8%
OTHER SERVICES						
TOTAL General / Special Funds	**18,020,583**	**20,034,586**	**20,555,345**	**22,903,337**	**24,492,105**	6.9%
GOLF	1,141,710	1,384,619	1,588,599	1,514,834	1,602,721	5.8%
AIRPORT	220,148	300,545	289,865	318,901	149,023	-53.3%
SANITATION	204,121	178,082	165,490	182,862	192,835	5.5%
WASTEWATER	1,439,390	170,468	1,525,342	1,882,500	1,953,515	3.8%
WATER	1,354,851	1,578,422	1,623,676	1,740,116	1,532,117	-12.0%
STORM WATER MGMT	409,333	355,924	412,657	423,996	528,748	24.7%
MARINA	-	-	-	-	-	
TOTAL Enterprise Funds	**4,769,553**	**3,968,060**	**5,605,629**	**6,063,209**	**5,958,959**	**-1.7%**
FLEET	328,085	276,075	333,797	379,333	371,156	-2.2%
UTILITY BILLING	466,605	492,920	484,537	517,866	536,588	3.6%
UTILITY ADMIN	559,302	684,147	787,587	860,784	964,598	12.1%
TOTAL Internal Service Funds	**1,353,992**	**1,453,142**	**1,605,921**	**1,757,983**	**1,872,342**	6.5%
TOTAL CITY PERSONNEL	**24,144,128**	**25,455,787**	**27,766,895**	**30,724,529**	**32,323,406**	5.2%

Revenue Highlights

The City of Fernandina Beach's Fiscal Year 2025-2026 Budget includes several major revenue sources: Ad Valorem Taxes, Local Option Taxes, Franchise Fees, Utility Taxes, Licenses and Permits, Sales Tax, State Shared Revenues, and Charges for Services. The charges for services and fees are recommended by the City Manager and are approved by the City Commission. The Finance Department utilizes the Florida Office of Economic & Demographic Research website to gather estimates. This information, along with statistical data, including historical and trend analysis, is used in estimating the local option taxes, franchise fees, municipal taxes, and state shared revenues.

The accounting for all the funds as presented in the budget is on a modified accrual basis. Revenues are recognized when they are known and measurable. Expenditures are recorded when the liability has occurred and is measurable. The City uses the accrual basis of accounting for financial statement preparation as required by state guidelines and generally accepted accounting principles.

The 2025-2026 revenues grouped by function are:

• Taxes	$ 29,248,597
• Licenses and Permits	2,806,503
• Intergovernmental Revenues	7,054,385
• Charges for Services	25,035,909
• Fines and Forfeits	38,500
• Miscellaneous Revenue	18,179,529
• Financing Sources	854,977
• Operating Revenues	$ 83,218,400
• Transfers/Reimbursements	9,804,121
• Cash Forward	146,702,392
• Internal Service Funds	2,918,977
Total 2025-2026 Revenues	$ 242,643,890

There are a total of thirty-three funds in the Fiscal Year 2025-2026 Budget. Total operating revenues are projected at $83,218,400 for all funds. This is a 7.2% increase from the prior year's budget. Financing Sources decreased from the prior year due to a reduction in loan proceeds used to purchase equipment. This slight decrease was offset by an increase in grant revenue received at the for the Downtown Resiliency. The General Fund, which is the fund where most City services are budgeted, has projected operating revenues of $31,045,844, which is an increase of $2,239,110 or 7.8% from the prior year. Property Taxes and Grant Revenues account for most of the General Fund revenue increase. The City adopted millage rate of $4.6849 is the same as fiscal year 2024-2025, and the tax increase is due to an increase in property values. Enterprise Funds account for 36.7% of all projected operating revenues and include the

Golf Course Fund, Airport Fund, Sanitation Fund, Wastewater Operations Fund, Water Operations Fund, Stormwater Management Fund, and the Marina Fund.

The major revenue sources are described below:

- **Property Taxes** - The largest single source of revenue, ad valorem taxes, is used in the General Fund for City operations and represents 68.3% of the total General Fund operating revenues. The Commission adopted a millage rate of 4.6849 and the voter approved debt has been satisfied and is no longer levied.

- **Local Option Taxes –**
  - **Insurance Premium Tax** - The State levies a tax on fire and casualty insurance premiums, which is used to partially fund the Police and Fire Pension Plan and is accounted for in the Police and Fire Pension Fund.
  - **Fuel Tax** - The City receives 9% of the 1 to 6 Cents Local Option Fuel Tax imposed on Motor and Diesel Fuels, levied by the County. For Fiscal Year 2025-2026, this revenue is estimated to be $381,400 and is budgeted in the General Fund.
  - **One-Cent Sales Surtax (Small County Surtax) -** Effective March 1, 1996, the County levied a one-cent small county surtax. The City receives 12.26% of this revenue pursuant to the population formula contained in Section 218.62 F.S. This revenue is estimated at $2,662,890 for the Fiscal Year 2024-2025 and is budgeted in the General Fund.

- **Franchise Fees** - The City collects a franchise fee on electricity, propane, and sanitation services. These fees vary, with a maximum allowed of 10%. This revenue is estimated at $1,600,000 for electricity and $162,000 for solid waste in Fiscal Year 2025-2026. The budget does not include an increase in the electric franchise fee. These fees supplement General Fund revenue and contribute to the debt service payments for capital improvements.

- **Utility Taxes** – This revenue source is also referred to as Municipal and/or Excise Taxes. This tax is levied on gross sales of electricity, telecommunications and liquified petroleum. These rates range from 6% to 10%. Caps on most of these rates are set by State law. The budgeted revenue for this source is $2,270,818 in Fiscal Year 2025-2026. Although they are accounted for in a special revenue fund, Utility Tax Fund, the proceeds are subsequently transferred to the General Fund for operations. Wastewater impact fees and Water impact fees are accounted for in the Wastewater Impact Fees Fund and Water Impact Fees Fund. This revenue is budgeted to be $470,000 and $86,356 respectively in Fiscal Year 2025-2026. These revenues are a secondary pledge for the repayment of utility bonds, which requires that they be accounted for in separate funds.

- **Licenses and Permits** – Includes building permits (unrestricted revenue), plan review fees and local business taxes. This segment of the General Fund revenue is projected to be $524,100.

- **Intergovernmental Revenue** – Major revenue sources for this category include half-cent sales tax, state revenue sharing, and federal and state grants. The state-shared revenues are based on formulas which include population factors for the counties and cities in the State. The estimated revenues for Fiscal Year 2025-2026 of $7,054,385 decreased by approximately $4,578,677 dollars compared to last year. The intergovernmental revenue major sources are:

  - **Half-Cent Sales Tax** – This program was created in 1982 and generates the largest amount of revenue for local governments among the state shared-revenue sources. The program's primary purpose is to provide relief from ad valorem and utility taxes. It is divided among counties and municipalities based on population and sales tax collections. The amount budgeted in the General Fund is to be used for municipal-wide programs. This revenue is not restricted and can be pledged for the payment of debt service. The Fiscal Year 2025-2026 budget anticipates $1,102,103 from this revenue source. This revenue source is up 2.4% over last year and can be used for municipal-wide programs.
  - **State Revenue Sharing** – This program was created in 1972 by the State and established trust funds for certain revenue sources and specified formulas for redistribution to municipalities and counties. The major sources of these funds for municipalities are cigarette and fuel taxes. The formula for distribution to localities is based on population and sales tax collections. A portion of this revenue, 17.8%, is restricted for transportation-related expenses and is budgeted to fund authorized Streets projects in the Capital Improvement Fund. The city has allocated the required amount for transportation related improvements such as street resurfacing. The Fiscal Year 2025-2026 Budget contains $473,944 for this revenue source allocated as follows: General Fund $391,478 and $82,466 in the Capital Improvement Fund.
  - **Grant Revenue** – The Capital Improvement Fund includes $100k dollars from the County for Beach Access and Martin Luther King Center Improvements. The Fiscal Year 2025-2026 budget also includes FAA and FDOT grants at the Airport for Master plan update, taxilane and entrans road rehabilitation, culvert and drainage repairs, an ARF truck, and new hangars, totaling just over $3.4 million. The City has received several resiliency grants totaling $6.0 million for seawall design and construction in the downtown historic district. For more information, please see the Five-Year Capital Improvements plan in the Capital Projects Section.

- **Charges for Services** – These revenues stem from charges for specific City services. Recreational activities and payment for rescue services account for this

source of revenue in the General Fund. Excluding grants, the Enterprise Funds operate solely from service charges.

- **Fines and Forfeits** – Includes fines from citations issued by the Police and Code Enforcement. A total of $36,000 in revenues is projected in the General Fund.

- **Miscellaneous** – This section consists of impact fees (excluding Wastewater and Water impact fees), special assessments, interest and other revenues not otherwise classified. Impact fees for other services, including police, fire, recreation, and administration, are accounted for in the Capital Expansion Fund and are projected to be $840,000 in the Fiscal Year 2025-2026. Special Assessments may be authorized by the Commission for street paving or other special projects.

- **Financing Sources –** The City anticipates one issue of new debt in the Fiscal Year 2025-2026 budget. The purchase of a new street sweeper in the Stormwater Department for $321,440.

There are no legal debt limits placed on the City through either state law, or local ordinances or resolutions. The City has not formally adopted a debt policy, but we utilize many recommended guidelines from the City's Bond Counsel when incurring debt for municipal projects.

- **Cash Forward (Fund Balances)** – This accounts for undesignated and reserved fund balances from the previous year. A total of $146,702,392 is projected, including $96,985,407 for the Pension Plans, $8,895,025 for the Enterprise Funds, $57,033 for the Debt Funds, $22,533,086 for the Capital Funds, $7,028,847 for the Special Revenue Funds ($1,451,034 is restricted for Cemetery perpetual care and $1,194,007 for Building Fees), $368,326 is budgeted in Internal Service Funds and $11,195,879 for the General Fund.

Expenditure Highlights

The City of Fernandina Beach's Fiscal Year 2024-2025 Budget includes four major areas of expenditures: Personnel Services, Operating Expenses, Capital Expenditures and Debt Service. As a service provider, a significant part of City expenditures is for employee costs budgeted under Personnel Services. In the Fiscal Year 2025-2026 Budget, Personnel Services totals $32,323,406 or 34.8% of all expenditures excluding Trust and Agency Funds and including Internal Service Funds.

Operating Expenses are budgeted to be $25,320,651 or 27.3% of all expenditures while capital expenditures represent 32.8%, $30,480,665 and Debt Service totals $4,618,654 or 5.0% of operating expenditures excluding Trust and Agency Funds and including Internal Service Funds.

Major capital projects in the 2025-2026 Fiscal Year Budget include $6.3 million for the Downtown District Resiliency (seawall), $2 million for expansion of the Martin Luther King softball fields, $2.2 million for stormwater management in Area 6, $1.8 million for new construction of new hangars at the Airport, and $1 million for taxiway improvements at the Airport.

The accounting for all the funds in the budget is on a modified accrual basis. Revenues are recognized when they are known and measurable. Expenditures are recorded when the liability has occurred and is measurable. The City uses the accrual basis of accounting for financial statement preparation as required by state guidelines and generally accepted accounting principles.

These expenses are grouped by function as identified below:

• General Government Services	$ 13,010,086
• Public Safety	21,032,689
• Physical Environment	21,934,877
• Transportation	10,137,192
• Economic Environment	1,176,508
• Human Services	142,500
• Culture/Recreation	22,138,962
• Debt Services	4,495,505
Operating Expenditures	$ 94,068,319
• Transfers/Reimbursements	9,804,121
• Reserves/Contingencies	135,617,405
• Internal Service Funds	3,154,045
Total 2025-2026 Expenditures/Reserves	$ 242,643,890

- **General Government Services** – The Commission, City Clerk, City Manager, Finance, Human Resources, Information Technology, Legal Departments and Planning are included in this broad category as well as Facilities Maintenance and Non-departmental. The Non-departmental budget captures expenses that affect all departments located in the City Hall Building.

- **Public Safety** – This is the largest single source of expenditures in the General Fund and covers the Police and Fire operations as well as the Building and Permitting department and Code Enforcement. In Fiscal Year 2008-2009, the Fire department contracted with a third party to directly process rescue services billing and receipts.

- **Physical Environment –** This function covers the operation of the sanitation (garbage collection), sewer plant (collection and treatment), water operations,

and storm water management costs and projects. The bulk of these operations are accounted for in Enterprise Funds with fees for services revenue to cover the cost of operations.

- **Transportation** – This function includes the Streets Department, in the General Fund, portions of the Capital Improvement Fund and the Airport Fund. In addition to the repair and maintenance of streets and sidewalks, the Street Department budget also includes the cost of maintaining traffic signals and utilities for streetlights. Major street resurfacing, paving and sidewalk construction are accounted for in the Capital Improvement Fund. The Airport Fund, which is operated as an Enterprise Fund, is also included in this group. Rentals from the hangars, ground leases and fuel sales fund the operation of the Airport, with major capital items being primarily funded by federal and state grants.

- **Economic Environment** – This sector includes the Community Redevelopment Area and the Downtown District budget which is comprised of costs to maintain the downtown area, including the maintenance of the comfort station, waterfront parking lots, Waterfront Park, flower beds, tree lights and utilities.

- **Human Services** – This function consists primarily of donations and contributions made by the City to certain organizations, among them, amounts contributed to the Barnabas Center, Nassau Mental Health-Starting Point Behavioral Health, Nassau County Economic Development, Micah's Place, the Council on Aging, and assistance with utility bills for low-income residents.

- **Culture/Recreation –** The Golf Course and Marina, which are accounted for in the Enterprise Funds, have revenues which cover the cost of their operations and are included in this function. The Cemetery is accounted for in the Special Revenue account but is managed by Parks and Recreation. The Parks and Recreation Department is divided into several departments, including Recreation, Parks, Youth, Peck Center, MLK Center and Aquatics, all of which are funded in the General Fund. Recreation costs are partially offset by registration fees and other charges. Significant recreation projects funded by grants, impact fees, bond proceeds and General Fund transfers are included in the Capital Improvement Funds.

- **Debt Services** – The repayment of the General Obligation Bond was satisfied in 2021 and was previously accounted for in a separate Debt Service Fund. All debt service related to the Wastewater and Water utility is accounted for in Fund 230, the Utility Debt Service Fund, and is funded by transfers from the Wastewater and Water funds. The Marina Debt Service Fund previously accounted for the debt service payments related to the Marina Revenue Note, 2009 and was funded by transfers from the Marina enterprise fund. The debt has been restructured and is now serviced directly from the Marina Enterprise Fund.

- **Transfers** – In order to comply with the requirements of certain revenue streams, special funds are established for the receipt of monies. These monies are then transferred to the appropriate funds making the disbursements. Transfers are also provided for the reimbursement of indirect costs from Enterprise Funds to the General Fund.

- **Reserves** – Unappropriated revenues and projected cash balance remaining are grouped as reserves and include contingencies. Contingencies and reserves in Fiscal Year 2025-2026 total $135,617,405. The General Fund Reserves and Contingencies have increased to $7,500,919 from $6,735,969 (FY 2024-2025 Budget). The restricted reserve related to Building/Permitting is $3,033 and is accounted for in a special revenue fund.

Fund Descriptions

The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds

Governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Propriety Funds

The City maintains two different types of propriety funds, enterprise and internal funds. The City uses enterprise funds to account for its sanitation, water, sewer, marina, airport, and golf course operations. Internal service funds are an accounting device used to accumulate and allocate cost internally among the City's various functions. The City uses internal service funds to account for its vehicle maintenance activities, utility billing and utility administration.

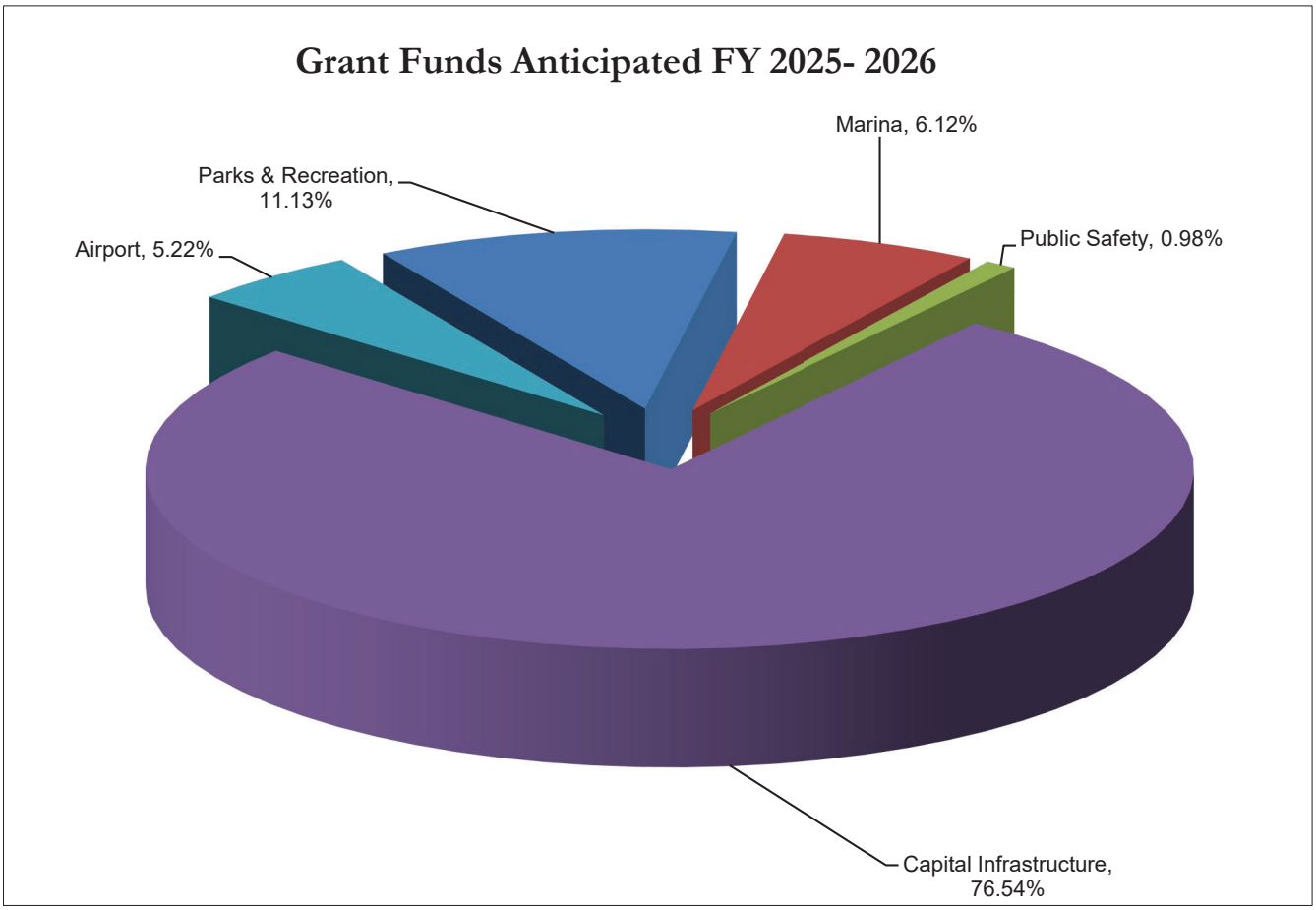
Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The General Employees and Police and Fire pension plans make up the City's only fiduciary funds. Resources of those funds are not available to support the City's own program.

City of Fernandina Beach

Grants Anticipated for the Period October 1, 2025 through September 30, 2026

Grantor	Department/Purpose	Amount	Percentage by Department/Purpose
State/County	Parks & Recreation	800,000	11.13%
State/County	Marina	440,125	6.12%
State	Public Safety	70,724	0.98%
State	Capital Infrastructure	5,500,000	76.54%
Federal/State	Airport	375,000	5.22%
		7,185,849	**100.00%**



This Page Intentionally Left Blank



GENERAL FUND

This Page Intentionally Left Blank

Table of Contents

Section	Description	Page #	
General Fund:	General Fund Contents	General	37
	General Fund Summary of Revenues		38
	General Fund Summary of Exps		39
Revenues & Other Sources	Revenues & Other Sources		40
Expenditures-Legislative	City Commission		45
Expenditures-General	City Clerk		49
	City Manager		58
	Finance		65
	Information Technology		76
	Human Resources		84
	Legal		95
	Non-Departmental		104
	Planning and Conservation		106
	Facilities Maintenance		121
Expenditures-Public Safety	Police		127
	Fire		145
	Building & Permitting		162
	Code Enforcement		163
Expenditures-Transportation	Streets		172
Expenditures-Economic	Downtown District		178
Expenditures-Culture & Rec	Library		183
	Recreation		185
	Parks		194
	Peck Center		200
	MLK Center		205
	Youth Programs		210
	Aquatics		214
Expenditures-Human Services	Other Services		219
Expenditures-Transfers Out/ Contingencies & Reserves	Transfers Out, Contingencies, & Reserves		221

City of Fernandina Beach
Combined Summary of Revenue
General Fund

Description	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	$ Increase (Decrease)	%
Cash Balance Forward							
Cash Bal Fwd-Unrestricted	9,875,394	8,463,537	8,463,537	10,239,721	11,195,879	956,158	9.3%
Cash Bal Fwd-Rest'd Bldg	-	-	-	-	-	-	0.0%
Property Taxes	17,589,472	18,172,189	18,031,213	19,288,395	21,219,017	1,930,622	10.0%
Sales/Use/Fuel Taxes	3,485,904	3,407,146	3,261,651	3,185,849	3,287,738	101,889	3.2%
Franchise Fees	1,887,486	2,026,059	1,425,000	1,587,000	1,787,000	200,000	12.6%
Licenses/Permits	601,019	418,059	400,800	499,800	524,100	24,300	4.9%
Intergovernmental	1,763,033	1,818,214	1,752,048	1,959,659	1,800,623	(159,036)	-8.1%
Charges For Services	1,818,510	1,288,447	1,849,603	1,899,603	1,738,214	(161,389)	-8.5%
Fines/Forfeitures	61,041	41,973	29,500	29,500	36,000	6,500	22.0%
Other Revenues	661,206	713,098	351,921	356,928	653,152	296,224	83.0%
Total	27,867,671	27,885,186	27,101,736	28,806,734	31,045,844	2,239,110	7.8%
			TRANSFERS				
Transfers In	3,046,566	2,980,000	2,980,000	3,020,000	3,020,000	-	0.0%
TOTAL RESOURCES	40,789,631	39,328,723	38,545,273	42,066,455	45,261,723	3,195,268	7.6%

City of Fernandina Beach
Combined Summary of Expenditures
General Fund

Departments	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	$ Increase (Decrease)	%
General Government							
City Commission	287,004	249,266	278,897	282,968	268,894	(14,074)	-5.0%
City Clerk	587,110	672,009	663,762	912,680	975,473	62,793	6.9%
City Manager	830,279	778,421	811,065	621,413	752,047	130,634	21.0%
Finance	824,748	871,653	887,175	1,002,858	1,138,427	135,569	13.5%
Information Technology	895,312	875,271	975,645	1,223,897	1,091,151	(132,746)	-10.8%
Human Resources	395,504	457,285	420,508	475,097	516,348	41,251	8.7%
Legal	378,589	451,759	438,022	746,340	662,427	(83,913)	-11.2%
Non-Departmental	263,953	393,105	428,654	346,822	347,306	484	0.1%
Facilities Maintenance	888,941	904,614	942,269	1,069,192	1,002,978	(66,214)	-6.2%
Planning and Conservation	792,166	895,143	1,142,378	1,524,248	1,280,181	(244,067)	-16.0%
Total	6,143,606	6,548,526	6,988,375	8,205,515	8,035,232	(170,283)	-2.1%
Public Safety							
Police	6,335,590	6,902,428	6,735,291	7,461,037	7,954,735	493,698	6.6%
Fire	5,989,470	6,819,716	6,661,345	7,505,989	9,181,667	1,675,678	22.3%
Building & Permitting	-	-	21,878	11,878	51,992	40,114	0.0%
Code Enforcement	-	346,891	385,767	427,497	536,466	108,969	0.0%
Total	12,325,060	14,069,035	13,804,281	15,406,401	17,724,860	2,318,459	15.0%
Transportation							
Streets	1,806,616	1,726,589	1,900,221	2,026,618	2,047,357	20,739	1.0%
Economic Environment							
Downtown Manager	113,135	122,943	166,254	387,516	437,350	49,834	12.9%
Culture & Recreation							
Library	47,241	48,950	46,632	33,711	63,191	29,480	87.4%
Recreation	1,112,405	3,852,222	5,129,664	1,520,610	1,552,751	32,141	2.1%
Parks	1,590,854	-	-	1,781,438	1,965,416	183,978	0.0%
Peck Center/Gym	370,894	-	-	590,779	443,679	(147,100)	0.0%
MLK Center	141,459	-	-	131,213	158,263	27,050	0.0%
Youth Programs	315,559	-	-	515,816	394,718	(121,098)	0.0%
Aquatics	461,127	-	-	601,060	568,116	(32,944)	0.0%
Total	4,039,539	3,901,172	5,176,296	5,174,627	5,146,134	(28,493)	-0.6%
Other Services							
Other Services	125,853	129,802	130,000	132,500	142,500	10,000	7.5%
Total Expenditures							
Total Expenditures	24,553,809	26,498,066	28,165,427	31,333,177	33,533,433	2,200,256	7.0%
Transfers, Contingencies, & Reserves							
Transfers	5,110,324	4,492,565	4,492,565	3,997,309	4,227,371	230,062	5.8%
Contingency	-	-	254,196	486,616	753,057	266,441	54.8%
Unrestricted Contg/Reserves	11,125,498	8,338,092	5,633,085	6,249,353	6,747,862	498,509	8.0%
Rest'd (Bldg) Contg/Reserves	-	-	-	-	-	-	0.0%
Total Expenditures, Transfers, & Reserves	40,789,631	39,328,723	38,545,273	42,066,455	45,261,723	3,195,268	7.6%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
MILLAGE RATE						
OPERATING	5.3330	4.8298	4.8298	4.6849	4.6849	0.0%
VOTED DEBT - 2001 GOB BOND	-	-	-	-	-	0.0%
TOTAL ASSESSED MILLAGE	5.3330	4.8298	4.8298	4.6849	4.6849	0.0%
311 PROPERTY TAXES						
001 31110 PROPERTY TAXES	17,589,472	18,172,189	18,031,213	19,288,395	21,219,017	10.0%
TOTAL	17,589,472	18,172,189	18,031,213	19,288,395	21,219,017	10.0%
312 SALES/USE AND FUEL TAXES						
001 31240 LOCAL OPTION GAS TAX	468,369	412,231	489,253	489,253	399,848	-18.3%
001 31251 STATE/FIRE INSURANCE TAX	293,024	302,659	115,000	115,000	115,000	0.0%
001 31252 STATE/POLICE INSURANCE TAX	173,604	195,706	110,000	110,000	110,000	0.0%
001 31260 SMALL COUNTY SURTAX	2,550,906	2,496,550	2,547,398	2,471,596	2,662,890	7.7%
TOTAL	3,485,903	3,407,146	3,261,651	3,185,849	3,287,738	3.2%
323 FRANCHISE FEES						
001 32310 FRANCHISE FEES ELECTRIC	1,845,987	1,858,159	1,400,000	1,400,000	1,600,000	14.3%
001 32340 FRANCHISE FEES GAS	41,499	37,844	25,000	25,000	25,000	0.0%
001 32370 FRANCHISE FEES SOLD WASTE	-	130,055	-	162,000	162,000	0.0%
TOTAL	1,887,486	2,026,059	1,425,000	1,587,000	1,787,000	12.6%
316/322/329 LICENSES/PERMITS						
001 31610 LOCAL BUSINESS TAX	201,613	214,208	160,000	302,000	302,000	0.0%
001 31620 LOCAL BUSINESS TAX - PENALTIES	12,663	6,188	50	200	3,000	1400.0%
001 31630 LOCAL BUSINESS TAX-OTHER FEES	7,349	8,461	3,000	3,000	5,000	66.7%
001 31640 LOCAL BUSINESS TAX-PAST DUE FE	1,627	1,695	2,000	2,000	2,000	0.0%
001 32200 BUILDING PERMITS	-	-	-	-	-	0.0%
001 32201 BUILDING PERMIT-ADDRESS	-	-	-	-	-	0.0%
001 32202 BLDING PERMIT-CONSTRUCTION PL	-	-	-	-	-	0.0%
001 32203 BUILDING PERMIT-DEMOLITION	-	-	-	-	-	0.0%
001 32204 BUILDING PERMIT-DRIVEWAY	2,380	2,835	6,000	3,500	3,500	0.0%
001 32206 BUILDING PERMIT-AFTER THE FACT	-	-	-	-	-	0.0%
001 32207 BLDING PERMIT-REINSPECTION FEE	-	-	-	-	-	0.0%
001 32208 BLDING PERMIT-2ND REINSPECTION	-	-	-	-	-	0.0%
001 32210 BUILDING PERMIT-TREE REMOVAL	-	-	-	-	-	0.0%
001 32211 BUILDING PERMIT-FENCING	-	-	-	-	-	0.0%
001 32218 CLEARING/EXCAVATE-PERMITS	14,468	16,129	25,000	25,000	17,000	-32.0%
001 32219 TREE TRUST FUND RESERVE	-	-	-	-	-	0.0%
001 32900 CODE ENFORCEMENT FEES & FINES	31,591	10,482	25,000	25,000	25,000	0.0%
001 32901 ZONING PLAN REVIEW	96,000	74,525	90,000	45,000	45,000	0.0%
001 32992 FIRE MARSHALL'S FEES	102,386	6,468	35,000	35,000	65,000	85.7%
001 32995 ADDRESS ASSIGNMENT	540	620	300	300	300	0.0%
001 32903 SIGN PERMITS	-	-	-	-	-	0.0%
001 32904 PRIVATE DIRECTION SIGNS	-	-	-	-	-	0.0%
001 32905 ELECTRICAL PERMITS-GENERAL	-	-	-	-	-	0.0%
001 32906 ELECTRICAL PERMITS-TEMPORARY P	-	-	-	-	-	0.0%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
001 32907 ENGINEERING FEES	-	-	-	-	-	0.0%
001 32908 GAS PERMITS-GENERAL	-	-	-	-	-	0.0%
001 32909 GAS PERMITS-LP INSTALLATION	-	-	-	-	-	0.0%
001 32910 GAS PERMITS-TANK FEES	-	-	-	-	-	0.0%
001 32911 MECHANICAL	-	-	-	-	-	0.0%
001 32912 PLUMBING PERMITS	-	-	-	-	-	0.0%
001 32913 PLUMBING-FIXTURE FEES	-	-	-	-	-	0.0%
001 32914 PERMIT/REVIEW FEES	-	-	-	-	-	0.0%
001 32915 ANNEXATION APP FEE	13,600	2,400	2,000	4,000	4,000	0.0%
001 32916 BOA APP FEES-COMMERCIAL	10,000	3,500	5,000	3,500	3,500	0.0%
001 32917 BOA APP FEES-RESIDENTIAL	2,813	5,000	6,000	7,500	7,500	0.0%
001 32918 ZONING CERTIFICATION FEE	2,300	3,600	800	1,500	1,500	0.0%
001 32919 CDD-CERTIFIED MAIL FEE	-	-				0.0%
001 32920 CDD COPIES MADE FEE	5	-	-	-	-	0.0%
001 32921 COMP PLAN AMEND APP FEE	-	-	-	-	-	0.0%
001 32922 CONCURRENCY REVIEW APP FEE	-	-	-	-	-	0.0%
001 32923 CU APPLICATION FEE	-	-	-	-	-	0.0%
001 32924 HDC APPLICATION FEE	-		-	-	-	0.0%
001 32926 PLAT APPROVAL APP FEE	7,500	1,500	4,500	3,000	3,000	0.0%
001 32927 PRELIMINARY SITE PLAN VISIT	-	-	-	-	-	0.0%
001 32928 REZONING APP FEE	25,000	-	1,500	5,000	5,000	0.0%
001 32929 SITE PLAN REVIEW APP FEE	46,200	36,700	24,500	22,000	22,000	0.0%
001 32931 HDC VARIANCE	-	-	-	-	-	0.0%
001 32932 DUE DILIGENCE	1,500	1,250	750	1,000	1,000	0.0%
001 32933 TELECOMMUNICATION PERMIT	-	-	400	-	-	0.0%
001 32934 CHANGE OF USE	-	-	-	-	-	0.0%
001 32935 ADMINISTRATIVE WAIVER	2,500	400	900	900	900	0.0%
001 32936 CODE TEXT AMENDMENT	-	-	-	-	-	0.0%
001 32937 LOT LINE ADJUSTMENTS	2,600	4,100	3,600	2,400	2,400	0.0%
001 32960 ADMINISTRATION COST BLDING SU	-	-	-	-	-	0.0%
001 32980 OTHER MISC PERMITS	2,338	11,288	-	-	-	0.0%
001 32981 SPECIAL EVENT PERMITS	10,830	3,250	2,500	4,000	4,000	0.0%
001 32982 SPECIAL BANNER PERMITS	3,215	3,460	2,000	4,000	1,500	-62.5%
TOTAL	601,018	418,059	400,800	499,800	524,100	4.9%
331/334 STATE AND FEDERAL GRANTS						
001 33120 FEMA FED GRANT	-	-	-	-	-	0.0%
001 33125 JUSTICE ASSISTANCE GRANT (JAG)	-	2,560	-	1,424	-	-100.0%
001 33160 URBAN FORESTRY GRANT	-	-	-	-	-	0.0%
001 33170 DOS PRESERVATION	-	50,000	-	-	-	0.0%
001 33400 STATE GRANT	31,175	48,825	50,000	95,000	-	-100.0%
001 33420 FEMA STATE	-	-	-	-	-	0.0%
001 33440 OTHER GRANT	-	-	-	-	-	0.0%
TOTAL	31,175	101,385	50,000	96,424	-	-100.0%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
335 STATE SHARED REVENUE						
001 33350 HALF-CENT SALES TAX	1,149,171	1,135,776	1,060,193	1,076,502	1,102,103	2.4%
001 33512 STATE REVENUE SHARING PROCEED	384,325	367,541	366,584	374,462	391,478	4.5%
001 33514 MOBILE HOME TAX	678	853	800	800	800	0.0%
001 33515 ALCOHOLIC BEV LICENSE	24,923	26,826	23,000	23,000	29,750	29.3%
001 33522 FIREFIGHTERS SUPPLEMENT	13,630	12,656	10,000	10,000	10,000	0.0%
TOTAL	1,572,727	1,543,650	1,460,577	1,484,764	1,534,131	3.3%
337 GRANTS/ LOCAL UNITS						
001 33710 COUNTY GRANT	-	-	-	-	-	0.0%
001 33720 SCHOOL RESOURCE OFFICER	159,130	173,179	178,346	178,346	216,492	21.4%
001 33721 DEA REIMBURSEMENT	-	-	13,125	13,125	-	-100.0%
TOTAL	159,130	173,179	191,471	191,471	216,492	13.1%
339 PAYMENTS IN LIEU OF TAXES						
001 33910 OCEAN,HIGHWAY AND PORT AUTH	-	-	50,000	187,000	50,000	-73.3%
TOTAL	-	-	50,000	187,000	50,000	-73.3%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
342/343 OTHER CHARGES/FEES						
001 33722 NASSAU COUNTY OCEAN RESCUE	110,915	110,883	201,000	201,000	223,014	11.0%
001 34140 REIMBURSEMENT FOR LEGAL	11,912	12,529	10,500	10,500	10,500	0.0%
001 34260 AMBULANCE SERVICES	757,784	332,273	664,003	664,003	690,000	3.9%
001 34290 SHRIMP FESTIVAL REIMBURSEMENT	-	2,520	-	-	-	0.0%
0012200 34292 PROGRAM REVENUES	-	2,921	-	-	-	0.0%
0012200 34295 OTHER PUBLIC SAFETY	-	56	-	-	-	0.0%
001 34296 OPIOID SETTLEMENT	-	38,871	-	-	-	0.0%
001 34490 STREET SWEEPING CHARGES	-	-	-	-	9,000	0.0%
TOTAL	880,611	500,052	875,503	875,503	932,514	6.5%
347 RECREATIONAL						
001 34700 TRUST ACTIVITIES NON TAXABLE	239,981	235,201	350,000	350,000	235,000	-32.9%
001 34701 TRUST ACTIVITIES TAXABLE	55,689	79,640	43,000	75,000	75,000	0.0%
001 34702 PARKS TRUST NON-TAXABLE	17,298	10,564	12,000	12,000	14,500	20.8%
001 34703 PARKS TRUST TAXABLE	13,418	17,985	8,000	15,000	15,000	0.0%
001 34704 RENTALS NON-TAXABLE	11,202	4,750	4,000	4,000	4,200	5.0%
001 34705 SOFTBALL COMPLEX	257	-	100	100	-	-100.0%
001 34706 PARKS LAWN CHARGES	-	-	-	-	-	0.0%
001 34720 RENTALS	4,144	12,526	5,000	15,000	10,000	-33.3%
001 34721 PECK RENTS	4,483	5,183	3,000	5,000	5,000	0.0%
001 34722 PECK RENTS NON-TAXABLE	30,092	30,500	25,000	25,000	25,000	0.0%
001 34723 PECK TRUST TAXABLE	17,090	11,700	10,000	10,000	10,000	0.0%
001 34724 PECK TRUST NON-TAXABLE	14,293	10,838	10,000	10,000	7,500	-25.0%
001 34725 MLK RENTS	4,435	4,605	4,500	4,500	4,500	0.0%
001 34726 MLK RENTS NON-TAXABLE	2,250	450	1,000	1,000	1,000	0.0%
001 34728 MLK TRUST NON-TAXABLE	-	-	8,000	8,000	8,000	0.0%
001 34730 YOUTH TRUST ACTIVITIES	14,443	12,878	14,000	15,000	15,000	0.0%
001 34731 YOUTH CAMPS	296,294	186,925	290,000	290,000	190,000	-34.5%
001 34740 AQUATICS TRUST TAXABLE	4,180	-	12,000	12,000	-	-100.0%
001 34741 AQUATICS TRUST NON-TAXABLE	113,027	99,154	100,000	100,000	100,000	0.0%
001 34743 SWIMMING POOLS NON-TAXABLE	5,425	30,245	12,000	12,000	15,000	25.0%
001 34742 SWIMMING POOLS	88,786	76,940	60,000	60,000	70,000	16.7%
001 34745 GREENWAY	1,110	160	2,500	500	1,000	100.0%
001 34746 GREENWAY TAXABLE	-	-		-	-	0.0%
TOTAL	937,897	830,243	974,100	1,024,100	805,700	-21.3%
351 FINES/FORFEITURES						
001 35100 COURT CASES GENERAL FUND	13,856	8,330	8,500	8,500	10,000	17.6%
001 35110 FINES/FORFEITURES	1,264	73	-			0.0%
001 35115 PARKING TICKETS	38,409	24,465	15,000	15,000	20,000	33.3%
001 35116 POLICE CITATIONS	430	1,150	-	-	-	0.0%
001 35120 POLICE EDUCATION	1,557	1,523	1,200	1,200	1,200	0.0%
001 35911 FINGERPRINT-ACCI-INC REPORT	5,524	6,431	4,800	4,800	4,800	0.0%
TOTAL	61,040	41,973	29,500	29,500	36,000	22.0%

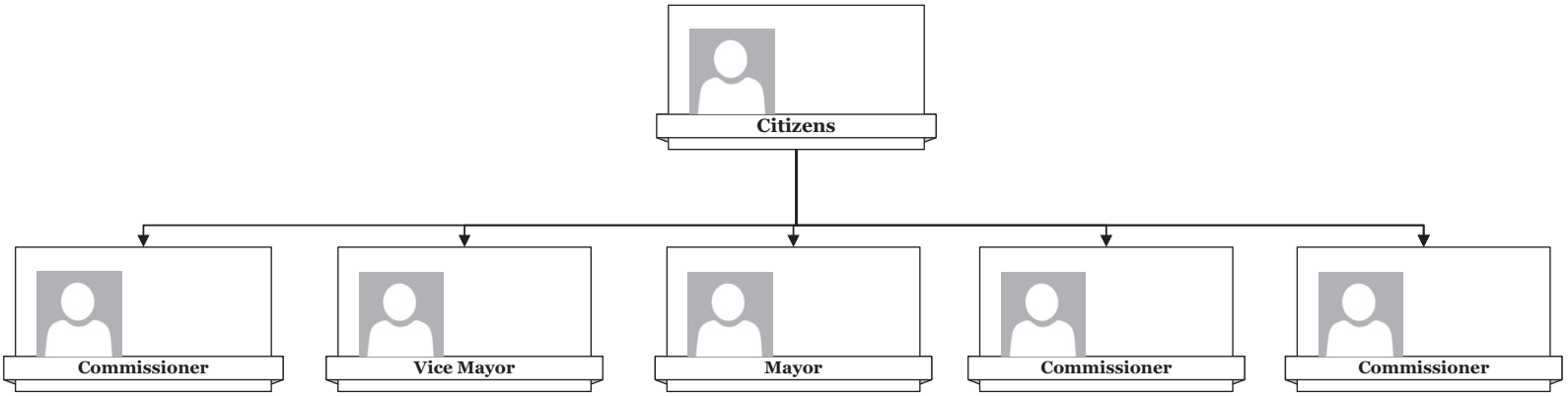
001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
360's/384 OTHER REVENUE						
001 36110 INTEREST	374,319	480,107	212,000	210,000	479,000	128.1%
001 36120 UNREALIZED GAIN	(2,610)	27,513	-	-	-	0.0%
001 36210 RENTS	7,863	5,697	3,500	3,500	5,300	51.4%
001 36215 RENTS NON-TAXABLE	33,613	32,494	23,800	23,800	27,400	15.1%
001 36221 POLICE BUILDING RENT	-	-	-	-	-	0.0%
001 36800 CAPITAL CONTRIBUTION	35,000	-	-	-	-	0.0%
001 36990 OTHER REVENUE	133,534	16,192	35,851	35,851	60,851	69.7%
001 36992 GAIN ON SALE OF ASSET	100	77,409	-	-	-	0.0%
001 36993 DONATIONS/CONTRIBUTIONS	-	-	-	-	-	0.0%
001 36995 LATE FEES	105	-	-	-	-	0.0%
0011200 36993 DONATIONS/CONTRIBUTIONS	-	-	-	4,000	3,000	-25.0%
0012200 36993 DONATIONS/CONTRIBUTIONS	6,975	490	7,000	7,000	-	-100.0%
0011310 36993 DONATIONS/CONTRIBUTIONS	3,563	-	4,500	-	-	0.0%
001 36996 REVENUE-GARNISHMENT FEE	165	122	100	100	100	0.0%
001 36997 TDC REVENUE	-	-	-	-	-	0.0%
001 36998 STATE OF FLORIDA - FDOT	68,228	73,075	65,170	72,677	77,501	6.6%
001 36999 HDC TRUST FUND	357	-	-	-	-	0.0%
TOTAL	661,212	713,098	351,921	356,928	653,152	83.0%
TOTAL REVENUES	27,867,671	27,927,034	27,101,736	28,806,734	31,045,844	7.8%
382 REIMBURSEMENTS						
001 38220 FROM BOND DEBT SERVICE	6,565	-	-	-	-	0.0%
001 38244 FROM SANITATION	-	-	-	40,000	40,000	0.0%
001 38245 FROM WASTEWATER OPERATIONS	360,000	360,000	360,000	360,000	360,000	0.0%
001 38246 FROM WATER OPERATIONS	180,000	120,000	120,000	120,000	120,000	0.0%
001 38251 FROM FLEET	-	-	-	-	-	0.0%
TOTAL	546,565	480,000	480,000	520,000	520,000	0.0%
381 TRANSFERS IN						
001 38215 FROM UTILITY TAX	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	0.0%
TOTAL	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	0.0%
389 CASH BALANCE FORWARD						
001 38910 CASH BALANCE FORWARD	9,875,394	12,493,933	8,463,537	10,239,721	11,195,879	9.3%
001 38911 CASH BAL FORWARD REST'D	-	-	-	-	-	0.0%
TOTAL	9,875,394	12,493,933	8,463,537	10,239,721	11,195,879	9.3%
TOTAL REVENUES AND CASH BALANCES	40,789,630	43,400,967	38,545,273	42,066,455	45,261,723	7.6%

This Page Intentionally Left Blank

This Page Intentionally Left Blank

Organization Chart
City Commission



Position Control Summary
City Commission

Position/Title		2025-2026 Budget
Commissioners	5.00	90,000
Total Budgeted Positions	**5.00**	**90,000**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
CITY COMMISSION						
PERSONNEL						
0011100 51100 COMMISSION SALARIES	61,154	87,034	90,000	90,000	90,000	0.0%
0011100 52100 FICA	4,678	6,658	6,885	6,885	6,885	0.0%
0011100 52300 HEALTH INSUR	-	-	-	-	-	0.0%
0011100 52301 LIFE INSUR	-	-	-	-	-	0.0%
0011100 52400 WORKERS' COMP	48	71	71	73	470	543.8%
TOTAL	65,880	93,763	96,956	96,958	97,355	0.4%
OPERATING EXPENSES						
0011100 53100 PROFESSIONAL SERVICES	184,045	120,435	141,250	136,250	127,000	-6.8%
0011100 53400 CONTRACTUAL	575	915	750	1,830	2,580	41.0%
0011100 54000 TRAINING/TRAVEL	7,288	3,020	7,500	6,500	6,500	0.0%
0011100 54500 INSURANCE	1,947	4,451	4,451	4,275	5,122	19.8%
0011100 54700 PRINTING	5,947	5,385	5,800	6,000	5,750	-4.2%
0011100 54800 PROMOTIONAL	15,086	15,559	15,500	25,000	17,500	-30.0%
0011100 55200 OPERATING SUPPLIES	3,314	3,044	3,695	3,160	3,080	-2.5%
0011100 55210 UNIFORMS	271	-	500	500	500	0.0%
0011100 55400 BOOKS/SUBS/DUES	2,649	2,694	2,495	2,495	3,507	40.6%
0011100 55611 COMMUNITY SERVICES	-	-	-	-	-	0.0%
TOTAL	221,122	155,503	181,941	186,010	171,539	-7.8%
CITY COMMISSION DEPARTMENT TOTAL	287,002	249,266	278,897	282,968	268,894	-5.0%

Department Description & Function

1. Department: City Commission

2. Department Function Summary:

The City Commission has legislative and policy setting responsibilities that are prescribed by the City Charter, Florida Statutes, and Code of Ordinances. The City Commission provides direct services to citizens, businesses and other governmental agencies.

3. Department Description:

The functions of the City Commission may be classified into two main areas:

A. Legislative
B. Policy Setting

Number of Funded Officials:

Elected Officials	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Mayor	1	1	1	1
Vice Mayor	1	1	1	1
City Commission	3	3	3	3
Total	**5**	**5**	**5**	**5**

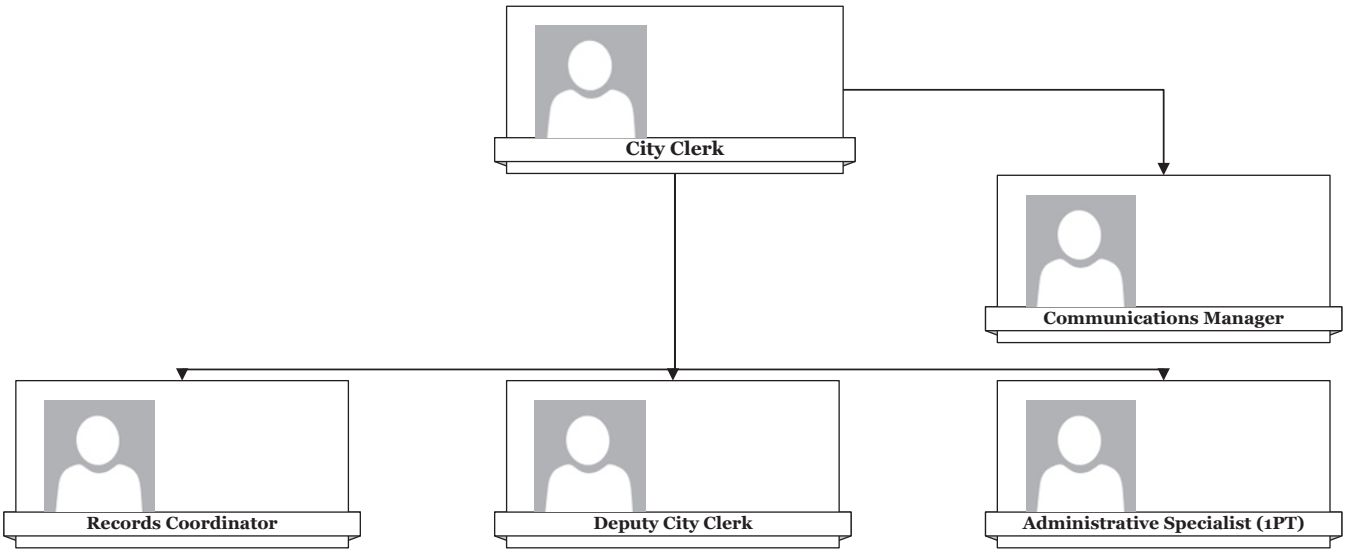
This Page Intentionally Left Blank

This Page Intentionally Left Blank

Office of the City Clerk Mission Statement

The mission of the Office of the City Clerk is to manage and preserve the City's official records, provide accessibility to information, protect the transparency of government processes, and administer free and fair elections, in a manner that is professional, efficient, fair, and courteous while being ever mindful of our position of neutrality and impartiality in all local government affairs.

Organization Chart
City Clerk



Full-Time: 4 **Part-Time: 1** **Seasonal: 0**

Position Control Summary
City Clerk

Position/Title		2025-2026 Budget
Full-Time		
City Clerk	1.00	183,855
Deputy City Clerk	1.00	93,582
Records Coordinator	1.00	63,954
Communications Manager	1.00	87,250
PTO Payout		16,006
Total FT	4.00	444,647
Part-Time		
Administrative Specialist	1.00	43,253
Total PT	1.00	43,253
Total Budgeted Positions	**5.00**	**487,900**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
CITY CLERK						
PERSONNEL						
0011200 51200 SALARIES	245,490	306,601	272,223	412,892	444,647	7.7%
0011200 51350 PART TIME SALARIES	15,563	35,658	34,684	41,193	43,253	5.0%
0011200 51400 OVERTIME	10	20	-	-	-	0.0%
0011200 52100 FICA	19,418	25,426	22,662	33,671	36,066	7.1%
0011200 52200 RETIREMENT	52,756	65,684	58,335	86,529	87,317	0.9%
0011200 52300 HEALTH INSUR	35,505	38,257	38,021	72,094	60,478	-16.1%
0011200 52301 LIFE INSUR	939	1,117	873	1,528	1,237	-19.0%
0011200 52400 WORKERS' COMP	300	292	292	306	470	53.6%
TOTAL	369,981	473,054	427,090	648,213	673,468	3.9%
OPERATING EXPENSES						
0011200 53100 PROFESSIONAL SERVICES	-	2,000	3,200	3,200	3,200	0.0%
0011200 53400 CONTRACTUAL	150,630	166,356	164,216	182,799	210,188	15.0%
0011200 54000 TRAINING/TRAVEL	2,029	968	5,498	7,098	9,625	35.6%
0011200 54100 COMM - PHONE/FAX/ALARM	1,159	1,694	1,728	1,960	2,562	30.7%
0011200 54101 COMMUNICATIONS-CELLULAR	600	629	625	1,200	1,126	-6.2%
0011200 54700 PRINTING	21,410	23,443	25,000	25,000	25,000	0.0%
0011200 54800 PROMOTIONAL	-	-	500	500	1,000	100.0%
0011200 54912 ELECTIONS	37,425	551	31,200	31,200	37,200	19.2%
0011200 54970 YOUTH ADVISORY COMM DONATIONS	-	-	-	4,000	3,000	-25.0%
0011200 55100 OFFICE SUPPLIES	358	201	1,000	1,000	1,500	50.0%
0011200 55200 OPERATING SUPPLIES	1,861	1,373	1,545	415	2,615	530.1%
0011200 55210 UNIFORMS	400	100	175	250	250	0.0%
0011200 55400 BOOKS/SUBS/DUES	1,257	1,639	1,985	3,845	2,739	-28.8%
0011200 56400 EQUIPMENT	-	-	-	-	-	0.0%
0011200 56401 EQUIPMENT-NON CAP	-	-	-	2,000	2,000	0.0%
TOTAL	217,129	198,954	236,672	264,467	302,005	14.2%
CITY CLERK DEPARTMENT TOTAL	587,110	672,009	663,762	912,680	975,473	6.9%

Department Description & Function

1. **Department:** City Clerk

2. **Department Function Summary:** The responsibilities of the City Clerk's Office are prescribed and defined by the City Charter, Code of Ordinances, Florida Statute, and Commission directives. The City Clerk's Office is the City's information source and provides direct service and support to the City Commission, City departments, citizens, business professionals, as well as regional and federal government agencies.

3. **Department Description Summary:** The functions of the City Clerk's Office may be classified into several categories: administer the legislative process; protect and manage the public record; facilitate public participation in governmental processes; public relations; and customer service. Within the scope of these services, the Clerk's Office performs the following vital functions:

- Municipal elections.
- Facilitate City Commission Regular Meetings, Special Meetings, Workshops, Joint Special Meetings, and other meetings as needed: prepare agenda documents, agenda packets, action taken, minutes, attend and record.
- Prepare legal advertisements in accordance with applicable Code and Florida Statute.
- Public record request management.
- Property lien request management.
- Direct service and support to the City Commission, City departments, citizens, business professionals, and other local and federal government agencies.
- Nassau County Clerk of the Court official record filings for subdivision plats, property liens, annexation petitions, warranty deeds, and other documents as needed/required.
- Record and Information Management: indexing, retention, and disposition.
- Prepare, advertise, record, file, and maintain in the permanent record: ordinances, resolutions, and public notices.
- Maintain official records not expressly within the care/control/custody of other departments.
- Audit accounts payable checks to determine compliance with City purchasing policies and City Charter.
- Manage Advisory Board/Committee appointments, term expirations, training records and oaths of office.
- Administer and record oaths of office.
- Maintain Ordinance and Resolution books in accordance with Florida Statute.
- Mayor/Commissioner correspondence as needed/directed.
- Ordinance codification.
- Official Records Custodian.
- Corporate municipal seal custodian.
- Attest official documents.
- Provide receptionist services.
- Provide notary public services.

- Provide mail and courier services.
- Maintains City website: troubleshooting support, user support.
- Maintains City social media accounts: Facebook, Instagram, and X.
- Ensures digital and document compliance.
- Assists the City Manager's Office.
- Prepares monthly internal newsletter, prepares and distributes newspaper advertisements and press releases.
- Maintains and fosters professional working relation with local and regional media.
- Creates content for the Public Access Television channel and ensures the channel is operational.
- Staff liaison for the Youth Advisory Committee.
- Manages TextMyGov services and info@fbfl.org email address.
- Numerous additional administrative tasks as needed/directed.

Community Outreach Programs:

- Florida League of Cities Government Week
- Municipal Clerk's Week
- Nassau County Transitioning Adult Program
- Document Disposition Events
- Youth Advisory Committee

Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
City Clerk	1 FT	1 FT	1 FT	1 FT
Deputy City Clerk	1 FT	1 FT	1 FT	1 FT
Communications Manager	0 FT	0 FT	1 FT	1 FT
Records Coordinator	1 FT	1 FT	1 FT	1 FT
Administrative Specialist	1 FT	1 PT	1 PT	1 PT
Total	4 FT 0 PT	3 FT 1 PT	4 FT 1 PT	4 FT 1 PT

4. Program Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
City Commission Minutes	75	70	55	57
City Commission Agendas: Regular Special/Executive/Workshop/CRA, City Manager Search Committee	75	70	55	57
Advisory Board Appointment Packets	37	38	35	50

Public Record Requests/Lien Search Requests	1200	1200	2010	1800
Proclamations	20	20	20	22
Ordinances	40	30	40	15
Resolutions	215	200	180	225
Code Codification	2	2	2	2
Records Disposition (cubic feet)	126	100	160	50
LaserFiche: records digitized	15,000	25,000	20,000	20,000
Election: Candidate Qualifying	7	9	8	4
Election: Primary and General Election Audits	0	2	1	1
In-House Training: Records Management	1	1	1	1
In-House Training: Boards	0	1	13	1
Outside Training: First Amendment Foundation, Florida Association of City Clerks, International Institute of Municipal Clerks, Florida Institute of Records Management Association	4	2	2	2

Program Goals & Objectives

1. **Department:** City Clerk's Office

2. **Principal Programs**

A. Administer elections in compliance with Charter, Code of Ordinances, Nassau County Supervisor of Elections Office Agreement and Florida Statue provisions
B. Ethics Training: Sunshine Law, Public Records Law and Open Meetings
C. Advisory Board/Committee Member Training
D. Records Management and Disposition
E. Advisory Board/Committee Member Management
F. Automate Records Management

A. Administer elections in compliance with Charter, Code of Ordinances, Nassau County Supervisor of Elections Office Agreement, and Florida Statute provisions

Objective: prepare Candidate Qualifying Handbook, establish qualifying period, create election legal advertisements, establish campaign treasurer calendar of reporting dates, shepherd candidates through the qualifying period and Florida Statute driven election process/requirements by providing professional administrative assistance/guidance/counsel.

B. Ethics Training: Sunshine Law, Public Records Law and Open Meetings

Objective: Ensure elected officials and advisory board/committee members attend annual Florida Commission on Ethics required training related to Sunshine Law, Public Records Law, Open Meetings' Law, and gift reporting requirements and law.

C. Advisory Board/Committee member training

Objective: Provide information and training related to attendance requirements, minute requirements, parliamentary procedures, applicable Code, Florida Statute provisions, and Roberts Rules of Order.

D. Records Management and Disposition

Objective: Monitor the electronic records management platform to ensure access to, and preservation of, vital, historic, and permanent records. Ensure department records are digitized and electronically retained to ensure access, preservation, and timely public records request fulfillment. Digitize historic and permanent records to ensure access and preservation. Provide record disposition services in accordance with the Florida Department of State General Records Schedule GS1-SL.

E. Advisory Board/Committee Member Management

Objective: Manage appointments, term expirations, member documentation, vacancies, staff liaisons, application tracking, and appointment tracking.

F. Automate Records Management

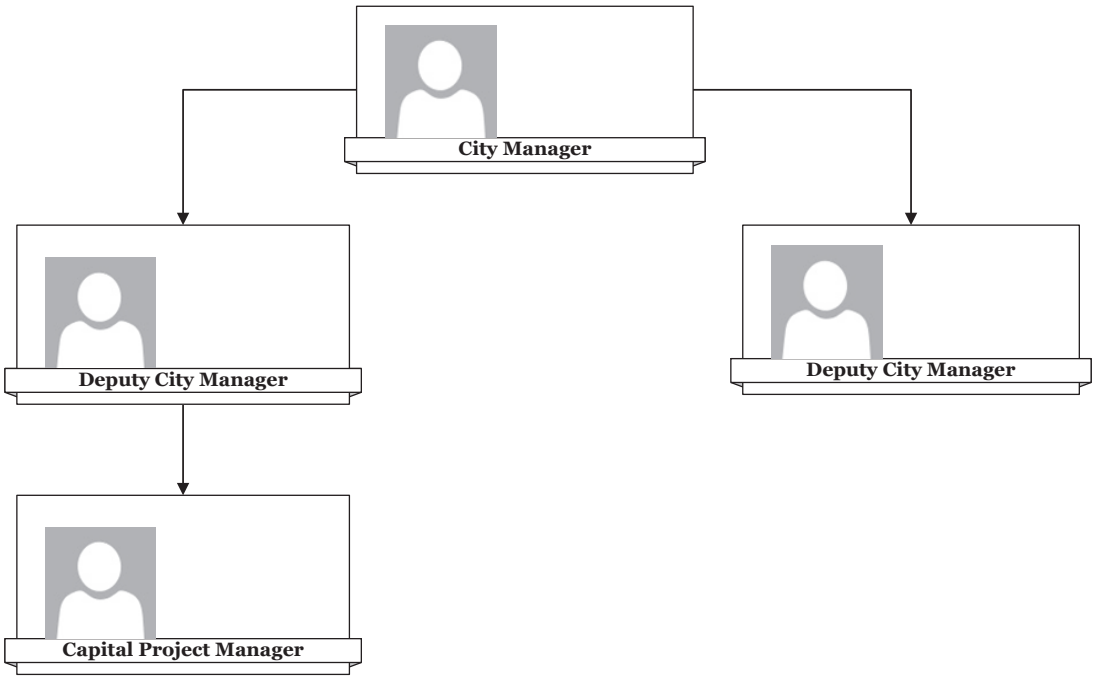
Objective: Centralize government records life cycle from creation to final disposition.

This Page Intentionally Left Blank

City Manager’s Office Mission Statement

The mission of the City Manager's Office is to support the policies and goals established by the City Commission; to present objective information to the City Commission and the community upon which to develop policies and goals; to provide the leadership, direction, and support to City staff to further support the City Commission; to instill unimpeachable professionalism and integrity within the City Commission and City staff and throughout the community; and to represent the community with honor, dignity, and enthusiasm.

Organization Chart
City Manager



Full-Time: 4 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
City Manager

Position/Title		2025-2026 Budget
Full-Time		
City Manager	1.00	225,000
Deputy City Manager	1.00	165,375
Capital Project Manager	1.00	90,500
Project Coordinator	0.50	36,745
PTO Pay Out		11,711
Total FT	3.50	529,331
Total Budgeted Positions	**3.50**	**529,331**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
CITY MANAGER						
PERSONNEL						
0011210 51200 SALARIES	530,208	515,175	545,221	405,250	529,331	30.6%
0011210 51300 SEASONAL/TEMPORARY	21,149	-	-	-	-	0.0%
0011210 52100 FICA	41,788	39,407	41,710	31,002	37,491	20.9%
0011210 52200 RETIREMENT	98,346	100,490	89,621	61,110	83,337	36.4%
0011210 52300 HEALTH INSUR	60,267	45,674	69,322	45,283	44,511	-1.7%
0011210 52301 LIFE INSUR	2,191	1,754	1,269	1,632	1,300	-20.3%
0011210 52400 WORKERS' COMP	1,762	880	880	921	1,858	101.7%
0011210 52500 UNEMPLOYMENT		550				
TOTAL	755,711	703,930	748,023	545,198	697,828	28.0%
OPERATING EXPENSES						
0011210 53100 PROFESSIONAL SERVICES	28,348	51,966	40,000	45,000	20,000	-55.6%
0011210 53400 CONTRACTUAL	23,612	1,921	1,606	2,729	3,767	38.0%
0011210 53900 AUTO ALLOWANCE	4,500	1,750	7,200	7,000	6,500	-7.1%
0011210 53910 HOUSING ALLOWANCE	-	7,500	-	7,500	-	-100.0%
0011210 54000 TRAINING/TRAVEL	1,651	1,972	4,125	2,125	9,375	341.2%
0011210 54100 COMM - PHONE/FAX/ALARM	481	820	1,116	1,496	812	-45.7%
0011210 54101 COMMUNICATIONS-CELLULAR	2,531	1,072	1,200	1,200	1,800	50.0%
0011210 54630 R/M VEHICLES-LABOR	2,000	-	-	-	750	0.0%
0011210 54640 R/M VEHICLES-PARTS	1,743	778	-	-	1,000	0.0%
0011210 54700 PRINTING	807	349	2,500	2,800	1,250	-55.4%
0011210 54800 PROMOTIONAL	-	-	-	-	-	0.0%
0011210 54901 SPECIAL EVENTS	-	-	-	-	-	0.0%
0011210 55100 OFFICE SUPPLIES	1,707	630	1,500	1,800	500	-72.2%
0011210 55200 OPERATING SUPPLIES	2,192	1,748	1,695	2,065	1,065	-48.4%
0011210 55210 UNIFORMS	-	232	300	300	400	33.3%
0011210 55230 GAS/OIL	2,359	1,069	-	-	1,500	0.0%
0011210 55400 BOOKS/SUBS/DUES	705	713	1,800	2,200	5,500	-28.7%
0011210 56401 EQUIP-NON CAPITAL	1,940	1,971	-	-	-	0.0%
TOTAL	74,576	74,491	63,042	76,215	54,219	-28.9%
CITY MANAGER DEPARTMENT TOTAL	830,287	778,421	811,065	621,413	752,047	21.0%

Department Description & Function

1. **Department:** City Manager

2. Department Function Summary:

The City Manager, along with the City Attorney and City Clerk, is appointed by, serves at the pleasure of, and reports directly to the City Commission. The City Manager is the Chief Administrative Officer of the City and is responsible for the day-to-day operations and management of the City. The City Manager supervises all City departments as provided for in the City Charter.

3. Department Description:

The City Manager, with the assistance of associated staff, is responsible for overall supervision of administrative and operating departments provide the level of service and programs desired and approved by the City Commission. The City Manager provides organizational leadership, promotes teamwork (including public participation), instills ethical values, and ensures financial stability and sustainability.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
City Manager	1 FT	1 FT	1 FT	1 FT
Deputy City Manager	.50 FT	1 FT	1 FT	1 FT
Administrative Services Manager	1 FT	1 FT	0 FT	0 FT
Project Manager	0 FT	0 FT	0 FT	1 FT
Project Coordinator	0 FT	.7 FT	.5 FT	.5 FT
Grants Administrator	1 FT	1 FT	0 FT	0 FT
Administrative Coordinator	1 FT	0 FT	0 FT	0 FT
Total	4.5 FT	4.7 FT	2.5 FT	3.5

Program Goals & Objectives

1. Department: City Manager

2. Principal Programs:

A. City Commission Relations and Support
B. Staff Efficiency
C. Community Relations
D. Seawall Design and Phase 1 Construction
E. Downtown Revitalization
F. Brett's Demolition

3. Goals and Objectives:

A. City Commission Relations and Support

Goal: The City Commission has timely, objective, and complete information to assist with decision- and policymaking.

Objectives: Provide weekly updates to City Commissioners and other City staff.

Measures: Weekly meetings scheduled, general and requested information provided at regular intervals including projects of interest to the City Commission.

Deadline: Weekly.

B. Staff Efficiency

Goal: To ensure staff performs at peak efficiency and has the proper training and tools at their disposal.

Objectives: Analyze department head counts, look for process improvement, implement training programs, and implement technology improvements.

Measures: Reduce complaints regarding staff and processes, streamline org chart to reduce or improve span of control, eliminate surprise contract expirations.

Deadline: End of fiscal year, with quarterly updates to the City Commission

C. Community Relations

Goal: The City Manager will be a visible and positive presence within the community.

Objectives: The City Manager will continue to improve relationships with local media, business organizations (Chamber of Commerce, Tourist Development

Council, Amelia Island-Nassau County Association of Realtors, Fernandina Beach Main Street, etc.), and civic groups (Rotary International, American Legion, Optimists Club, area churches, youth groups, etc.).

Measures: Submissions weekly to local media and regular attendance (by invitation or self-interest) to meetings of business organizations and civic groups.

Deadline: Review annually.

D. Seawall Design and Phase 1 Construction

Goal: Complete the Engineering Design and Begin Construction

Objectives: Obtain a fully permitted design, determine funding sources, award construction

Measures: Obtain permits from all relevant agencies, award contract for construction of Phase 1

Deadline: Phase 1 will be completed by December 31, 2026.

E. Downtown Revitalization

Goal: Improve the Centre Street Corridor

Objectives: To fully design and identify funding sources, and begin construction of the Downtown Revitalization

Measures: Obtain funding, award contract for construction

Deadline: Construction will begin by the end of the fiscal year

F. Brett's Demolition

Goal: Demolition of the existing restaurant while maintaining marina functions

Objectives: Complete engineering designs, secure funding, if needed, award contract for demolition and begin demolition.

Measures: Award of demolition contract.

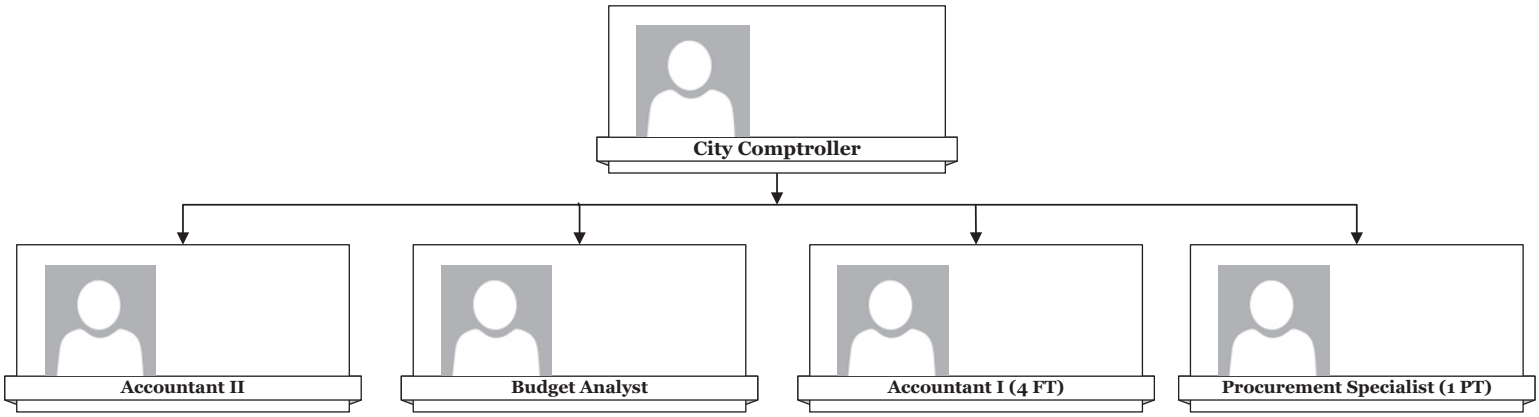
Deadline: May 1, 2026

This Page Intentionally Left Blank

Finance Department Mission Statement

The mission of the Finance Department is to serve the citizens of Fernandina Beach through careful stewardship, responsible fiscal management, and clear, accurate reporting. We are committed to being proactive, embracing innovation to improve efficiency, and delivering excellent customer service to all stakeholders.

Organization Chart
Finance



Full-Time: 7 **Part-Time: 1**

Position Control Summary
Finance

Position/Title		2025-2026 Budget
Full-Time		
Comptroller	1.00	124,032
Accounting Supervisor	0.00	9,758
Accountant	4.00	282,784
Junior Accountant	1.00	65,858
Budget Analyst	1.00	85,267
PTO Payout		3,800
Total FT	7.00	571,499
Part-Time		
Procurement Specialist	1.00	52,145
Total PT	1.00	52,145
Total Budgeted Positions	**8.00**	**623,644**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
FINANCE						
PERSONNEL						
0011300 51200 SALARIES	499,202	528,621	530,889	580,487	571,499	-1.5%
0011300 51350 PART TIME SALARIES	-	8,088	-	34,249	52,145	52.3%
0011300 51400 OVERTIME	-	-	-	-	-	0.0%
0011300 52100 FICA	36,193	39,459	38,206	45,911	44,668	-2.7%
0011300 52200 RETIREMENT	96,575	99,923	101,781	107,929	104,370	-3.3%
0011300 52300 HEALTH INSUR	86,384	84,963	96,200	104,061	111,744	7.4%
0011300 52301 LIFE INSUR	1,898	1,900	1,840	1,951	1,638	-16.0%
0011300 52400 WORKERS' COMP	537	546	546	571	752	31.7%
TOTAL	720,789	763,501	769,462	875,159	886,816	1.3%
OPERATING EXPENSES						
0011300 53100 PROFESSIONAL SERVICES	1,200	3,750	4,600	4,600	5,200	13.0%
0011300 53200 AUDITING	7,371	7,389	7,389	7,389	21,705	193.7%
0011300 53400 CONTRACTUAL	76,534	76,130	74,229	80,541	188,320	133.8%
0011300 54000 TRAINING/TRAVEL	6,023	3,925	10,590	10,090	12,399	22.9%
0011300 54100 COMM - PHONE/FAX/ALARM	290	1,480	1,488	1,469	1,612	9.7%
0011300 54101 COMMUNICATIONS-CELLULAR	600	629	600	600	600	0.0%
0011300 54700 PRINTING	2,849	4,036	4,850	4,850	4,150	-14.4%
0011300 55100 OFFICE SUPPLIES	2,242	1,627	5,777	5,800	3,550	-38.8%
0011300 55200 OPERATING SUPPLIES	5,120	7,496	6,085	6,455	7,255	12.4%
0011300 55210 UNIFORMS	400	-	400	200	-	-100.0%
0011300 55400 BOOKS/SUBS/DUES	1,328	1,691	1,705	1,705	2,820	65.4%
TOTAL	103,957	108,152	117,713	123,699	247,611	100.2%
CAPITAL OUTLAY						
0011300 56400 EQUIPMENT	-	-	-	-	-	0.0%
0011300 56401 EQUIPMENT-NON CAP	-	-	-	4,000	4,000	0.0%
TOTAL	-	-	-	4,000	4,000	0.0%
FINANCE DEPARTMENT TOTAL	824,746	871,653	887,175	1,002,858	1,138,427	13.5%

Finance Department Description & Function

The Finance Department's major function is to account for all financial transactions of the City. This includes the receipt and disbursement of all funds. As part of this function, it is the responsibility of the Finance Department to provide reports of these transactions to the Commission, City Manager, City Departments, governmental agencies, and external stakeholders.

Essential Functions

Annual Budget: The Finance Department, in cooperation with the City Manager, is responsible for the preparation of the Annual Budget, which is a blueprint for the future. The services, programs, projects, and improvements provided for in the budget will shape and influence the direction of the City and the lives of its citizens for many years to come.

Reporting and Compliance: The Finance Department prepares monthly financial reports that are reviewed by the City Commission and annual reports used in preparation of the audited financial statements. The department tracks, reports, and pays debt obligations. Finance ensures compliance with Federal, State, and local laws and various regulatory agencies and credit rating agencies by preparing and filing monthly, quarterly, and annual reports and remitting payroll taxes, mobility fees, and other applicable taxes and fees.

Cashiering: The Finance Department reconciles all receipts to the City. Revenue is collected at the Golf Course, Marina, Recreation Center, Police Department, Planning and Conservation Department, Building Department, Code Enforcement Department, City Clerk's office, Finance Department, and the Utility Billing Department.

Accounts Receivable: The Finance Department monitors and reports accounts receivable balances for leases and utility bills, and coordinates collections of past due balances with the City department directors, City Manager, and City Attorney.

Accounts Payable: The Finance Department is responsible for all disbursements and processes invoices and payment requests from departments throughout the city. Responsibilities include confirming funds are available, that items are properly coded and appropriately authorized in accordance with the purchasing policy.

Banking Services: The Finance Department, through the procurement process, identifies qualified banks, bond counselors, and investment advisors. The department monitors the accounts for potential fraud and works with service providers, the City Manager, and City Attorney as needed to resolve issues. The Finance Department reconciles all bank accounts monthly.

***Payroll**:* Payroll for all City employees and City Commissioners is processed in the Finance Department.

Risk Management: The Finance Department works with the Property/Casualty insurance company to negotiate annual premiums, processes all City insurance claims, and communicates risk management processes to the City department directors, City Manager and City Attorney as needed.

Investments: The Comptroller monitors the City's cash position to determine liquidity needs and invests surplus cash to generate the maximum return allowable within the confines of the Investment Policy.

Utility Billing: The Utility Billing Department is a sub department of the Finance Department and is responsible for gathering meter readings for water usage, facilitating utility service calls, and billing out water, sanitation, and wastewater usage; and monthly invoicing for City leases.

Purchasing and Capital Asset Management: The Finance Department reviews all requisitions for the purchase of goods and services in accordance with the City's Purchasing Policy. Finance accounts for Capital Assets and Projects, reporting related activities, inventorying, and reconciling the related assets in the accounting ledgers. The department also processes, files, and advertises all Bids/RFPs/RFQs for City equipment, services, and supplies.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Comptroller	1 FT	1 FT	1 FT	1 FT
Accounting Manager	1 FT	1 FT	0 FT	0 FT
Accountant	1 FT	1 FT	2 FT	4 FT
Jr Accountant	2 FT	3 FT	3 FT	1 FT
Accounting Clerks	1 FT	0 FT	0 FT	0 FT
Budget Analyst	0 PT	0 PT	1 FT	1 FT
Purchasing Agent/Procurement Spec.	1 FT	1 FT	1 PT	1 PT
Total	7 FT 0 PT	7 FT 0 PT	7 FT 1 PT	7 FT 1 PT

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
	Moody's/ S&P	Moody's/ S&P	Moody's/ S&P	Moody's/ S&P
General Obligation Bond Rating	Aa3/NR	Aa2/NR	Aa2/NR	Aa2/NR
Utility System Bond Rating	A1/AA-	Aa3/AA--	Aa3/AA--	Aa3/AA--

Budget Amendments	266	204	175	175
Bank Reconciliations	96	96	96	96
Journal Entries	2,015	2,010	2,000	2,000
AP checks Issued/Electronic	8,626	8,569	7,500	8,500
Payroll Checks/ACH Issued	8,482	8077	8100	8100
Payroll Quarterly Reports	4	4	4	4
W-2s Issued	411	401	400	400
Staff training hours completed	83	122	75	75
Training presentations for City staff	Time & Attendance Conversion	Personalized Training – AP, PR, Purchasing	Team Building Webinars	Budgeting, Munis Entry, Purchasing Policy

Program Goals and Objectives

1. **Department:** Finance

2. **Principal Programs:**

   A. Financial Reporting
   B. Budget Preparation
   C. Cashiering
   D. Accounts Payable
   E. Procurement
   F. Payroll Processing
   G. Risk Management
   H. Training
   I. Investment Management
   J. Staffing/Succession Planning

Short Term Goals and Objectives – Responsible Person: Comptroller

A. Financial Reporting

Goal: Provide accurate and timely financial reports, the presentation and content of which meets established standards, satisfies legislative and City code requirements, and clearly communicates the City's financial condition to stakeholders.

Objective: Research and implement software to improve quality and timeliness.

Measurement: Produce the Annual Comprehensive Financial Report each year-end and monthly reports for Commission.

Deadline: Ongoing - Continuous improvement

Goal: Respond accurately and timely to requests for information from Commissioners, Citizens, public records requests, or the media.

Objective: Respond within two working days 90% of the time or better.

Measurement: Days until request is fulfilled.

Deadline: Ongoing

B. Budget Preparation

Goal: Produce and publish a high-quality budget document.

Objective: Create and publish a complete Budget and Capital Improvement Plan.

Measurement: Qualify and receive the GFOA Distinguished Budget Presentation Award.

Deadline: Fiscal Year 2026/2027 Budget Presentation

Goal: Reduce Budget Amendments

Objective: Improve the quality of the budget process through collaboration and education.

Measurement: Reduce the number of budget amendments to less than 150 per year.

Deadline: Fiscal Year 2025/2026

C. Cashiering

Goal: Timely and accurate processing of receipts presented to the City.

Objective: Ensure security and timeliness of cash receipts.

Measurement: Cash receipts should be posted to Munis within 5 business days.

Deadline: Ongoing

D. Accounts Payable

Goal: Implement Electronic Payments to Vendors

Objective: Configure Munis Accounts Payable and develop controls

Measurement: Documented processes and controls, completion of process

Deadline: Fiscal Year 2025-2026

E. Procurement

Goal: Implement Electronic Bid Process

Objective: Use DemandStar to manage bid process electronically.

Measurement: Completion of electronic bid process for an RFP or RFQ.

Deadline: Fiscal Year 2025-2026

F. Payroll Processing

Goal: Accurate and timely processing of payroll.

Objective: Deliver accurate payroll disbursements and reports.

Measurement: Less than 2% error rate for disbursements and reports.

Deadline: Ongoing

G. Risk Management

Goal: Coordinate with insurance companies, the City Attorney, City Manager and Department Directors to reduce the financial impact of risk.

Objective: Reduce the cost of insurance.

Measurement: Insurance and claims costs.

Deadline: Ongoing

H. Training

Goal: Finance Staff Cross-Training.

Objective: Improve internal controls and continuity of departmental knowledge.

Measurement: Document cross-training and rotate duties.

Deadline: Ongoing

Long Term Goals and Objectives– Responsible Person: Comptroller

I. Investment Management

Goal: Maximize and Measure Investment Returns.

Objective: Maximize City's return on investments through engagement with a professional investment advisor and careful analysis of liquidity requirements.

Measurement: Analyze and report investment earnings.

Deadline: Ongoing

J. Staffing and Succession Planning

Goal: Progression and Succession Planning.

Objective: Develop and document a plan for staff advancement and procedures for the continuation of Department operations due to the loss of a staff member.

Measurement: Document position titles, requirements, pay classes and how many of each position are needed for the Department to function.

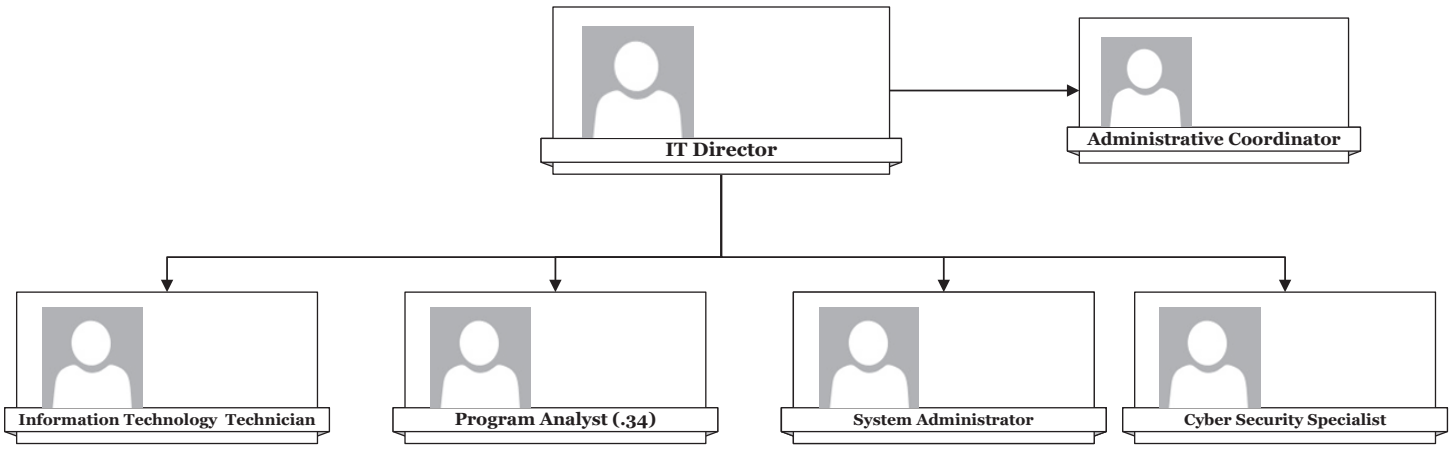
Deadline: Ongoing

This Page Intentionally Left Blank

IT Department Purpose

The purpose of the Information Technology Department is to facilitate the collection, dissemination, and preservation of timely, accurate, and relevant information for all stakeholders. We do that by working with City departments to develop and maintain highly effective, reliable, secure, and innovative information systems to support all City functions.

Organization Chart
Information Technology



Full-Time: 5.34 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Information Technology

Position/Title		2025-2026 Budget
Full-Time		
IT Director	1.00	120,251
Cyber Security Specialist	1.00	90,364
System Administrator	1.00	75,087
Program Analyst	0.34	30,367
Information Technology Technician	1.00	56,784
Administrative Coordinator	1.00	61,589
PTO Buyout		5,214
Total FT	5.34	439,656
Total Budgeted Positions	**5.34**	**439,656**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
INFORMATION TECHNOLOGY						
PERSONNEL						
0011310 51200 SALARIES	329,286	335,176	343,746	460,666	439,656	-4.6%
0011310 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
0011310 51350 PART TIME SALARIES	33,433	23,714	45,240	-	-	0.0%
0011310 51400 OVERTIME SALARIES	11	-	-	-	-	0.0%
0011310 52100 FICA	26,874	26,212	28,801	33,285	32,635	-2.0%
0011310 52200 RETIREMENT	71,147	71,993	73,651	95,908	90,344	-5.8%
0011310 52300 HEALTH INSUR	37,245	51,314	40,885	101,185	73,604	-27.3%
0011310 52301 LIFE INSUR	1,256	1,293	1,264	1,686	1,256	-25.5%
0011310 52400 WORKERS' COMP	442	396	396	534	564	5.6%
TOTAL	499,694	510,097	533,983	693,264	638,059	-8.0%
OPERATING EXPENSES						
0011310 53100 PROFESSIONAL SERVICES	3,717	981	7,500	7,500	7,500	0.0%
0011310 53400 CONTRACTUAL	205,218	162,024	205,214	248,703	217,474	-12.6%
0011310 54000 TRAINING/TRAVEL	6,097	9,300	13,600	16,000	16,500	3.1%
0011310 54100 COMM - PHONE/FAX/ALARM	497	5,053	1,524	6,208	6,292	1.4%
0011310 54101 COMMUNICATIONS-CELLULAR	5,750	3,994	6,480	3,600	4,000	11.1%
0011310 54103 COMMUNICATIONS-INTERNET	116,875	118,345	123,600	134,623	134,023	-0.4%
0011310 54500 INSURANCE	2,841	14,504	14,504	18,909	22,653	19.8%
0011310 54630 R/M VEHICLES-LABOR	250	250	250	250	250	0.0%
0011310 54640 R/M VEHICLES-PARTS	159	24	600	600	600	0.0%
0011310 54970 YOUTH ADVISORY PROGRAM COSTS	5,525	2,755	4,500	4,500	-	-100.0%
0011310 55100 OFFICE SUPPLIES	470	451	500	700	500	-28.6%
0011310 55200 OPERATING SUPPLIES	13,653	9,896	12,270	11,190	10,500	-6.2%
0011310 55210 UNIFORMS	200	100	400	250	250	0.0%
0011310 55230 GAS/OIL	335	390	400	400	350	-12.5%
0011310 55400 BOOKS/SUBS/DUES	1,037	1,120	1,120	450	450	0.0%
TOTAL	362,624	329,187	392,462	453,883	421,342	-7.2%
CAPITAL OUTLAY						
0011310 56300 IMPROVEMENTS	9,457	8,874	12,000	34,500	15,000	-56.5%
0011310 56400 EQUIPMENT	11,615	22,103	32,000	32,000	12,000	-62.5%
0011310 56401 NON CAP EQUIP	11,920	5,010	5,200	10,250	4,750	-53.7%
TOTAL	32,992	35,988	49,200	76,750	31,750	-58.6%
INFORMATION TECHNOLOGY DEPARTMENT TOTAL	895,310	875,271	975,645	1,223,897	1,091,151	-10.8%

Department Description & Function

1. **Department:** Information Technology

2. **Department Function Summary:**

   The Information Technology Department manages and supports the technology that provides computing, network and facility access, and information security solutions for the City of Fernandina Beach.

3. **Department Description:**

   The Department of Information Technology provides a wide variety of support services for City departments and network infrastructure support including:

   Help Desk Support: The Information Technology Department supports all City departments by providing troubleshooting and training for the various hardware and software resources in use.

   Web Site Support: The Information Technology Department provides support for and access to the City website.

   Server Support: The Information Technology Department procures, maintains, and supports all hardware and software for City servers.

   Network Administration: The Information Technology Department manages access to the city network for software applications, data files, printers, and email.

   Network Security: The Information Technology Department provides a variety of functions to ensure the security of the City network, including anti-virus, spam and URL filtering, and controlling remote access via VPN's.

   Network Support: The Information Technology Department supports City network infrastructure, which includes routers, switches and cabling, by monitoring for security issues, applying security patches and firmware updates, and performing general maintenance.

   Computer Support: The Information Technology Department performs hardware upgrades, resolves system down issues, and implements operating system security patches and upgrades.

Application Support: The Information Technology Department is the liaison between application vendors and City staff for training, patches, upgrades, and escalated issues.

Broadcast Equipment: The Information Technology Department ensures that the equipment used to broadcast meetings functions properly.

Physical Security Systems: The Information Technology Department manages and maintains access control and security camera systems.

Public Safety: The Information Technology Department provides the support services necessary to ensure that the Public Safety Systems in use by City Firefighters function properly, allowing first responders to leverage technology for efficient and effective operations.

Digital ADA Compliance: The Information Technology Department contracts with a third party to ensure that content published on the City website is accessible and ADA compliant.

The Information Technology Department supports the following hardware and critical software. Other supported software that is not critical to the function of the City is not listed.

Hardware:

175 Desktops
73 Laptops/Toughbooks/Tablets
44 Servers
14 Routers, 50 Switches
Cisco/Anti-Spam/Anti-Virus/IPS-IDS devices
22 Touchscreen timeclocks
Electronic door access control systems
300 TB of hybrid storage

Software:

AppAssure Recovery Backup Software
BlueBeam
Cisco Firewall Software
CivicClerk
CivicPlus
CivicRec
EnerGov (permitting software) (To be replaced by CityView)
Enterprise ERP (Munis) (accounting, payroll, and utility billing)
ESRI GIS Software
Fire Programs (Fire Department): EMS Pro, New World Systems
JustFOIA
Laserfiche Document Management Software

Mail Store Email Archiving
Microsoft Office/ Microsoft Business 365 Applications
MS Server 2012, 2016, and 2022 Standard and Datacenter
Network and Internet Security Software
OpenDNS Software
Pontem
RecPro
Crowdstrike Network Security Software
Varonis Systems Security Software
Veeam Backup and Recovery Software
VMware Virtualization application
Windows 10 and 11 Professional

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Information Technology Director	1 FT	1 FT	1 FT	1 FT
Cyber Security Specialist	0	0	1 FT	1 FT
Systems Administrator	1 FT	2 FT	2 FT	1 FT
Program Analyst	.33 FT	.33 FT	.33 FT	.33 FT
Information Technology Technician	0	0	0	1 FT
Administrative Coordinator	0	0	1 FT	1 FT
Digital Communications Specialist	1 FT	1 FT	0	0
Help Desk Specialist	1 FT/1 PT	1 FT/1 PT	1 FT	0
Total	4 FT 1 PT	5 FT 1 PT	6 FT	6 FT

4. Program Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Total Help Desk Tickets	2005	2290	2700	2700
High Priority Help Desk Tickets	3	20	20	20
Computer Upgrades/Updates	30	32	30	40
Training Hours Completed	160	200	200	200

Program Goals & Objectives

1. **Department:** Information Technology

2. **Program Goals and Objectives:**

Short Term

A. Migrate Data Center:

Goal: Migrate from current data center provider
Objective: Move to a more secure data center facility with better access.

Measurement: Completed installation, deployment, and network turn-up

Deadline: October 31st, 2025
Responsible Staff: IT Director, Systems Administrators

B. Migrate to a new permitting and inspection system:

Goal: Migrate the permitting and inspection software to Cityview
Objective: Separate these functions away from Tyler Technology's solutions

Measurement: Completed installation, deployment, and training

Deadline: October 31st, 2025
Responsible Staff: IT Director, Systems Administrators

Medium Term

A. Migrate and fully activate new security software:

Goal: Migrate from legacy endpoint security to current.
Objective: Move to a more secure endpoint security software as well as a new Data security product.

Measurement: Completed installation, deployment, and network turn-up

Deadline: May 31st, 2026
Responsible Staff: IT Director, Security Specialist, Systems Administrators

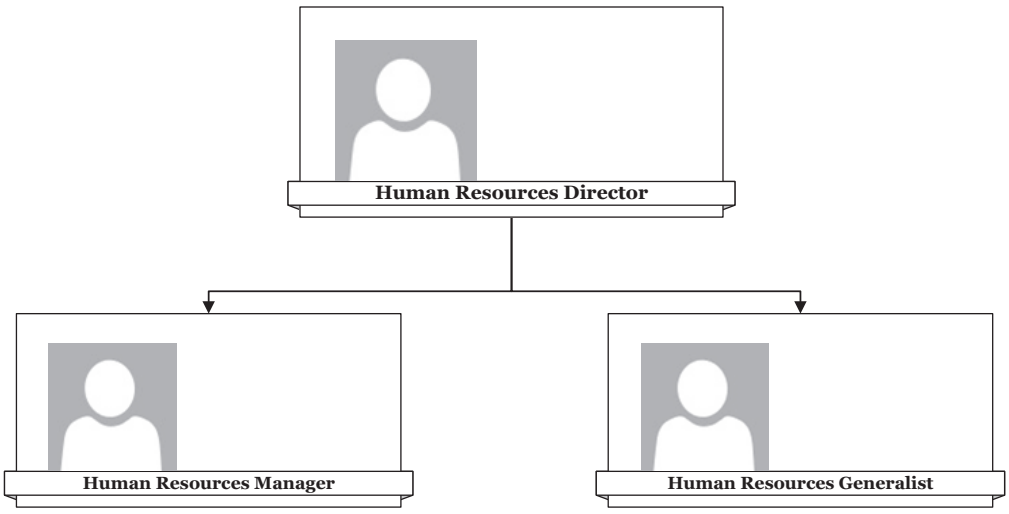
This Page Intentionally Left Blank

This Page Intentionally Left Blank

Human Resources Department Mission Statement

The mission of the Human Resources Department is to provide quality customer-driven Human Resource services for the City's most valuable assets, its employees, by ensuring that the City recruits, develops, recognizes and retains the best talent possible to achieve the goals of the organization and deliver quality public services to the citizens and visitors of Fernandina Beach.

Organization Chart
Human Resources



Full-Time: 3 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Human Resources

Position/Title		2025-2026 Budget
Full-Time		
Human Resources Director	1.00	134,106
Human Resources Manager	1.00	89,765
Human Resources Generalist	1.00	68,705
Total FT	3.00	292,576
Total Budgeted Positions	**3.00**	**292,576**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
HUMAN RESOURCES						
PERSONNEL						
0011350 51200 SALARIES	236,288	282,438	247,244	278,643	292,576	5.0%
0011350 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
0011350 52100 FICA	17,886	21,013	18,691	20,937	21,765	4.0%
0011350 52200 RETIREMENT	51,038	60,481	52,959	59,046	60,828	3.0%
0011350 52300 HEALTH INSUR	27,574	28,102	30,325	24,323	35,340	45.3%
0011350 52301 LIFE INSUR	898	1,014	905	1,043	843	-19.2%
0011350 52400 WORKERS' COMP	251	259	259	271	282	4.1%
TOTAL	333,935	393,307	350,383	384,263	411,634	7.1%
OPERATING EXPENSES					-	
0011350 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
0011350 53400 CONTRACTUAL	45,500	42,224	41,849	53,621	54,094	0.9%
0011350 53910 HOUSING ALLOWANCE	-	-	-	-	-	0.0%
0011350 54000 TRAINING/TRAVEL	1,006	4,266	3,450	6,000	5,550	-7.5%
0011350 54010 SAFETY COMMITTEE	-	-	4,500	3,500	2,000	-42.9%
0011350 54100 COMM - PHONE/FAX/ALARM	208	396	696	523	480	-8.2%
0011350 54101 COMMUNICATIONS-CELLULAR	600	629	600	600	600	0.0%
0011350 54700 PRINTING	6,722	45	250	100	100	0.0%
0011350 54800 PROMOTIONAL	1,240	11,263	11,500	13,000	36,500	180.8%
0011350 55100 OFFICE SUPPLIES	2,810	1,333	1,000	2,000	2,000	0.0%
0011350 55200 OPERATING SUPPLIES	3,482	1,601	2,130	4,965	1,265	-74.5%
0011350 55400 BOOKS/SUBS/DUES	-	2,221	4,150	2,525	2,125	-15.8%
TOTAL	61,568	63,978	70,125	86,834	104,714	20.6%
CAPITAL OUTLAY						
0011350 56401 NON CAP EQUIP	-	-	-	4,000	-	-100.0%
TOTAL	-	-	-	4,000	-	-100.0%
HUMAN RESOURCES DEPARTMENT TOTAL	395,503	457,285	420,508	475,097	516,348	8.7%

Department Description & Function

1. Department: Human Resources Department

2. Department Summary:

The Human Resources department is responsible for and supports departmental operations on all employment-related matters for the City of Fernandina Beach by providing strategic leadership and management support while ensuring a safe and enriching work environment. The department recognizes the importance of recruiting the most competent, productive, and effective employees available and makes every effort to attract and retain these employees.

3. Department Description:

The HR department is staffed with three full-time Human Resource professionals. HR provides strategic leadership, counsel, and support to management as needed. HR is responsible for recruitment, employee & labor relations, performance management, benefits administration/employee wellness, training & development, and safety/workers compensation.

Recruitment — Using a refined, standardized staffing process that ensures fairness and consistency in the selection process, the Human Resources department coordinates and facilitates the entire hiring process. In FY 2023-24, HR coordinated the recruitment process for approximately 110 positions and processed approximately 300 employment applications.

Employee & Labor Relations — Human Resources manages a wide range of personnel matters on behalf of the City along with providing guidance and interpretation of personnel policies and procedures. The department successfully protects the City from unemployment and EEO claims by facilitating disciplinary processes up to and including termination with fairness and diligent documentation.

Human Resources coordinates and oversees the collective bargaining process with three Unions: The Coastal Florida Police Benevolent Association (PBA), the Organized Firefighters of Fernandina Beach (IAFF), and the Northeast Florida Public Employees Local 630 (LiUNA). HR staff work with supervisors and managers to assist in contract interpretation, provide guidance in resolving employee issues before they are escalated to the grievance stage, and implement/process annual terms of bargaining agreements.

An Employee Service Awards event is coordinated annually to honor the milestone dates of our dedicated employees on their service to the City and an employee appreciation event each summer to

enhance employee engagement, boost morale, and foster a positive work environment.

Classification & Compensation

Human Resources manages salary administration, job analysis, position descriptions and develops the annual Pay and Classification Plan for consideration by the City Commission. The department periodically coordinates an external pay and classification study which ensures comparable pay in the labor market.

Performance Management

Employee performance is monitored and evaluated annually by managers. Human Resources provides guidance to managers in documenting work performance with the goal of creating an environment where people can perform to the best of their abilities and produce the highest-quality work efficiently and effectively. Human Resources facilitates the on-time delivery of performance evaluations for 270+ employees.

Benefits Administration/ Employee Wellness

Human Resources administers and manages all employee benefits, including health, dental, life, and vision insurance as well as an employee assistance program.

An on-line employee benefits portal, *Employee Navigator*, allows employees access to important benefit documents, access links to outside carrier websites, and can view benefit elections.

The department continues to work with its benefits consultants and carriers to 1) create a culture of health and well-being to improve employee morale, and 2) identify and mitigate direct healthcare cost drivers in correlation with employee health risk factors. Human Resources annually plans and executes the City's Health and Benefits Fair which includes health screenings and educates our employees about better health management and benefit options.

Training & Development

Human Resources regularly promotes and facilitates training opportunities for management and employees to enhance employee skills, knowledge, and overall performance. In addition to utilizing outside training consultants, the City's insurance underwriter provides a web-based risk management training platform, *Vector Solutions*, at no cost with over 600 course offerings.

Safety, Workers

Compensation

Human Resources guides a very proactive, involved Safety Committee, which has facilitated significant reductions in safety hazards and accidents. The department coordinates monthly meetings and provides leadership and administrative staff support to the Committee. The Committee works in conjunction with HR and the Fire department to provide CPR/First Aid training for all employees. The group was also instrumental in obtaining approval for funding and placing updated and standardized AEDs in all main City facilities.

Human Resources Staff:

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Projected 2024-25	Proposed 2025-26
Human Resources Director	1 FT	1 FT	1 FT	1 FT
Human Resources Manager	0 FT	1 FT	1 FT	1 FT
Sr. Human Resources Generalist	2 FT	0 FT	0 FT	0 FT
Human Resources Generalist	0 FT	1 FT	1 FT	1 FT
Total	**3 FT 0 PT**	**3 FT 0 PT**	**3 FT 0 PT**	**3 FT 0 PT**

Program Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Projected 2024-25	Proposed 2025-26
Recruitment				
Number of position vacancies	116	110	110	118
Applications Processed	269	300	300	330
Employee Turnover (Excludes Temporary/Seasonal)	12%	12%	10%	10%
Safety and Health				
Total number of accident/injury/incident reports (includes citizen incidents)	36	55	40	45
Total number of employee only incidents (property damage and injury)	28	17	25	30

Program Goals & Objectives

1. Department: Human Resources

2. Principal Programs:

A. Recruitment
B. Employee and Labor Relations
C. Classification and Compensation
D. Performance Management
E. Benefits Administration/Employee Wellness
F. Training and Development
G. Safety/Workers' Compensation

3. Goals and Objectives:

A. Recruitment:

Goal: Effectively manage the recruitment and selection process to recruit and retain a highly competent workforce.

Objectives:

1. Assist Departments with staffing needs and make recommendations as needed.
2. Advertise vacancies on the City's website, through professional organizations, or other media as necessary; attend career fairs as able.
3. Implement new applicant tracking and application process
4. Update the recruitment/selection process to streamline application flow and to provide consistent process across all departments.

Measurement:

Improved annual employee performance ratings and citizen feedback; increase in number and quality of applications for employment; and, reduction in employee turnover to less than 12%.

Target for Completion: Continuous

B. Employee and Labor Relations

Goal: Provide strategic leadership, direction and training in complex labor and employee related matters.

Objectives:

1. Implement negotiated terms of the three bargaining units each Fiscal Year.
2. Revise the Personnel Policies to ensure compliance with current laws and procedures.

3. Develop and implement a comprehensive training program for supervisors and lead workers on City policies and procedures.
4. Improve employee communications through monthly newsletter and employee events.

Measurement: Improved productivity and higher performance ratings on employee evaluations; no formal employee grievances filed.

Target for Completion: July 2026

C. Classification and Compensation:

Goal: Ensure employee classifications and compensation are relevant and competitive to recruit and retain a highly competent workforce.

Objectives:
1. Review and update position descriptions as needed
2. Ensure the compensation plan is equitable and competitive.
3. Assist departments with reclassification of positions where need exists.

Measurement: Increase in number and quality of applications for employment; reduction in employee turnover to less than 12%

Target for Completion: May 2026

D. Performance Management

Goal: Re-vamp the City's performance management process to increase customer satisfaction, improve employee productivity, improve communication skills, enhance problem-solving abilities, and develop leadership skills.

Objectives:
1. Provide training to supervisors/managers on effective performance management.
2. Clarify expectations for employee performance.
3. Implement a tracking process for employee performance to monitor improvements in productivity, communications, and customer satisfaction.
4. Foster employee engagement and development.

Measurement: Increase in overall rating of performance to "exceeds expectations" and improved customer experiences.

Target for Completion: December 2025

E. Benefits Administration/Employee Wellness

Goal: Provide a comprehensive benefit and employee wellness program that is cost-effective and innovative.

Objectives:

1. Work with benefits consultant to obtain proposals on insurance plans/options for FY 2025-26.
2. Enhance and facilitate an effective Wellness Program that includes various activities focused on preventative measures related to employee health and financial wellness.
3. Conduct an analysis of employee benefits including surveying of employees for future changes/enhancements.

Measurement: Improved communication with employees on wellness initiatives through City's monthly newsletter and informational flyers; reduce the City and employee costs on benefits.

Target for Completion: October 2025

F. Training & Development

Goal: Develop a comprehensive training program that includes learning programs in the areas of supervision, legal/employment policies, employee engagement, effective communication and safety.

Objectives:

1. Improve communication and interpersonal skills to build better relationships with customers and co-workers.
2. Provide career development opportunities and succession planning for employees to grow and advance.
3. Provide training that enhances employee knowledge and understanding of organizational policies and procedures.

Measurement: Reduction in employee turnover to less than 12%; improved staff productivity and job satisfaction; reduction in workplace injuries/property damage by 10%.

Target for Completion: Continuous

G. Safety/Workers Compensation

Goal: To maintain a safe, healthy, and hazard-free work environment that prevents injuries and reduces risks; support the employee safety committee.

Objectives:

1. Assist the employee safety committee in developing and implementing an employee safety manual.

2. Establish clear procedures for responding to accidents, injuries, and other safety incidents.
3. Provide employees with ongoing safety training for safe work practices.

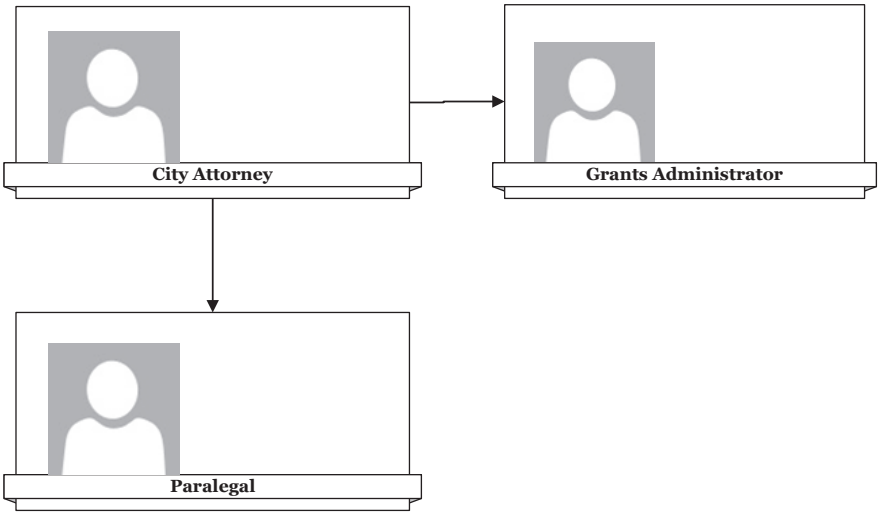
Target for Completion: July 1, 2026

This Page Intentionally Left Blank

Legal Department Mission Statement

To assist the City in achieving its goals by providing professional legal services and legal counsel to the City Commission, City Manager, to all City Department Directors, City staff and various City Boards; and ensure that the official actions of the City, its elected officials and employees comply with the law.

Organization Chart
Legal Department



Full-Time: 3 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Legal

Position/Title		2025-2026 Budget
Full-Time		
City Attorney	1.00	180,000
Paralegal	1.00	85,075
Grants Administrator	1.00	95,782
PTO Buyout		4,909
Total FT	3.00	365,766
Total Budgeted Positions	**3.00**	**365,766**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
LEGAL						
PERSONNEL						
0011400 51200 SALARIES	236,392	258,647	257,593	364,598	365,766	0.3%
0011400 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
0011400 52100 FICA	16,530	18,042	17,550	32,669	27,019	-17.3%
0011400 52200 RETIREMENT	31,430	34,560	34,352	55,281	56,601	2.4%
0011400 52300 HEALTH INSUR	38,788	42,917	42,661	71,882	69,873	-2.8%
0011400 52301 LIFE INSUR	903	1,004	910	1,370	849	-38.0%
0011400 52400 WORKERS' COMP	257	260	260	272	188	-30.9%
TOTAL	324,300	355,429	353,326	526,072	520,296	-1.1%
OPERATING EXPENSES						
0011400 53100 PROFESSIONAL SERVICES	730	1,193	2,250	2,250	3,850	71.1%
0011400 53400 CONTRACTUAL	4,021	3,978	3,585	34,425	38,285	11.2%
0011400 54000 TRAINING/TRAVEL	4,689	5,913	6,750	10,750	8,300	-22.8%
0011400 54100 COMM - PHONE/FAX/ALARM	-	396	396	523	480	-8.2%
0011400 54101 COMMUNICATIONS-CELLULAR	963	589	660	660	600	-9.1%
0011400 54700 PRINTING	-	-	100	100	100	0.0%
0011400 54930 COLLECTIONS/LITIGATION COSTS	9,254	2,156	3,000	3,000	3,000	0.0%
0011400 54934 LEGAL/CONTRACTUAL	27,930	79,179	65,000	165,000	85,000	-48.5%
0011400 55100 OFFICE SUPPLIES	389	372	400	400	400	0.0%
0011400 55200 OPERATING SUPPLIES	1,987	1,595	1,630	1,860	565	-69.6%
0011400 55210 UNIFORMS	-	-	-	-	100	0.0%
0011400 55400 BOOKS/SUBS/DUES	460	960	925	1,300	1,451	11.6%
TOTAL	50,423	96,330	84,696	220,268	142,131	-35.5%
CAPITAL OUTLAY						
0011400 56400 EQUIPMENT	-	-	-	-	-	0.0%
0011400 56401 NON CAP EQUIP	3,869	-	-	-	-	0.0%
TOTAL	3,869	-	-	-	-	0.0%
LEGAL DEPARTMENT TOTAL	378,592	451,759	438,022	746,340	662,427	-11.2%

Department Description & Function

1. Department: Legal

2. Department Description:

The City Attorney traditionally serves three different functions for the City Commission and the City overall. First, the City Attorney assists the City Officials with developing and implementing legally sound, effective, and efficient policies and programs, and gives advice as to the best legal means to accomplish the policies set by the City Commission. Second, the City Attorney drafts contracts, ordinances and other legal documents utilized by the government. Third, the City Attorney stands as the official representative of the City in the courtroom and in other proceedings.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
City Attorney	1 FT	1 FT	1 FT	1 FT
Legal Assistant	1 FT	1 FT	1 FT	0 FT
Paralegal	0 FT	0 FT	0 FT	1 FT
Grants Administrator	0 FT	0 FT	1 FT	1 FT
Total	2 FT	2 FT	3 FT	3 FT

3. Department Function Summary:

As required by the City Charter, the City Attorney serves as general counsel and chief legal advisor to the City of Fernandina Beach's City Commission, the City Manager, all City departments, the Board of Adjustment, the Planning Advisory Board, the Code Enforcement and Appeals Board and the Historic District Council. In addition, the City Attorney's Office is responsible for all litigation brought against or on behalf of the City, determines if specialized outside legal assistance is needed, and coordinates the City's response and strategy regarding general liability insurance claims brought against the City. The City Attorney's Office houses the Grants Administrator as well.

Program Goals & Objectives

1. **Department:** Legal

2. **Principal Programs:**
   Legal Counsel and Advice
   Drafting and Review
   Litigation / Representation
   Administration, Operations, Support Charter Officers

Legal Counsel and Advice:

Goals: The Legal Department ensures that the City is in compliance with laws and proposes legally acceptable ways to accomplish the City's overall goals, policies and objectives.

Objectives: Provide legal advice and support regarding City Commission policy objectives, revenue generating programs and day-to-day operational support, and interpretation/application of the City Charter, Comprehensive Plan, City Code of Ordinances, Land Development Code, Purchasing Policies and Personnel Policies.

Provide legal services in support of amendments to Comprehensive Plan, amendments to Land Development Code and implementation.

Provide legal advice and services to the Planning & Conservation and Building Departments to implement the new state laws regarding business impact statements and the "Live Local Act".

Provide legal advice and support regarding dune management, beach parking and beach improvements (i.e. walkovers, signage).

Provide legal services and advice for prioritizing and purchasing lands for conservation and administering Conservation Trust Fund.

Provide legal services for redevelopment of Front Street and the Amelia River waterfront, including working with railroad, City leases, contractors, project managers and consultants with shoreline stabilization and resiliency being recognized priorities.

Measurement/
Timeline: Timeliness and success of implementing the Commission objectives stated above through cooperation with City Manager, City Clerk and City staff, legal interpretation relevant to operations, negotiating contracts with consultants, contractors and vendors, and providing legal advice when necessary. Ongoing through FY 2025-2026.

Drafting / Review:

Goals: Comprehensive and efficient review and drafting of all contracts, ordinances, resolutions, policies, and procedures to promote transparency and understanding of City government.

Objectives: Draft and review option agreements, purchase and sale agreements, and other contracts related to City purchase of land for conservation.

Draft and review agreements with parking management company to provide paid parking management services for the downtown area as well as draft the necessary ordinance to implement the program.

Draft and review FAA applications, agreements, and memoranda of understanding, including interlocal agreement(s) with Nassau County related to the acquisition and reconstruction of the Ybor Alvarez Recreation Sports Complex.

Draft/review necessary documents for redevelopment on Front Street and Amelia River waterfront, including parking/traffic study(s), waterfront park improvements, easements, and City acquisition of property for parking, waterfront parks and/or Marina redevelopment.

Review and provide advice regarding ordinances and public hearings for Comprehensive Plan amendments and revisions to the Land Development Code to implement changes to the Comprehensive Plan.

Measurement /Timeline: Practical and efficient legal advice and support to City Commission and City staff through competent drafting of ordinances, resolutions, contracts, policies and procedures.
Ongoing through FY 2025-26.

Litigation / Representation:

Goals: Represent the City in litigation and board matters, and coordinate with insurance companies and outside counsel on litigation, mediation, and pre-suit matters.

Objectives: Participate with outside counsel in the following cases:

1. Rayonier Performance Fibers LLC v. City of Fernandina Beach– multiple claims related to proposed bioethanol project.
2. Ashley Singletary v. City of Fernandina Beach – injury claim due to slip and fall.
3. Garth Rehberg v. City of Fernandina Beach – injury claim due to slip and fall.
4. Merchell Jones v. City of Fernandina Beach – injury claim due to slip and fall.

5. Giovaniel Soto-Valentin v. City of Fernandina Beach et al – wrongful arrest and prosecution matter against the police department and sheriff's office.
6. Additional matters as they arise.

File and handle necessary lawsuits to collect on delinquent accounts.

Prosecute animal cruelty and neglect cases as needed with the Nassau Humane Society.

Handle demolition cases with Code Enforcement Board to abate unsafe structures in the City.

Defend Risk Protection Orders with Police Department to prohibit individuals from having firearms or ammunition if they pose a serious risk of gun violence

Foreclose on properties (non-homesteaded) with ongoing Code violations and unpaid fines.

Represent City staff in any citation appeal cases before the Special Magistrate, including but not limited to parking citation, code violations and resort rental violation appeals.

Keep the City Commission and City staff apprised of the status of all pending litigation matters by reporting status quarterly and having closed Attorney/Client sessions as needed.

Participate as board attorney for the Planning Advisory Board, Historic District Council, Board of Adjustment and Code Enforcement Board (when not needed to represent City staff in prosecuting code enforcement cases). Attend other board meetings, as requested, to provide legal advice regarding parliamentary procedure, Sunshine Law and ethics.

Measurement/
Timeline: Satisfactory and cost-efficient resolution of litigation matters and pre-suit conflicts. Direct participation with quasi-judicial and advisory boards to reduce costs associated with outside counsel.

Clear and concise communication of litigation matters, costs and resolution options to City Commission.
Ongoing through FY 2025-2026.

Administration, Operations, Support Charter Officers:

Goals: Manage the legal department's budget, supervise paralegal in the day-to-day operations of Legal Department. Support goals and

objectives of City Commission through cooperation with City Manager and City Clerk.

Objectives: Work within the proposed budget and encourage fiscal responsibility, including cost effective use of outside counsel for litigation, conflicts and special projects.

Provide training, advice, and support to the City Clerk and City departments regarding Sunshine Law, ethics, and public records.

Participate with management staff to handle labor issues and union grievances.

Encourage paralegal training and education in local government law issues.

Provide advice and support to the City Manager regarding issues that may arise, special projects and overall goals and policy objectives as developed by the City Commission, including participating with City Manager and Commissioners in Tallahassee during the state legislative session to lobby for state funding to support City projects and amend/defeat legislative efforts to diminish home rule powers.

Measurement/
Timeline: Accurate projection and utilization of budgeted monies.

Sunshine Law and Ethics training periodically for staff, board members and City Commission.

Satisfactory handling of labor issues and union grievances.

Satisfactory advisory support to City Manager and City Clerk.

Ongoing through FY 2025-2026.

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
NON-DEPARTMENTAL						
OPERATING SUPPLIES						
0011910 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
0011910 53200 AUDITING	7,371	7,389	7,389	7,389	-	-100.0%
0011910 53400 CONTRACTUAL	173,856	168,016	173,360	179,004	189,711	6.0%
0011910 54100 COMM - PHONE/FAX/ALARM	1,325	1,390	1,596	1,144	1,302	13.8%
0011910 54103 COMMUNICATIONS-INTERNET	2,732	2,710	2,900	3,175	3,480	9.6%
0011910 54200 POSTAGE	11,069	11,542	7,500	7,500	13,500	80.0%
0011910 54300 UTILITIES ELECTRIC	20,376	16,570	20,000	20,000	20,000	0.0%
0011910 54310 UTILITIES-WATER & WASTEWATER	2,311	2,264	3,000	3,000	3,000	0.0%
0011910 54500 INSURANCE	33,199	56,389	56,389	69,880	83,608	19.6%
0011910 54610 R/M BLDG & GROUNDS	410	95	5,000	5,000	1,000	-80.0%
0011910 54611 R/M FACILITIES	5,005	20,999	26,500	42,000	22,000	-47.6%
0011910 54620 R/M EQUIPMENT	3,648	3,313	5,000	5,000	5,000	0.0%
0011910 55200 OPERATING SUPPLIES	1,158	1,004	2,090	1,800	3,025	68.1%
0011910 55220 JANITORIAL SUPPLIES	1,417	1,095	1,750	1,750	1,500	-14.3%
0011910 55400 BOOKS/SUBS/DUES	75	-	180	180	180	0.0%
TOTAL	263,952	292,777	312,654	346,822	347,306	0.1%
CAPITAL OUTLAY						
0011910 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
0011910 56400 EQUIPMENT	-	98,691	115,000	-	-	0.0%
0011910 56401 NON CAP EQUIP	-	1,638	1,000	-	-	0.0%
TOTAL	-	100,329	116,000	-	-	0.0%
NON-DEPARTMENTAL TOTAL	263,952	393,105	428,654	346,822	347,306	0.1%

Department Description & Function

1. Department: Non-Departmental

2. Department Function Summary:

The purpose of the Non-Departmental budget is to account for expenses of departments which are located in City Hall. These expenses are not allocated to specific departments, but support all departments within City Hall, including building maintenance.

3. Department Description:

The Non-Departmental budget includes audit expenses, payments to the Fernandina Beach Animal Rescue (animal control), postage, utilities, common equipment maintenance, and insurance.

The City Manager's Office monitors all disbursements for this department.

No staff has been assigned to this department.

This Page Intentionally Left Blank

Department of Planning and Conservation
Mission Statement

Mission: To actively demonstrate environmental stewardship and promote Fernandina Beach's small-town community atmosphere. We implement the City's long-range vision (Vision 2045, 2030 Comprehensive Plan) through adopted plans, policies, the Land Development Code (LDC), best practices, and vital partnerships, enhancing livability and quality of life through sustainable and resilient growth while protecting our natural, historic, and cultural resources.

Core Functions:

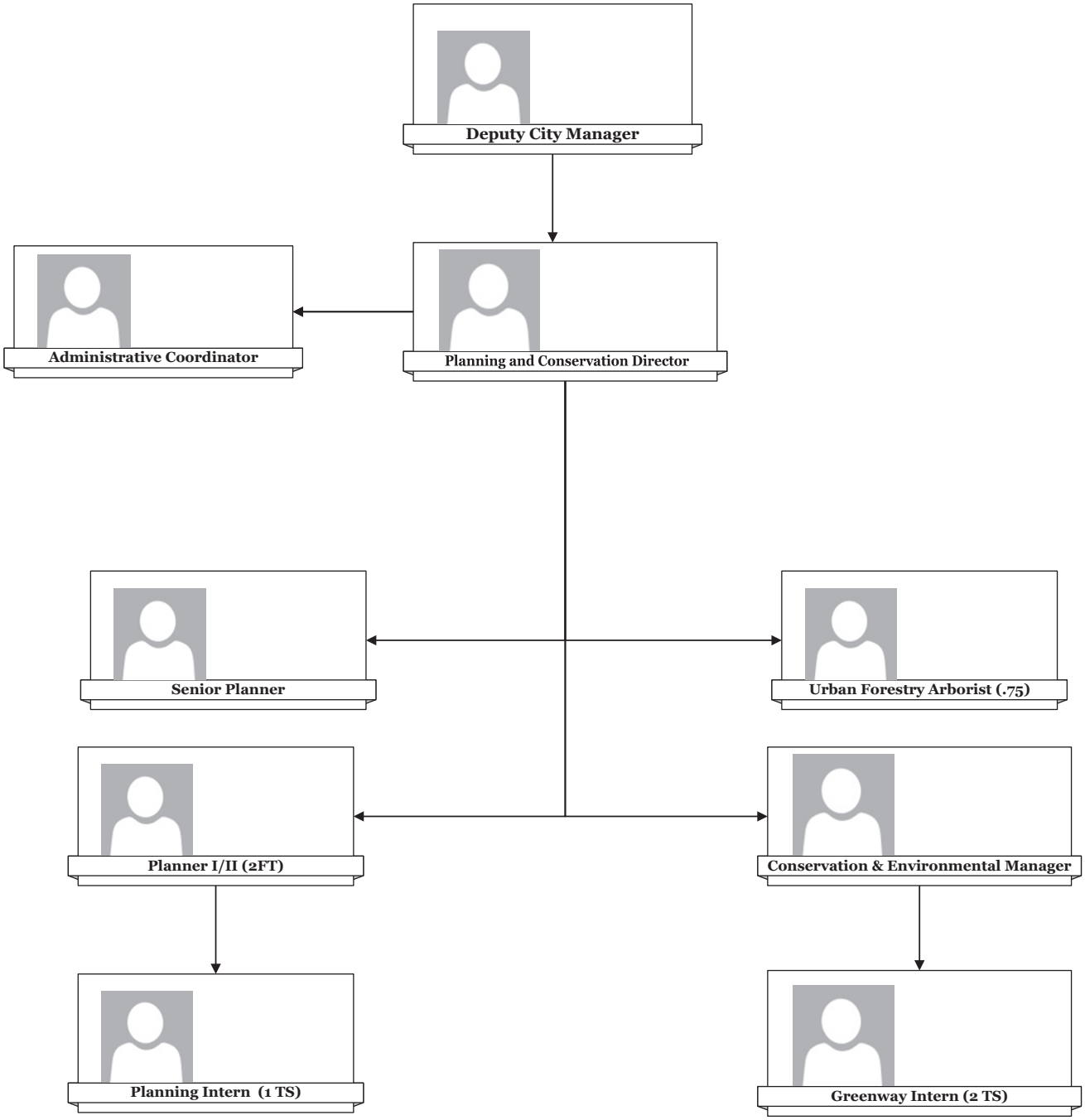
- **Guiding Development:** Applying the LDC consistently to balance urban design with resource protection.
- **Community Engagement:** Employing robust outreach to foster understanding of planning issues and ensure community vision is realized.
- **Continuous Improvement:** Monitoring land use trends and utilizing current technologies to update regulations and achieve desired urban form.
- **Building Partnerships:** Maintaining strong interdepartmental, intergovernmental, and community relationships to collaborate, share resources, and inform decision-making.

Valued Partnerships: Our work is strengthened through collaboration with partners where staff often serve in leadership roles, including: Fernandina Beach Main Street, Friends of Bosque Bello, Amelia Island Restoration Foundation, Amelia Tree Conservancy, Conserve Nassau, Nassau Coalition for Homeless, Keep Nassau Beautiful, Northeast Florida Regional Council, and Resilient First Coast.

Key Actions for 2025-2026: We will advance our mission through the following strategic initiatives:

- **Community & Heritage:** Completing/Supporting Fernandina 200 activities; National Register Nomination for Bosque Bello; Updating Downtown Historic District & CRA Guidelines.
- **Resilience & Environment:** Focusing Resilient Fernandina efforts in Comprehensive Plan amendments; Emphasizing urban forest health & new canopy analysis; Continued updates to Conservation Management Plans; Ron Sapp Egans Creek Greenway Management.
- **Planning & Development:** Codifying LDC in MuniCode & Advocating for new LDC; Community outreach (Vulnerability/Adaptation Plans, Housing, Planning Academy).
- **Mobility:** Concentrating on Bicycle/Pedestrian Improvements & Bicycle Friendly Designation upgrade.
- **Operational Excellence:** Implementing process improvements (software, procedures, internal communication); Refreshing website content.

Organization Chart
Planning and Conservation/Tree Trust



Full-Time: 6.75 **Part-Time: 0** **Seasonal: 3**

Position Control Summary
Planning and Conservation

Position/Title		2025-2026 Budget
Full-Time		
Planning and Conservation Director	1.00	114,758
Senior Planner	1.00	85,601
Urban Forestry Inspector Arborist	0.75	53,259
Planner I	1.00	66,839
Planning Technician	1.00	61,589
Administrative Coordinator	1.00	62,274
Conservation and Environmental Manager	1.00	82,011
PTO Buyout		4,732
Total FT	6.75	531,063
Part-Time		
Conservationist	1.00	41,006
Total Part-Time	1.00	41,006
Total Budgeted Positions	**7.75**	**572,069**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PLANNING						
PERSONNEL						
0011500 51200 SALARIES	482,177	329,109	405,856	411,272	444,320	8.0%
0011500 51300 SEASONAL/TEMPORARY	-	5,318	3,000	3,000	-	-100.0%
0011500 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
0011500 51400 OVERTIME	179	-	-	-	-	0.0%
0011500 52100 FICA	36,507	25,605	30,460	31,130	33,667	8.1%
0011500 52200 RETIREMENT	104,136	68,548	85,958	84,357	92,377	9.5%
0011500 52300 HEALTH INSUR	65,466	44,363	57,712	48,605	63,147	29.9%
0011500 52301 LIFE INSUR	1,817	1,229	1,480	1,049	1,282	22.2%
0011500 52400 WORKERS' COMP	4,209	2,128	2,128	1,614	4,768	195.4%
0011500 52500 UNEMPLOYMENT	-	3,300	-	-	-	0.0%
TOTAL	694,491	479,600	586,594	581,027	639,561	10.1%
OPERATING EXPENSES						
0011500 53100 PROFESSIONAL SERVICES	8,368	122,348	129,000	305,410	133,125	-56.4%
0011500 53400 CONTRACTUAL	33,522	38,608	83,888	258,843	83,595	-67.7%
0011500 54000 TRAINING/TRAVEL	8,442	4,039	12,250	10,600	14,410	35.9%
0011500 54100 COMM - PHONE/FAX/ALARM	34	51	360	914	1,120	22.5%
0011500 54101 COMMUNICATIONS-CELLULAR	1,216	1,195	1,250	1,250	1,250	0.0%
0011500 54500 INSURANCE	3,684	15,579	15,579	14,223	17,039	19.8%
0011500 54610 R/M BLDG & GROUNDS	-	141	13,000	10,000	10,000	0.0%
0011500 54630 R/M VEHICLES-LABOR	500	600	600	600	500	-16.7%
0011500 54640 R/M VEHICLES-PARTS	154	5,239	750	1,500	1,000	-33.3%
0011500 54700 PRINTING	10,720	5,369	9,000	9,000	9,000	0.0%
0011500 55100 OFFICE SUPPLIES	839	1,752	2,500	2,500	2,500	0.0%
0011500 55200 OPERATING SUPPLIES	1,987	285	1,295	730	2,110	189.0%
0011500 55210 UNIFORMS	325	93	1,375	1,375	1,375	0.0%
0011500 55230 GAS/OIL	1,307	808	1,500	1,500	1,000	-33.3%
0011500 55400 BOOKS/SUBS/DUES	4,147	1,782	4,725	4,970	3,670	-26.2%
TOTAL	75,245	197,890	277,072	623,415	281,694	-54.8%
CAPITAL OUTLAY						
0011500 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
0011500 56400 EQUIPMENT	12,033	-	4,000	4,000	-	-100.0%
0011500 56401 NON CAP EQUIP	10,393	8,367	10,500	7,750	10,500	35.5%
TOTAL	22,426	8,367	14,500	11,750	10,500	-10.6%
PLANNING DEPARTMENT TOTAL	792,162	685,858	878,166	1,216,192	931,755	-23.4%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PLANNING GREENWAY						
PERSONNEL						
0011501 51200 SALARIES	-	76,462	75,830	82,481	86,743	5.2%
0011501 51300 SEASONAL/TEMPORARY	-	5,230	6,000	6,000	-	-100.0%
0011501 51350 PART TIME SALARIES	-	-	-	-	41,006	0.0%
0011501 51400 OVERTIME	-	-	-	-	-	0.0%
0011501 52100 FICA	-	6,232	5,770	6,278	5,703	-9.2%
0011501 52200 RETIREMENT	-	16,369	16,243	16,551	17,051	3.0%
0011501 52300 HEALTH INSUR	-	9,720	10,088	12,607	12,457	-1.2%
0011501 52301 LIFE INSUR	-	268	281	293	238	-18.8%
0011501 52400 WORKERS' COMP	-	-	-	-	188	0.0%
TOTAL	-	114,282	114,212	124,210	163,386	31.5%
OPERATING EXPENSES						
0011501 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
0011501 53400 CONTRACTUAL	-	60,845	99,700	79,880	111,880	40.1%
0011501 54000 TRAINING/TRAVEL	-	709	1,600	1,600	2,400	50.0%
0011501 54101 COMMUNICATIONS-CELLULAR	-	-	-	131	160	22.1%
0011501 54500 INSURANCE	-	-	-	-	-	0.0%
0011501 54610 R/M BLDG & GROUNDS	-	-	-	11,600	5,400	-53.4%
0011501 54611 R/M FACILITIES	-	6,846	15,600	-	-	0.0%
0011501 54630 R/M VEHICLES-LABOR	-	-	-	-	-	0.0%
0011501 54640 R/M VEHICLES-PARTS	-	-	-	-	-	0.0%
0011501 54941 SIGNAGE COSTS	-	18,233	23,000	6,000	6,000	0.0%
0011501 54970 PROGRAM COSTS	-	-	2,400	2,400	2,400	0.0%
0011501 55100 OFFICE SUPPLIES	-	-	-	-	-	0.0%
0011501 55200 OPERATING SUPPLIES	-	1,471	1,500	2,465	1,500	-39.1%
0011501 55210 UNIFORMS	-	43	-	-	600	0.0%
0011501 55230 GAS/OIL	-	-	-	-	-	0.0%
0011501 55240 CHEMICALS	-	-	1,200	1,200	1,200	0.0%
0011501 55400 BOOKS/SUBS/DUES	-	-	-	-	-	0.0%
TOTAL	-	88,147	145,000	105,276	131,540	24.9%
CAPITAL OUTLAY						
0011501 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
0011501 56400 EQUIPMENT	-	-	-	70,000	45,000	-35.7%
0011501 56401 NON CAP EQUIP	-	6,857	5,000	8,570	8,500	-0.8%
TOTAL	-	6,857	5,000	78,570	53,500	-31.9%
PLANNING GREENWAY DEPARTMENT TOTAL	-	209,285	264,212	308,056	348,426	13.1%

Department Description & Function

1. **Department:** Planning and Conservation

2. **Department Function Summary:**

The Planning and Conservation Department serves to ensure that the quality of life in Fernandina Beach as reflected in its built and natural environment is maintained and enhanced through visioning, good design, guidance on development decisions, and protection of its natural, historic, and cultural resources. The listed core functions characterize the most common work responsibilities of the section; however, the Planning and Conservation team also serves as a resource on a variety of different City projects and programs lacking oversight from a designated City department.

PLANNING

Strategic and Long-Range Planning: Preparing comprehensive plan updates, maintenance, and implementation in accordance with state laws, researching and developing comprehensive plan-directed special studies, inventories, or guidelines, and maintaining active regional and statewide involvement as well as continuing to enhance coordination with local interest groups.

Administration of the Land Development Code: Working with the public, Planning Advisory Board, and City Commission to administer and implement zoning regulations and on-going maintenance through ordinance revisions. Coordinating with Code Enforcement regarding enforcement of LDC regulations.

Compliance with Federal, State, and Regional Regulations and Programs: Managing and complying with a wide range of federal or state agency land use regulations and/or programs to ensure the City's compliance with applicable federal and state laws or regionally required planning activities. This may involve coordination with federal and state agencies, as required, as well as the Nassau County Growth Management Department depending on the scope and nature of the regulation or program involved.

URBAN DESIGN AND DEVELOPMENT REVIEW

Urban Design: Creating a sense of place that is authentically Fernandina Beach through focused efforts to obtain an urban form that mirrors the community's vision through a comprehensive approach to every project ensuring quality in buildings, streets, sidewalks, and civic venues. By aligning new developments with community goals, the City makes possible projects that serve to improve the built environment, adds value to the project and the existing neighboring developments, improves

resident's and visitor's experience, helps landowners to understand their properties' potential, and assists in saving time and money in the planning review processes.

Development Review and Site Inspections: Reviewing and processing building and zoning permit applications, accepted via the Building Department, and site plan applications submitted through the Technical Review Committee. The Department conducts site inspections of field work in conjunction with an active planning case or building/zoning permit and works with the Building Department to ensure timely and coordinated processing of applications. The department provides support services to address floodplain management and participates in community outreach for building safety measures to reduce flood risks.

Miscellaneous Technical Functions: Preparing zoning confirmation, due diligence, and DEP review letters. Providing digital and printed mapping services through an interactive online website and performing other technical activities related to the City's planning programs. Maintaining and updating department websites.

LANDS ENRICHMENT

Historic Preservation: Administering the City's historic preservation program, including processing staff-level Certificate of Approval applications, preparing long-range preservation planning goals and strategies, managing the local historic preservation ordinance, initiating community outreach and educational opportunities regarding preservation, serving as staff for the Historic District Council, coordination of grant applications for preservation projects, and maintaining Certified Local Government status. Partnering with local organizations like the Amelia Island Museum of History and Main Street for events and activities.

Urban Forestry: Providing review of all tree removal applications on both public and private properties in accordance with City ordinances. Staff maintains the City's 2009 and 2017 public tree inventory with an estimated value of nearly $100 million, organizes the City's annual Arbor Day events, manages the Tree City USA designation annual renewal requirements, identifies and applies for grants, works with community groups like the Amelia Tree Conservancy, and supports other departments to prioritize maintenance tasks in helping to identify hazard trees to better care for the City's existing public space trees.

Environmental Lands Conservation and Resource Management: Serving as the primary staff responsible for technical, administrative, and managerial work in the management of City conservation lands such as the Ron Sapp Egan's Creek Greenway, City parks, beaches and dune systems, in order to restore and maintain plant and animal habitats and passive recreation areas in our unique urban southeastern maritime forest. This section of the department is responsible for the compliance,

coordination, reporting requirements, and administration related to City land conservation programs. Additionally, this functional area provides routine maintenance and non-native invasive removal in the Greenway and coordinates with surrounding property owners to provide outreach and support of invasive plant removal.

CUSTOMER SERVICE FUNCTIONS

Board/Committee Staff: Providing staff support to a variety of established boards and committees including the Planning Advisory Board, Technical Review Committee, Historic District Council, Board of Adjustment, Main Street Board and Councils, and the Amelia River Waterfront Community Redevelopment Agency. Support involves research and review of proposals and applications, completion of staff reports, arranging public meetings, creation of meeting agendas, and serving as technical advisors.

Maintenance of City's Geographic Information System (GIS): Managing functions such as the development and maintenance of core data layers, development of data standards, system administration, and general oversight of GIS activities city-wide. Coordinating sharing and integrating GIS data with the County Property Appraiser.

Customer Support: Disseminating information daily to citizens, Realtors, architects, engineers, building contractors, and prospective property owners regarding land use and development regulations. These activities are conducted through counter responses, phone calls, emails, social media inquiries, pre-application meetings, and public presentations.

Public Outreach and External Communication: Developing and sustaining contacts and participation with community civic organizations and ongoing external communications such as press releases, public awareness campaigns and outreach. Maintaining the department website and updating the main City news webpage.

Interdepartmental Support: Providing additional support to other City departments in areas related to the Planning Department staff's expertise such as GIS mapping, citizen involvement, external communications, organizational issues, and policy development.

Number of Funded Employees	Actual 2021-2022	Actual 2023-2024	Budget 2024-2025	Budget 2025-2026
Planning & Conservation Director	1 FT	0 FT	0 FT	1 FT
Deputy Planning & Conservation Director	1 FT	1 FT	1 FT	0 FT
Senior Planner	2 FT	1 FT	1 FT	1 FT
Planner I or II	1 FT	2 FT	1 FT	1 FT
Planning Technician	1 FT	0 FT	1 FT	1 FT
Urban Forestry Inspector	.75 FT	.75 FT	.75 FT	.75 FT
Administrative Coordinator	1 FT	1 FT	1 FT	1 FT
Conservation & Environmental Manager	0 FT	1 FT	1 FT	1 FT
Conservationist	0 FT	0 FT	0 FT	1 PT
Code Enforcement Officer	0 FT	.50 FT	0 FT	0 FT
Interns	0	0	3	4
Total:	6.75 FT 0 TP	7.75 FT 0.0 TP	6.75 FT 3.0 TP	6.75 FT 1 PT 4 TP

4. Program Performance Indicators:

Program Performance Indicators *Customer Service*	Actual 2022-2023	Actual 2023-2024	Budget 2024-2025	Budget 2025-2026
Return e-mails and phone messages within one (1) business day	80%	80%	80%	80%
Initiate follow-up on all Public Records Requests and complaints within one (1) business day	80%	80%	80%	80%
Publications and outreach activities completed	3/year	3/year	3/year	3/year
Number of training hours completed	20 hours/ employee	20 hours/ employee	20 hours/ employee	20 hours/ employee
Credential maintenance and/or obtain new credentials related to job duties	100%	100%	100%	100%

Program Performance Indicators *Core Functions*	Actual 2021-2022	Actual 2022-2023	Actual 2024-2025	Budget 2025-2026
Process Board applications in accordance with published deadlines and schedules	100%	100%	100%	100%
Issue Staff Approved Certificates of Approval (COA) within two (2) business days	90%	90%	90%	90%
Review permit applications in accordance with internal procedures (7-day / 30-day / cross counter)	90%	90%	90%	90%
Implementation of Comp Plan directives (plan development and LDC changes)	25%	25%	25%	25%
Urban Forestry Activities	3/year	3/year	3/year	3/year
Greenway Management: Maintain existing trails and walkover structures – Respond to citizen reports within 24 hours	N/A	N/A	100%	100%

Program Goals & Objectives

1. Department: Planning and Conservation Department

2. Principal Programs

A. Evaluation
B. Land Development Code Revisions
C. Conservation Lands Management
D. Urban Forestry Program Management
E. Historic Preservation
F. Plans Development in accordance with Comprehensive Plan (CP)
G. Implementation Measures for Comprehensive Plan (CP)
H. Bicycle and Pedestrian Initiatives
I. Outreach Support for the City's participation in the Community Rating System

3. Program Goals & Objectives

A. Goal: Evaluation and Appraisal Report

Objective: Complete 2030 Comprehensive Plan Evaluation and Appraisal Report

Measurement: Timely submission of EAR to the Department of Commerce

Deadline: September 2026

Responsibility: Planning Staff

B. Goal: Land Development Code Revisions

Objective: Evaluate the existing LDC and take necessary actions to update as directed by the City Commission **Staff strongly recommends full re-write of the LDC.*

Measurement: During the next 18-month timeframe, major changes to the Land Development Code will be placed on hold. Staff will continue to process any minor modifications deemed necessary by the City Commission.

Deadline: On-going

Responsibility: Planning Staff

C. Goal: Conservation Lands Management

Objective: Working with partner organizations, City staff shall work to provide updates as required for all land management activities and to satisfy any state and federal reporting requirements. Staff shall prepare a listing of potential conservation lands to be presented to the City Commission on an annual basis and work to actively pursue available grants or partnerships to acquire land.

Measurement: Provide an annual report to City Commission. Maintain and update land management plans, submit revisions for ordinance changes to amend process, nominations, and use of the Land Conservation Trust Fund in support of identified needs relative to legal taking claims. Strategically purchase environmentally sensitive properties that enable the expansion of the municipal boundary and enable purchase of conservation easements. Continue coordination with strategic partners to identify and pursue land purchases

Deadline: On-going

Responsibility: Planning Staff

D. Goal: Urban Forestry Program Management

Objective: Increase the City's tree canopy by 5% by 2045. Determine the current appropriate maintenance recommendations for the urban forest, prioritize these tasks, and provide for ongoing coordination of actions with the City's Streets/Maintenance Department, Parks and Recreation Department, Stormwater Department, and Golf Course.

Measurement:

- Complete 4 tree give away events annually.
- Maintain Growth Award Status through Tree City USA
- Obtain recertification of Tree City of the World designation
- Provide review of all tree removal applications on both public and private property and issues permits in accordance with City regulations.
- Provide training to City crews on tree best management practices.
- Coordinate tree planting activities including annual Arbor Day Ceremony.
- Manage tree inventory by completing ongoing updates and issuing reports as may be necessary to Department Directors.
- Complete annual Tree City application requirements and submittals.
- Finalize the City's Tree Inventory through Urban Forestry Grants.
- Increase the number of heritage tree designations.
- Seek assistance to create a Bosque Bello Tree Management Plan
- Work with neighborhoods on street planting strategies or neighborhood-wide replanting plans
- Provide maintenance recommendations for removal, pruning, stump grinding, waste disposal, fertilization, insect and disease treatment, grate and guard repair, mulching, and watering.
- Continue replacement program for invasive species.

- Work with Nassau County on a unified island-wide Tree Ordinance

Deadline: Ongoing

Responsibility: Planning Staff and partner organizations

E. Goal: Historic Preservation

Objective: To promote the preservation and protection of historic, archaeological, and cultural resources within the City's historic districts and historic properties.

Measurement:

- Encourage Nassau County to adopt ad valorem tax incentive
- Continue implementing/refining *Historic Resource Assessment* Program
- Restart *Historic Preservation Rehabilitation Assistance Matching Grant* program- $50,000.00
- Complete *Downtown Streetscape Improvements* plan with Main Street Design Council
- Consider Historic District Boundary Expansion
- Maintain Certified Local Government (CLG) status
- Revise Downtown Historic District Guidelines
- Support staff and citizen training in the maintenance of the Bosque Bello Cemetery
- Support Friends of Bosque Bello citizen group in cemetery management goals
- Historic Preservation Month Activities
- Historic Preservation Awards Program

Deadline: On-going

Responsibility: Planning Staff and Partner Organizations

Goal: Plans Development in accordance with Comprehensive Plan (CP) directives and deadlines

Objective: Various elements within the Comprehensive Plan direct the development of master plans for a variety of City resources and functions:

- Mobility Plan Implementation (CP policy 2.01.01)
- Housing Needs Assessment Update (5 -years) (CP policy 3.01.01)
- City-wide Parking Needs Assessment (CP objective 2.14 and 2.15)
- Water Supply Facilities Work Plan (F.S. 163.3177(6)(c))
- Boating and Waterway Needs Assessment (CP objective 6.07)

- Animal Services Plan (CP policy 4.09.02)
- Waste Management Plan (CP policy 4.04.02)

Measurement: Development and adoption of plans or elimination of plan requirement though the 2045 Comprehensive Plan update process. At the end of this fiscal year, it is expected that the City will implement any necessary Comprehensive Plan amendments, LDC amendments. Other plans will be of lesser priority this fiscal year and will be prioritized with direction by the City Manager.

Deadline: FY 2025-2026

Responsibility: Planning Staff and City Departments

G. Goal: Implementation measures for Comprehensive Plan established "Destination Activity Centers" including:

*8th Street Small Area Implementation
*Sadler Road Corridor Unified Design Overlay
*Amelia Island Parkway (Vacant Lands)
*Beech Street Commercial parcels
*Bike and Pedestrian Design improvements

Objective: Several suggested planning strategies are proposed within the current Comprehensive Plan regarding planning for the City's commercial corridors. Within the next fiscal year, staff will be working to implement the direction provided in the 8th Street Small Area Plan and requests to support exterior design improvements consistent with the Small Area Plan through a façade grant program and landscape enhancement strategy through new tree plantings. Staff is also working with the Nassau County planning staff to identify the potential for a unified design and zoning overlay for the Sadler Road, Amelia Island Parkway, and South 14th Street corridors.

Measurement: Work with FB Main Street effort to establish a $10,000 pilot matching grant façade assistance program for properties within the 8th Street Small Area and target property owners for new tree plantings
Develop a design overlay to be incorporated in the LDC revisions for Sadler Road, undeveloped parcels on Amelia Island Parkway, Beech Street commercial properties, and S. 14th Street commercial properties consider any potential needs for land use changes.

Deadline: On-going, as prioritized by Commission and City Manager

Responsibility: Planning Staff, Nassau County Planning Staff and Fernandina Beach Main Street

H. Goal: Bicycle and Pedestrian Initiatives – Continued

Objective: In coordination with Nassau County and partner organizations, staff shall work to prepare an update to the island-wide Bicycle Friendly Community designation. The City and County currently hold a bronze level designation and staff anticipates that though the efforts completed in the last 5-years an island wide designation may garner

a higher ranking with the American League of Bicyclists. Staff will continue to work with Nassau County to seek funding for completion of multi-use trails within the City limits.

Measurement: Annual Meeting of Bicycle and Pedestrian Committee, Submittal of a Bicycle Friendly Community re-designation application, Design support for Beech Street Trail, Advocacy of Schools to Downtown trail

Deadline: Renewal every three years 2028

Responsibility: Planning Staff and Nassau County Planning Staff

I. Goal: Technical Assistance and Outreach Support for the City's participation in the Community Rating System

Objective: Support the ongoing outreach for citizens and visitors regarding flood awareness, impacts of flooding, and disaster preparedness. Provide technical assistance in the annual update and recertification of the City's Community Rating System.

Measurement: Prepare Annual Utility Bill mailings, periodically update the City's website, provide informational cards for resources, participate in Shrimp Festival Booth and prepare presentations. Complete required mapping updates and provide data and analysis to support annual recertification requirements. Work with Nassau County Property Appraiser GIS staff to establish online dashboard.

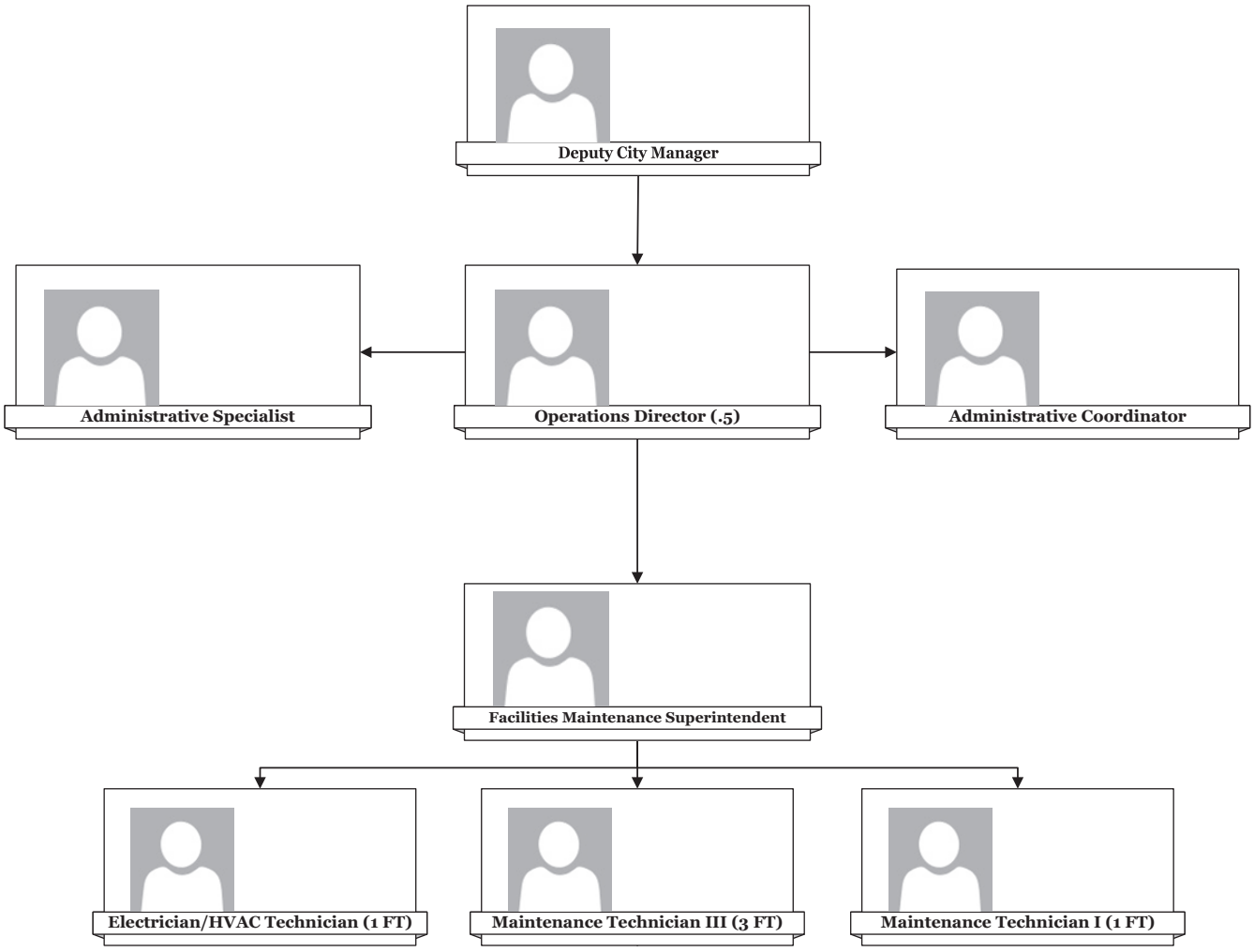
Deadline: On-going

This Page Intentionally Left Blank

Facilities Maintenance Mission Statement

We, the employees of the Facilities Maintenance Division, will strive to perform our duties to the best of our ability in the spirit of professionalism, teamwork, and diligence. As responsible stewards of the citizen's tax dollars, we will strive to work together in the accomplishment of our assigned responsibilities as efficiently and effectively as possible.

Organization Chart
Operations - Facilities Maintenance



Full-Time: 8.5 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Facilities Maintenance

Position/Title		2025-2026 Budget
Full-Time		
Operations Director	0.50	55,125
Administrative Coordinator	1.00	61,589
Facilities Maintenance Superintendent	1.00	89,768
Electrician HVAC Technician	1.00	67,075
Administrative Specialist	1.00	41,812
Maintenance Technician III	3.00	192,432
Maintenance Technician I	1.00	44,195
PTO Buyout		12,030
Total FT	8.50	564,026
Total Budgeted Positions	**8.50**	**564,026**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
FACILITIES MAINTENANCE						
PERSONNEL						
0011930 51200 SALARIES	483,141	550,930	564,975	588,959	564,026	-4.2%
0011930 51210 WC REIMB	-	-	-	-	-	0.0%
0011930 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
0011930 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
0011930 51400 OVERTIME	12,681	9,529	12,000	10,000	8,000	-20.0%
0011930 52100 FICA	37,222	41,945	42,701	44,753	42,273	-5.5%
0011930 52200 RETIREMENT	90,610	102,623	103,724	105,925	98,615	-6.9%
0011930 52300 HEALTH INSUR	64,021	82,796	69,861	113,765	99,988	-12.1%
0011930 52301 LIFE INSUR	1,856	2,042	1,992	2,482	1,597	-35.7%
0011930 52400 WORKERS' COMP	9,409	7,239	7,239	8,575	5,241	-38.9%
0011930 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	698,940	797,104	802,492	874,459	819,740	-6.3%
OPERATING EXPENSES						
0011930 53100 PROFESSIONAL SERVICES	-	-	1,000	2,500	2,500	0.0%
0011930 53400 CONTRACTUAL	3,671	4,137	8,945	7,528	5,131	-31.8%
0011930 54000 TRAINING/TRAVEL	2,663	1,677	5,500	7,200	5,438	-24.5%
0011930 54100 COMM - PHONE/FAX/ALARM	290	328	564	262	480	83.2%
0011930 54101 COMMUNICATIONS-CELLULAR	3,886	3,898	3,800	4,600	4,663	1.4%
0011930 54300 UTILITIES ELECTRIC	2,234	2,135	2,500	2,200	2,350	6.8%
0011930 54310 UTILITIES-WATER & WASTEWATER	836	1,073	800	1,200	900	-25.0%
0011930 54400 RENTALS/LEASES	246	650	1,000	1,000	1,000	0.0%
0011930 54500 INSURANCE	5,503	8,288	8,288	8,468	10,145	19.8%
0011930 54610 R/M BLDG & GROUNDS	369	-	500	-	-	0.0%
0011930 54611 R/M FACILITIES	25,074	24,418	45,200	17,750	19,000	7.0%
0011930 54620 R/M EQUIPMENT	5,518	6,328	10,300	11,500	11,500	0.0%
0011930 54630 R/M VEHICLES-LABOR	7,500	7,500	7,500	7,500	8,000	6.7%
0011930 54640 R/M VEHICLES-PARTS	10,451	3,443	7,500	7,500	7,500	0.0%
0011930 55100 OFFICE SUPPLIES	48	224	250	250	250	0.0%
0011930 55200 OPERATING SUPPLIES	12,696	11,584	14,630	17,930	14,530	-19.0%
0011930 55210 UNIFORMS	3,300	2,773	6,300	3,650	3,300	-9.6%
0011930 55220 JANITORIAL SUPPLIES	-	-	-	-	-	0.0%
0011930 55230 GAS/OIL	12,707	12,869	15,000	15,000	14,000	-6.7%
0011930 55400 BOOKS/SUBS/DUES	161	171	200	200	200	0.0%
TOTAL	97,153	91,496	139,777	116,238	110,887	-4.6%
CAPITAL OUTLAY						
0011930 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
0011930 56400 EQUIPMENT	-	-	-	60,000	57,000	-5.0%
0011930 56401 NON CAP EQUIP	5,076	-	-	2,000	-	-100.0%
0011930 56415 SUBSCRIPTION BASED IT AGREEMENT	82,590	-	-	-	-	0.0%
TOTAL	87,666	-	-	62,000	57,000	-8.1%
0011930 57100 PRINCIPAL	5,182	13,865	-	14,378	15,351	6.8%
0011930 57200 INTEREST	-	2,149	-	2,117	1,638	-22.6%
FACILITIES MAINTENANCE DEPARTMENT TOTAL	888,941	904,614	942,269	1,069,192	1,004,616	-6.0%
TOTAL GENERAL GOVERNMENT	6,143,605	6,548,526	6,988,375	8,205,515	8,036,870	-2.1%

Department Description & Function

1. Department: Operations **Division:** Facilities

2. Department/Division Function Summary:

The Division of Facilities Maintenance is responsible for the maintenance, repair, and accessibility of City facilities.

3. Department/Division Description:

The Facilities Maintenance Division operates within the Public Works Complex. Division operations involve the inspection, maintenance, and repair to approximately 70 City facilities and related infrastructure. Approximately 75% of maintenance activities are performed internally with the remaining 25% being outsourced. Administrative support is provided to the Facilities Division, but the support is shared among other departments.

Number of Funded Employees	Actual 202-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Operations Director	.5 FT	.5 FT	.5 FT	.5 FT
Deputy Director	0 FT	1 FT	1 FT	0 FT
Superintendent	1 FT	1 FT	1 FT	1 FT
Maintenance Technician I/II	3 FT	3 FT	3 FT	1 FT
Maintenance Technician III	0 FT	1 FT	1 FT	3 FT
HVAC/Electrician	2 FT	1 FT	1 FT	1 FT
Administrative Coordinator	1 FT	1 FT	1 FT	1 FT
Administrative Services Manager	1 FT	0 FT	0 FT	0 FT
Administrative Specialist	0 FT	0 FT	0 FT	1 FT
Total	8.5 FT 0 PT	8.5 FT 0 PT	8.5 FT 0 PT	8.5 FT 0 PT

4. Program Performance Indicators:

Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Facility Inventory	68	68	70	70
Work orders open (avg)	50-60	50-60	90-100	90-100
Preventative Maintenance Hours	145	145	500	500

Program Goals & Objectives

1. Department: Operations **Division:** Facilities

2. Principal Programs:

A. Preventative Maintenance
B. Backflow inspection testing and repair

3. Programs Goals and Objectives:

A. Facilities Management

Goal: Take a more active role in project and facilities management to streamline facilities maintenance processes

Objective: Utilization of facilities management platform to prioritize workload. Centralize all facilities maintenance dollars to streamline the maintenance process. Take a more active role in all infrastructure related projects. Produce more detailed budget rollups for other departments to reduce and eventually eliminate unfunded projects throughout the year.

Deadline: Ongoing

Measure: Compare planned maintenance vs reactive/unplanned work

B. Backflow inspection testing and repair

Goal: Manage all backflows systems

Objective: Inventory, inspect, repair all backflows for City buildings

Deadline: May 31, 2026

Measure: Compare planned maintenance vs reactive/unplanned work

This Page Intentionally Left Blank

This Page Intentionally Left Blank

Fernandina Beach Police Department
Mission Statement

The mission of the Fernandina Beach Police Department is to contribute towards creating a safe environment within the City that will allow the members of our community to achieve personal satisfaction and enjoyment through an improved quality of life. We will do so by building partnerships with our community, protecting life and property, reducing crime through both proactive intervention and competent response, resolving conflict through creative problem-solving strategies, and always respecting human dignity.

The Fernandina Beach Police Department is a value-driven agency dedicated to serving all people within the City by forming PARTNERSHIPS, performing our duties with INTEGRITY and showing RESPECT to everyone we encounter. These core values are the foundation to building public trust within our community and contribute to our success as a law enforcement agency.

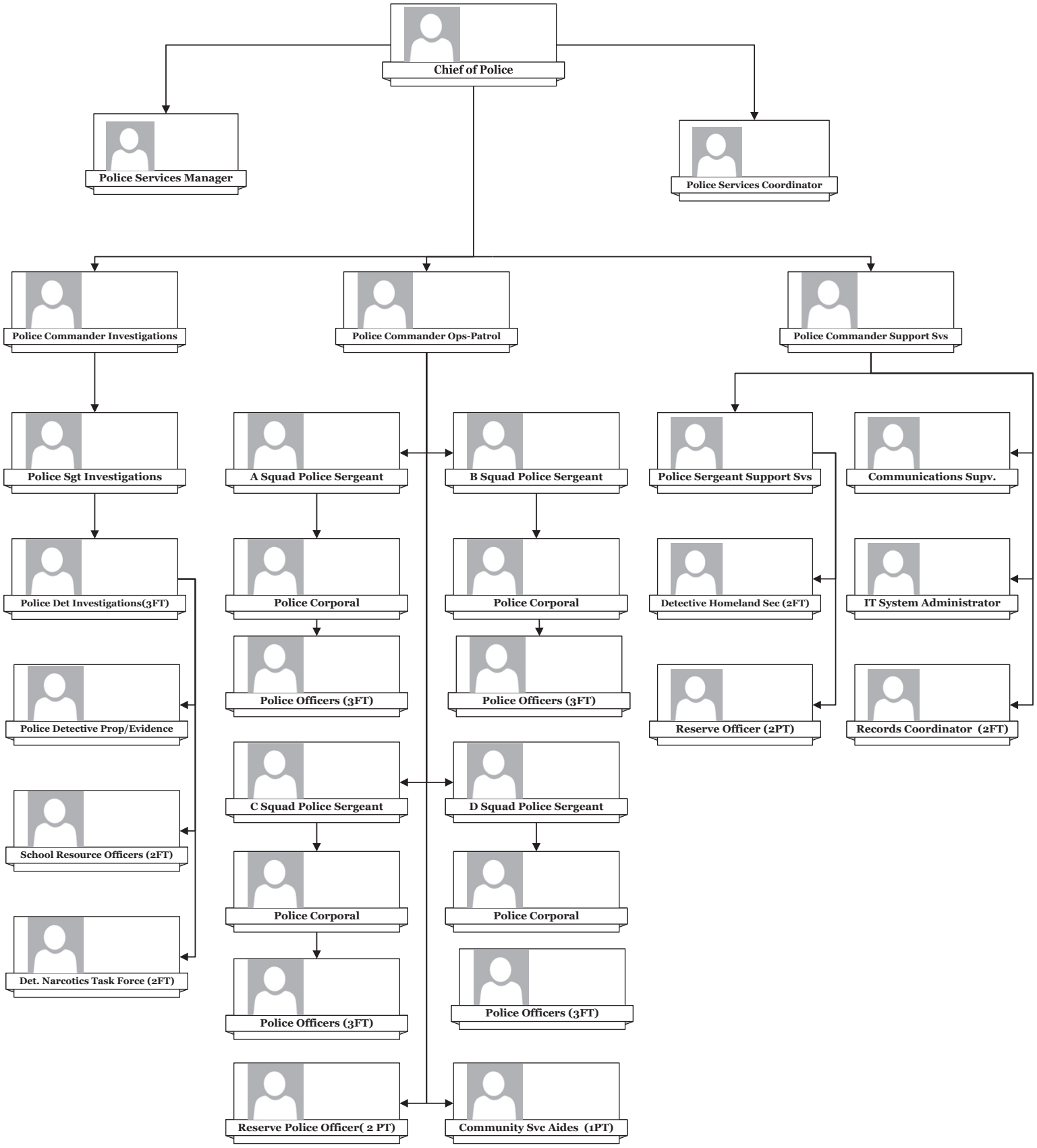
PARTNERSHIP - The Fernandina Beach Police Department will work to create partnerships with the members of our community. Partnerships allow the community to have a voice in the policing process and promote a mutual understanding of trust. Partnerships also allow the community to express their needs relating to safety and crime concerns as well as quality of life issues.

INTEGRITY - The single most important personal quality that a law enforcement officer must possess, display and prove through their daily actions as well as their career is integrity. Integrity builds a foundation of trust and support, which is an essential element in a relationship between the Fernandina Beach Police Department and the community. Integrity is also crucial to building a level of trust within the judicial system, making an officer’s testimony trustworthy and credible.

RESPECT - The Fernandina Beach Police Department serves a diverse and inclusive community. Each person in our community deserves a level of respect that we would want extended to us as an agency and as individuals. Having respect for every person we serve will help build relationships that improve the community as a whole and will ensure that the rights of every individual are respected.

The Fernandina Beach Police Department will be motivated by our Mission and guided by our Core Values.

Organization Chart
Police



Full-Time: 48 **Part-Time: 3** **Seasonal: 0**

Position Control Summary

Police

Position/Title		2025-2026 Budget
Full-Time		
Police Chief	1.00	140,265
Deputy Police Chief	1.00	30,200
Police Commander	3.00	371,685
Police Lieutenant	6.00	657,718
Police Sergeant	5.00	389,636
Police Officer	24.00	1,667,924
FTO Pay		8,000
Vacation/PTO Payout		113,802
Differential Pay		3,400
Total	40.00	3,382,630
Systems Administrator	1.00	78,663
Police Services Manager	1.00	81,860
Police Services Coordinator	1.00	67,138
Police Records Coordinator	2.00	131,706
Evidence/Crime Scene Technician	1.00	52,172
Total	6.00	411,539
Police Officer Sign-On Bonus		7,500
K9 Maintenance		10,000
Total FT	46.00	3,811,669
Part-Time		
Police Reserve Officer	2.00	24,059
Community Services Aid	1.00	36,852
Total PT	3.00	60,911
Total Budgeted Positions	**49.00**	**3,872,580**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
POLICE- 0012100 / BEACH RANGERS - 0012101						
PERSONNEL						
0012100 51200 SALARIES	3,033,485	3,337,362	3,155,645	3,658,082	3,811,669	4.2%
0012100 51210 WC REIMB	(18,735)	(6,290)	-	-	-	0.0%
0012100 51300 SEASONAL/TEMPORARY	30,638	-	-	-	-	0.0%
0012100 51350 PART TIME SALARIES	41,701	39,169	232,352	121,104	60,911	-49.7%
0012101 51350 PART TIME SALARIES	56,436	-	-	-	-	0.0%
0012100 51400 OVERTIME	155,228	170,717	175,000	191,600	220,325	15.0%
0012101 51400 OVERTIME	2,503	-	-	-	-	0.0%
0012100 51500 INCENTIVE	23,141	21,263	21,840	24,482	25,000	2.1%
0012100 52100 FICA	237,310	259,784	240,590	279,008	298,665	7.0%
0012101 52100 FICA	4,509	-	-	-	-	0.0%
0012100 52200 RETIREMENT	1,010,571	1,218,943	1,024,496	1,114,601	1,115,378	0.1%
0012100 52300 HEALTH INSUR	538,177	575,075	580,171	798,313	663,485	-16.9%
0012100 52301 LIFE INSUR	11,152	12,203	11,219	13,245	11,583	-12.5%
0012100 52400 WORKERS' COMP	61,047	69,774	69,774	75,412	111,254	47.5%
0012101 52400 WORKERS' COMP	3,317	-	-	-	-	0.0%
0012100 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	5,190,480	5,698,000	5,511,087	6,275,847	6,318,270	0.7%
OPERATING EXPENSES						
0012100 53100 PROFESSIONAL SERVICES	824	-	-	750	-	-100.0%
0012100 53400 CONTRACTUAL	120,193	120,770	147,882	181,307	235,349	29.8%
0012100 53500 INVESTIGATIONS	2,449	974	3,500	4,000	4,000	0.0%
0012100 54000 TRAINING/TRAVEL	18,881	24,979	18,000	33,000	30,000	-9.1%
0012101 54000 TRAINING/TRAVEL	-	-	-	-	-	0.0%
0012100 54100 COMM - PHONE/FAX/ALARM	2,027	7,641	7,700	8,454	9,298	10.0%
0012100 54101 COMMUNICATIONS-CELLULAR	-	-	-	-	-	0.0%
0012100 54103 COMMUNICATIONS-INTERNET	6,535	5,861	10,300	11,593	13,600	17.3%
0012100 54104 COMMUNICATIONS-MOBILE	36,272	43,858	43,350	44,420	51,620	16.2%
0012100 54105 COMMUNICATIONS-911 SYSTEM	-	-	-	-	-	0.0%
0012100 54200 POSTAGE	-	-	-	-	400	0.0%
0012100 54300 UTILITIES ELECTRIC	39,398	41,940	40,000	41,000	48,000	17.1%
0012100 54310 UTILITIES-WATER & WASTEWATER	5,097	4,993	5,400	5,700	10,000	75.4%
0012100 54320 UTILITIES-PROPANE/OTHER	1,696	1,864	1,500	1,500	2,500	66.7%
0012100 54400 RENTALS/LEASES	-	-	-	-	-	0.0%
0012100 54500 INSURANCE	109,657	146,866	146,866	112,713	173,859	54.2%
0012101 54500 INSURANCE	483	-	-	-	-	0.0%
0012100 54610 R/M BLDG & GROUNDS	603	22,761	27,000	42,000	36,000	-14.3%
0012100 54611 R/M FACILITIES	70,746	90,266	92,500	47,500	19,500	-58.9%
0012100 54620 R/M EQUIPMENT	11,196	9,259	13,000	12,000	13,400	11.7%
0012101 54620 R/M EQUIPMENT	-	-	-	-	-	0.0%
0012100 54630 R/M VEHICLES-LABOR	45,000	45,000	45,000	45,000	47,000	4.4%
0012101 54630 R/M VEHICLES-LABOR	7,000	-	-	-	-	0.0%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
0012100 54640 R/M VEHICLES-PARTS	60,554	63,603	60,000	60,000	60,000	0.0%
0012101 54640 R/M VEHICLES-PARTS	10,379	-	-	-	-	0.0%
0012100 54700 PRINTING	1,794	1,465	2,500	2,500	3,000	20.0%
0012101 54700 PRINTING	-	-	-	-	-	0.0%
0012100 54800 PROMOTIONAL	6,232	4,495	4,500	4,500	6,000	33.3%
0012100 54900 MISC EXPENSE	-	-	-	-	750	0.0%
0012100 55100 OFFICE SUPPLIES	6,146	2,109	5,500	6,000	7,500	25.0%
0012100 55200 OPERATING SUPPLIES	38,567	49,911	37,500	44,425	55,700	25.4%
0012101 55200 OPERATING SUPPLIES	131	-	-	-	-	0.0%
0012100 55210 UNIFORMS	66,995	75,974	67,606	68,777	53,300	-22.5%
0012101 55210 UNIFORMS	1,307	-	-	-	-	0.0%
0012100 55220 JANITORIAL SUPPLIES	2,239	1,782	4,500	5,000	6,000	20.0%
0012100 55230 GAS/OIL	130,009	144,640	140,000	150,000	155,000	3.3%
0012101 55230 GAS/OIL	4,765	-	-	-	-	0.0%
0012100 55400 BOOKS/SUBS/DUES	2,331	2,524	2,600	2,700	3,150	16.7%
TOTAL	809,506	913,535	926,704	934,839	1,044,926	11.8%
CAPITAL OUTLAY						
0012100 56200 BUILDING	-	-	-	-	-	0.0%
0012100 56300 IMPROVEMENTS	9,040	13,085	45,000	-	-	0.0%
0012100 56400 EQUIPMENT	244,450	257,951	224,000	188,000	555,000	195.2%
0012101 56400 EQUIPMENT	12,439	-	-	-	-	0.0%
0012100 56401 NON CAP EQUIP	-	9,857	28,500	52,350	24,900	-52.4%
0012100 56415 SUBSCRIPTION BASED IT AGREEMENTS	49,893	-	-	-	-	0.0%
0012101 56401 NON CAP EQUIP	17,282	-	-	-	-	0.0%
TOTAL	333,104	280,893	297,500	240,350	579,900	141.3%
0012100 57100 PRINCIPAL	2,452	9,647	-	9,127	9,127	0.0%
0012100 57200 INTEREST	48	353	-	874	874	0.0%
TOTAL	2,500	10,000	-	10,001	10,001	0.0%
POLICE DEPARTMENT TOTAL	6,335,590	6,902,428	6,735,291	7,461,037	7,953,097	6.6%

Department Description & Function

1. **Department: Police**

2. **Department Function Summary:**

The City of Fernandina Beach Police Department, in its capacity as a public safety entity, is responsible for the law enforcement role in the City; To develop Community Partnerships that will help in problem solving; To enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons.

3. **Department Description:**

The Fernandina Beach Police Department provides the following services: criminal law enforcement, traffic and parking enforcement, traffic control, preventive patrol, community engagement, criminal investigation, special enforcement, security for special events, a school resource officer program and school-based educational programs. In addition, there is a records section, Information Technology section and an evidence storage/processing system.

The overall function of the Police Department is to serve and protect as well as strive to improve the quality of life and level of safety for the citizens, employers, employees and visitors to Fernandina Beach.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Police Chief	1 FT	1 FT	1 FT	1 FT
Deputy Police Chief	1 FT	1 FT	1 FT	1 FT
Commanders	3 FT	3 FT	3 FT	3 FT
Lieutenants	6 FT	6 FT	6 FT	6 FT
Sergeants	4 FT	4 FT	4 FT	5 FT
Officers	22 FT	22 FT	24 FT	24 FT
Communications Supervisor	1 FT	0 FT	0 FT	0 FT
Police Services Coordinator	0 FT	1 FT	1 FT	1 FT
Police Services Manager	1 FT	1 FT	1 FT	1 FT
Police Records Coordinator	2 FT	2 FT	2 FT	1 FT
System Administrator	1 FT	1 FT	1 FT	1 FT
Evidence Technician	0 FT	1 FT	1 FT	1 FT
Community Service Aide	7 PT	2 PT	1 PT	1 PT
Part Time Police Officers	6 PT	5 PT	4 PT	2 PT
TOTAL	42 FT 13 PT	43 FT 6 PT	45 FT 5 PT	46 FT 3 PT

4. Program Performance Indicators:

	Fiscal Years October to September			
Program Performance Indicators Fiscal year October 1 to September 30	**2021-2022 Actual**	**2022-2023 Actual**	**2023-2024 Actual**	**2024-2025 Estimated**
Calls for Service	24,000	21,572	30,171	35,000
Traffic Citations (UTC and Written	3000	3100	2484	3000
Parking Citations	850	500	493	500
Arrests	250	275	243	250
DUI	70	75	71	90
Accident Reports Processed	300	250	488	515
Police Reports Processed	1500	1400	755	800
Parking Tickets Paid	85%	85%	85%	85%
Field Investigation Reports	300	325	417	500
Articles Received-Property Room	1500	1475	1482	1500

Crime Statistics for the City of Fernandina Beach

Program Performance Indicators Calendar year January to December	**Actual 2021**	**Actual 2022**	**Actual 2023**	**Actual 2024**
Part 1 UCR/NIBRS Crimes	146	124	123	123
Violent	20	21	22	37
Non-Violent	126	188	101	86
Domestic Violence	41	84	92	146
Number of training hours completed	4355	4012	3256	3893

Program Goals and Objectives

1. **Department:** Police

2. **Principal Programs:**
   Patrol Division
   Criminal Investigative Division
   Support Services Division
   Office of the Chief

3. **Program Goals and Objectives:**

Program –Patrol Division

For the 2025-2026 budget year, the Patrol Division will be comprised of twenty-five (25) full time employees consisting of one (1) Commander, four (4) Lieutenants, four (4) Sergeants and sixteen (16) Police Officers. Four (4) part time Police Reserve Officers will supplement the Patrol Division, one (1) Community Service Aide will conduct administrative tasks, enforce parking violations, and manage speed warning signs.

The Patrol Division is the most visible part of the Department because officers wear uniforms, drive marked police vehicles, respond to emergency calls for service, and provide routine patrol of the City. The Patrol Bureau is also the largest organizational component of the Department. The Patrol Division provides for regular patrol of all areas within the jurisdiction of the City of Fernandina Beach in an effort to deter crime, enforce traffic laws and regulations, and to apprehend persons committing criminal acts. The Patrol Division initiates investigatory procedures when laws have been broken and assists with prosecution. Within the Patrol Division, duties are also carried out through specialized assignments such as foot patrol, bicycle patrol and UTV patrol. Patrol is encouraged to collaborate with the community with an emphasis on proactive crime prevention: promoting community/police interaction, problem solving and community engagement. The Patrol Division addresses the causes of crime, the concerns of fearful citizens and other community issues.

Goal: Work to create a safe City and a perception of safety for all citizens, visitors, business owners and other stakeholders by enforcing all laws and ordinances in a manner that is fair to all and beneficial to the community.

Objective: Enforce statutes and ordinances in a fair, impartial manner while keeping the safety of the community the top priority. This includes encouraging officers to address crime problems and crime trends and encouraging officers to explore alternatives to citing or arresting violators of minor infractions that have no reasonable impact on public safety.

Measure: Review of crime trends and statistics.
Review of calls for service relating to quality-of-life issues.
Review of traffic crashes and traffic infractions.
Review DUI enforcement.

Deadline: September 30, 2026

Goal: Maintain an average three-minute response time to calls for service upon the call being received by the officer.

Objective: To arrive on the scene where police services are requested within three minutes of being dispatched.

Measure: Review of response times utilizing the New World CAD System.

Deadline: September 30, 2026

Goal: To utilize the adopted core values of Partnership, Integrity and Respect as a guide to increase community engagement which will include residents, visitors, business owners and other stakeholders.

Objective: To increase community confidence in the Police Department through regular police/community engagement and to better address issues and concerns that are important to members of the community.

Measure: Review citizen contacts.

Review officer self-initiated activity in responding to citizen concerns.

Review the number of community events that members of the police department take part in.

Deadline: September 30, 2026

Goal: Create a higher level of trust and transparency utilizing the in car and body worn camera systems.

Objective: Increase community confidence and trust in the Police Department and to assure the community that police operations are captured on video thus increasing transparency.

Measure: Review video footage for training issues.

Review video footage for issues such as officer safety practices, bias based profiling and citizen interaction.

Review all video footage relating to response to resistance situations.

Release video footage to the public as requested or to help illustrate selected media releases of high-profile incidents.

Deadline: September 30, 2026

Community Service Aide:

Goal: Maintain a positive line of communication with residents and visitors.

Objective: Provide a presence in our heavily trafficked areas and act as an ambassador.

Measure: Review contacts, and Community Engagement activity.

Deadline: September 30, 2026

Goal: Reduce traffic crashes and promote safety.

Objective: Educate the public on traffic issues to include the placement of traffic radar signs.

Measure: Number of crashes within the City limits.

Deadline: September 30, 2026

Program – CRIMINAL INVESTIGATIVE DIVISION

For the 2025-2026 budget year, the Criminal Investigative Division will be comprised of eleven (11) full time employees consisting of one (1) Commander, one (1) Lieutenant, one (1) Sergeant, five (5) Police Officers assigned to investigative/detective duties, two (2) Police Officers assigned to school resource officer duties and one (1) Civilian assigned as the Property/Evidence Custodian.

A section of the Criminal Investigative Division, the Criminal Investigations Section, is responsible for criminal investigations, to include crimes against persons and property, missing persons and special investigations. Criminal cases are typically initiated by members of the Patrol Division and then transferred to the Criminal Investigations Section for follow up. Basic responsibilities include solving crimes, arresting suspects and the recovery of property. Detectives will monitor sex offenders, career criminals and crime related to the homeless population. Detectives will gather intelligence on various crimes trends and groups within the city.

The Criminal Investigations Section is also responsible for the processing of major crime scenes for evidentiary purposes, the storing and release of property and evidence as well as having evidence processed by the various laboratories.

School Resource Officers, who are assigned to the Criminal Investigative Division, handle police-related matters occurring on school grounds within the City. School Resource Officers also serve as back up to patrol in emergency situations, beach patrol, and in any other areas deemed necessary when school is out for the summer. Additionally, School Resource Officers work closely with the Department of Children and Families in their efforts to assist families in need of counseling or assistance. School Resource Officers are encouraged to work with school personnel in implementing various training programs, discussion sessions, and youth events on building self-esteem, drug education and crime reduction. With an established good rapport, and trusting relationship with the students and teachers, these officers can gather intelligence information for investigators and become very proactive in crime prevention.

The second section of the Criminal Investigative Division is the Domestic Security and Intelligence Unit. This unit has the responsibility of coordinating security concerns with the Port of Fernandina Beach, the Airport, Fort Clinch and local military units. This unit coordinates with Florida law enforcement agencies concerning Domestic Security and Intelligence functions through various task forces. The unit works with the US Navy in securing the shoreline as key pieces of equipment travel from Kings Bay to the Atlantic Ocean. Additionally, the unit monitors sex offenders within the City of Fernandina Beach.

Members of the Criminal Investigative Division collect, correlate, and analyze criminal intelligence to help identify, reduce and prevent crimes. Personnel and equipment of the Criminal Investigative Division are available on a 24-hour basis.

Criminal Investigative Division:

Goal: To apprehend those responsible for criminal actions within the City and to deter others from similar actions by aggressive prosecution.

Objective: Increase percentage of arrests and dollar amount of recovered property as compared to crime rates.

Measure: Evaluate the number of arrests and dollar amount of recovered property, as well as the relative number of part one crimes reported.

Deadline: September 30, 2026

Goal: To obtain and share intelligence information concerning crime trends and known suspects with members of the Operations Bureau.

Objective: To ensure all members of the Department, especially those that are regularly patrolling the City are aware of issues relating to crime and those committing crimes.

Measure: Review the Intelligence Bulletins distributed by members of the Criminal Investigations Unit and the amount of coordination with other components of the Department.

Deadline: September 30, 2026

Goal: Monitor known chronic homeless who are in the City and negatively affecting the quality of life for members of the community.

Objective: To keep track of the chronic homeless who have refused services and are negatively affecting the quality of life for members of the community to include but not limited to thefts, trespassing, public urination and defecation and public consumption of alcohol.

Measure: Review the number of homeless contacts by members of the Crime Suppression Unit. Determine if the contacts have been referred to homeless services or if they

are chronic homeless negatively affecting the quality of life for members of the community.

Deadline: September 30, 2026.

Evidence/Property Custodian:

Goal: To process and store evidence/property in an orderly, professional manner.

Objective: Utilize the available space in such a manner that all items are immediately accounted for, easily located and readily available.

Measure: The overall neat and orderly arrangement of the facility, as well as our required in-house annual audit and outside audits completed by the Florida Department of Law Enforcement and the Commission on Florida Law Enforcement Accreditation.

Deadline: September 30, 2026

Goal: Reduce the potential for expired and unwanted medications being obtained by those who are not prescribed the medications and reducing the potential for these medications being introduced into the sewer system.

Objective: Manage the drug take back box located in the FBPD lobby to include emptying the box when full and arranging for repair if damaged. Dispose of the drugs in a manner described by policy. Also participate in the DEA Drug Take Back campaigns held twice each year.

Measure: Review of the amount of drugs surrendered by members of the community.

Deadline: September 30, 2026

School Resource Officers:

Goal: To improve police relations within the school system and with parents to improve community youth relations with the police and develop favorable attitudes toward law enforcement.

Objective: Emphasis focused on developing a meaningful relationship with students.

Measure: A reduction in school campus incidents and incidents of crime.

Increased meetings and mentor related interaction with students.

Deadline: September 30, 2026

Goal: Provide law enforcement-based safety and drug awareness programs to students.

Objective: Organize and present crime prevention classes to students, focusing on bullying,

gang prevention, peer pressure and drug awareness.

Measure: Number of classes/programs presented throughout the year.

Deadline: September 30, 2026

Goal: The proactive reduction of crime on school campuses.

Objective: To reduce crime through proactive measures to include but not be limited to, interaction with the student community, managing the “Tip Line”, investigating crimes and recommending crime prevention measures to school administrators.

Measure: Review crime trends and statistics on school campuses.

Deadline: September 30, 2026

Goal: Promote and recognize positive student behavior that contributes to the overall good of the educational setting.

Objective: To reduce encourage positive good citizen behavior through the Character Counts Program.

Measure: Review number of students recognized.

Deadline: September 30, 2026

Domestic Security and Intelligence Section:

Goal: Monitor known sexual predators and offenders living or working within the City.

Objective: To keep track of and in contact with known sexual predators and offenders in the event sex related crimes occur in the City. To share information relating to sexual predators and offenders with other components of the Department and members of the community as required by Florida Statute.

Measure: Review the number of sexual predator contacts by members of the Crime Suppression Unit. Review the Intelligence Bulletins distributed by members of the Crime Suppression Unit and the amount of coordination with other components of the Department.

Review community notification efforts as required by Florida Statue 775.21.

Deadline: September 30, 2026

Goal: Coordinate with partner entities concerning security issues.

Objective: To increase safety and security of high-risk areas.

Measure: Review the number of contacts and programs.

Deadline: September 30, 2026

Program – SUPPORT SERVICES DIVISION

The Support Services Division is comprised of six (6) full time employees consisting of one (1) Commander, one (1) Lieutenant, one (1) IT Systems Administrator, one (1) Police Services Coordinator and two (2) Records Coordinator.

The Information Technology section is responsible for oversight of all department technology. This section is also responsible for staying abreast of current trends in technology and keeping the department informed as to what is required for the proper maintenance and future needs of the department in regard to technology and equipment. Specific duties include, but are not limited to: Help Desk Support, Web Site Support, Network Support, Administration and Security, Computer and Application Support, Mobile Telephone Support and in Car/Body Worn Camera Maintenance.

Goal: Keep technology equipment operating in a fashion that provides the highest level of service to the community and the employees of the Police Department.

Objective: Manage and maintain all local IT programs.

Measure: Number of hours per year local IT programs are operational and available.

Deadline: September 30, 2026

Accreditation Section:

The Support Services Division coordinates the Accreditation Process through the Florida Department of Law Enforcement's Commission for Florida Law Enforcement Accreditation. The Accreditation process provides industry norms and standards against which agency performance can be measured and monitored. It also provides the agency with a continuous flow of Commission distributed information concerning exemplary policies, procedures and projects.

Goal: Remain current on Accreditation compliance

Objective: Have all proofs and policies current.

Measure: Internal reviews pending next Commission review in July 2026

Deadline: September 30, 2026

Police Records Management:

The Records Management section provides for the recording, guardianship, accessibility, and timely processing of incident, criminal, and traffic documentation created by the Police Department with regards to Florida public Records law and in-house procedures. In addition, monies are collected for copies of accident reports, parking tickets, fingerprinting, and general

receptionist duties provide daily service to the public.

The Records Management section of the Fernandina Beach Police Department is comprised of two (2) Records Coordinators and supervised by the Support Services Bureau Captain, is the core information processing unit for the Department. Records Personnel also serve as the front desk receptionists for the department. Secondary functions include telephone duties and assisting other police personnel as the need arises. The Records Management section is also responsible for collecting (via data entry) and sending of statistical NIBRS data to FDLE.

Goal: Provide support to the Police Department and top-level customer service to the community.

Objective: Comply with all public records requests in accordance with Florida Statues. Provide internal support when requested.

Measure: Public and Internal Records request completed in a timely manner and within the guidelines of the Florida Statues.

Deadline: September 30, 2026

Objective: Decrease the need for record storage space by scanning reports to the digital imaging scanner.

Measure: The reduction in the need for physical record storage, the records staff trained and utilizing the data-imaging scanner to its fullest potential.

Deadline: September 30, 2026

Police Services Coordinator:

The Police Services Coordinator acts as a liaison with the Nassau County Sheriff's Office to provide efficient services with the Computer Aided Dispatch system and the Records Management system, address policy concerns, phone lists and assistance when required. The position also repairs all physical radios and provides training and audits related to the State of Florida databases. The position also supplements the IT Systems Administrator with hardware issues.

Goal: Provide support to the Police Department and the Sheriff's Office which keeps both agencies in compliance with the needs of the community.

Objective: Provide input operations and improvements of the Computer Aided Dispatch System being operated by the Sheriff's Office.

Measure: Daily work product of officers is complete; records are properly stored and maintained within policy and applicable laws.

Deadline: September 30, 2026

Goal: Ensure that all Police Department members are certified and current on policies of

applicable Florida data base systems relating to the criminal justice function.

Objective: Provide reminders to members who have training certificates expiring, provide tutoring as required and provide testing information.

Measure: Members certificates as issued by the State of Florida remain current.

Deadline: September 30, 2026

Training:

The Support Services Division coordinates training for all members of the Police Department.

Goal: Continue to provide high-quality, specialized training in law enforcement related fields at the FBPD facility utilizing other agencies, such as the Northeast Florida Criminal Justice Training Center, IPTM and other training facilitators. Holding training at our own facility allows a greater number of officers to benefit from this specialized training, as well as lowers the cost of travel and per diem to obtain the training at other locations outside of our County. This is especially applicable to Mandatory Retraining classes for Law Enforcement Certification.

Objective: Coordinate more specialized training classes at our facility. Invite other law enforcement agencies to attend out training classes and share the cost of securing the instructor.

Measure: Number of training classes/courses taken at our facility, as well as number of other law enforcement agency attendees.

Deadline: September 30, 2026

Goal: Continue to provide training for all sworn officers, specialized units and civilian employees as well as continue to provide the opportunity for all sworn police officers to work towards a two-year degree in Criminal Justice.

Objective: Encourage members to attend training classes, make notifications of training classes and coordinate class attendance.

Measure: The number of training classes taken, and/or hours of instruction; the number of two-year degrees earned in Criminal Justice, and college credit received by sworn police officers & other police personnel.

Deadline: September 30, 2026

Program – OFFICE OF THE CHIEF

The Office of the Chief of Police is comprised of four (4) full time employees consisting of one (1) Police Chief, (1) Deputy Police Chief, one (1) Community Engagement Officer and one (1) Police Services Manager. The Office of the Chief of Police strives to provide leadership to the

department; develop goals and plan strategy for the department; develop a budget for the operation of the police department; develop and implement departmental policies in compliance with federal, state, and local laws and guidelines; communicate with other City departments, federal, state and county agencies, and the community in which we serve. This division further provides support services for Police Personnel through activities related to employee recruitment, supervision/counseling, and scheduling. Additionally, checking the accuracy of payroll records and submission of same to Finance Department are all duties either coordinated/supervised or administered by this bureau.

The Office of the Chief of Police provides administrative and managerial oversight of all areas within the Fernandina Beach Police Department as well as their activities. This office is also responsible for development of new programs and projects. The Chief of Police is assisted by the Deputy Chief of Police, Commander of the Patrol Division, Commander of the Support Services Division, Commander of the Criminal Investigative Division and the Police Services Manager. Liaison is maintained with the City Commission through the City Manager, to the Chief of Police, and then to the appropriate division.

Goal: Improve public perception of the Police Department.

Objective: To continue to strengthen the relationship between the Police Department & the community by being openly and enthusiastically available to the media, homeowners' associations, non-profit and charity groups, faith-based organizations, and all other community stakeholders. To improve communication between the Police Department and community stakeholders by developing a more comprehensive web presence. To continue to offer the use of the Department's Community Room to other City Departments for training, as well as local civic groups, at no cost.

Measure: Accurate and positive media reports.

Contacts via the Police Department website and Facebook.

Citizens/groups utilizing the Police Station's Training Room.

Participation in community events.

Deadline: September 30, 2026

Goal: Policy development

Objective: Regular review of policies, updating policies as necessary to comply with changes in the laws, best practices and accreditation standards.

Measure: Polices that are legally defensible and meet legal and accreditation requirements.

Deadline: September 30, 2026

Goal: Budget development

Objective: To assemble a budget that provides for the effective operation of the police department at the least possible cost to the taxpayer. This includes responsible spending and continual review throughout the budget year.

Measure: Staying within budget limitations.

Deadline: September 30, 2026

Goal: Community organization partnerships

Objective: To provide law enforcement advice to domestic violence and mental health community partners.

Measure: Increased services to the community.

Deadline: September 30, 2026

This Page Intentionally Left Blank

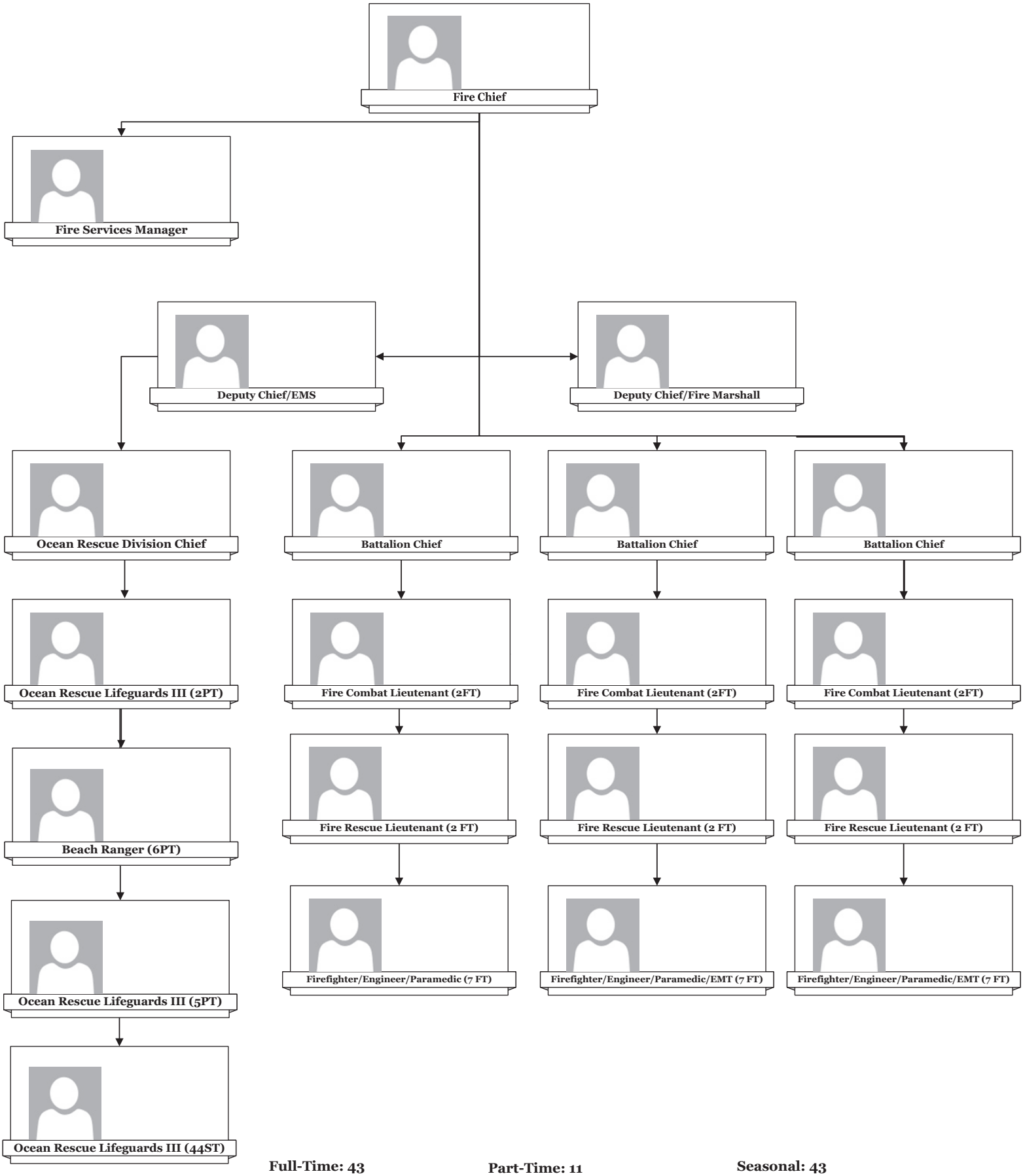
This Page Intentionally Left Blank

Fernandina Beach Fire Department Mission Statement

The City of Fernandina Beach Fire Department is committed to providing the highest quality public safety and compassionate care for our community and its visitors through proficiently responding to all hazards. The mission will be accomplished by maintaining a well-equipped, highly trained, and motivated force of professional firefighters and rescue personnel while promoting fiscally sound management practices, life safety, fire prevention, and public safety education programs.

“Proudly Protecting the Isle of Eight Flags for Over a Century”

Organization Chart
Fire



Full-Time: 43 **Part-Time: 11** **Seasonal: 43**

Position Control Summary
Fire

Position/Title		2025-2026 Budget
Full-Time		
Fire Chief	1.00	136,500
Deputy Fire Chief	2.00	232,263
Battalion Chief	3.00	369,661
Fire Combat Lieutenant	6.00	600,358
Fire Rescue Lieutenant	6.00	505,949
Firefighter/Engineer	6.00	538,943
Firefighter/Paramedic	6.00	396,416
Firefighter/EMT	9.00	506,815
Fire Services Manager	1.00	65,864
Ocean Rescue Division Chief	1.00	82,597
Ocean Rescue Supervisor	2.00	101,646
CPR Program		3,500
Incentive/Other Add Pays		360,306
Total FT	43.00	3,900,818
Part-Time		
Beach Rangers	6.00	82,695
Ocean Rescue Lifeguard III	5.00	96,800
Total PT	11.00	179,495
Temporary/Seasonal		
Ocean/Rescue Lifeguards-City	23.00	270,605
Ocean/Rescue Lifeguards-County	21.00	
Total Temp/Seasonal	44.00	270,605
Total Budgeted Positions	**98.00**	**4,350,918**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
FIRE 0012200						
PERSONNEL						
0012200 51200 SALARIES	2,535,465	2,702,088	2,803,602	3,030,238	3,716,575	22.6%
0012200 51210 WC REIMB	(4,145)	(370)	-	-	-	0.0%
0012200 51300 SEASONAL/TEMPORARY	14,798	-	-	-	-	0.0%
0012200 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
0012200 51400 OVERTIME	296,640	384,082	282,500	273,149	423,500	55.0%
0012200 51500 INCENTIVE	14,022	12,087	13,680	12,852	13,300	3.5%
0012200 52100 FICA	210,533	228,017	187,089	215,055	305,882	42.2%
0012200 52200 RETIREMENT	1,013,484	1,205,659	859,357	952,491	1,248,481	31.1%
0012200 52300 HEALTH INSUR	360,054	413,706	379,180	535,787	618,447	15.4%
0012200 52301 LIFE INSUR	9,279	9,854	9,432	10,326	9,867	-4.4%
0012200 52400 WORKERS' COMP	57,745	96,649	96,649	101,134	146,500	44.9%
TOTAL	4,507,875	5,051,773	4,631,489	5,131,032	6,482,552	26.3%
OPERATING EXPENSES						
0012200 53100 PROFESSIONAL SERVICES	-	-	5,000	5,000	5,000	0.0%
0012200 53400 CONTRACTUAL	190,492	339,837	366,648	358,232	403,900	12.7%
0012200 53500 INVESTIGATIONS	-	190	800	800	800	0.0%
0012200 54000 TRAINING/TRAVEL	19,024	29,152	53,393	53,393	63,292	18.5%
0012200 54100 COMM - PHONE/FAX/ALARM	416	1,240	1,920	1,045	1,280	22.5%
0012200 54101 COMMUNICATIONS-CELLULAR	9,603	8,917	10,800	10,800	10,800	0.0%
0012200 54103 COMMUNICATIONS-INTERNET	19,530	15,109	32,715	32,715	32,715	0.0%
0012200 54200 POSTAGE	144	210	800	800	800	0.0%
0012200 54300 UTILITIES ELECTRIC	29,781	29,300	40,242	32,500	35,000	7.7%
0012200 54310 UTILITIES-WATER & WASTEWATER	5,949	5,529	8,400	8,400	6,500	-22.6%
0012200 54320 UTILITIES-PROPANE/OTHER	1,620	891	4,500	4,500	4,500	0.0%
0012200 54440 LAND RENT	-	-	10,000	10,000	10,000	0.0%
0012200 54500 INSURANCE	57,847	96,442	96,442	106,436	126,156	18.5%
0012200 54610 R/M BLDG & GROUNDS	6,238	17,657	25,208	25,208	66,875	165.3%
0012200 54611 R/M FACILITIES	23,452	29,873	38,500	109,500	20,750	-81.1%
0012200 54620 R/M EQUIPMENT	19,103	25,962	26,000	28,751	28,751	0.0%
0012200 54630 R/M VEHICLES-LABOR	40,000	40,000	40,000	40,000	40,000	0.0%
0012200 54640 R/M VEHICLES-PARTS	73,485	80,687	55,000	60,000	80,000	33.3%
0012200 54650 OUTSIDE R/M VEHICLES	-	-	-	-	-	0.0%
0012200 54700 PRINTING	-	179	1,000	1,000	1,000	0.0%
0012200 54800 PROMOTIONAL	6,797	9,001	6,800	6,800	6,800	0.0%
0012200 54922 AMBULANCE BILLING/COLLECTION	54,684	53,875	57,809	57,809	80,000	38.4%
0012200 54970 PROGRAM COSTS	-	1,363	3,720	4,400	4,050	-8.0%
0012200 55100 OFFICE SUPPLIES	2,354	1,889	2,000	2,500	2,500	0.0%
0012200 55200 OPERATING SUPPLIES	34,515	56,459	59,215	56,580	61,350	8.4%
0012200 55210 UNIFORMS	61,067	74,460	68,703	68,703	82,300	19.8%
0012200 55220 JANITORIAL SUPPLIES	3,843	5,618	7,000	7,000	7,000	0.0%
0012200 55230 GAS/OIL	45,336	46,851	49,000	50,000	52,000	4.0%
0012200 55245 MEDICAL SUPPLIES	90,470	102,080	121,000	123,500	130,900	6.0%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
0012200 55400 BOOKS/SUBS/DUES	7,503	5,125	8,400	8,400	6,750	-19.6%
TOTAL	803,253	1,077,893	1,201,015	1,274,772	1,371,769	7.6%
CAPITAL OUTLAY						
0012200 56200 BUILDING	-	-	-	-	-	0.0%
0012200 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
0012200 56400 EQUIPMENT	92,541	-	26,406	26,406	116,301	340.4%
0012200 56401 NON CAP EQUIP	4,525	17,535	-	34,177	20,000	-41.5%
TOTAL	97,066	17,535	26,406	60,583	136,301	125.0%
0012200 57100 PRINCIPAL	-	-	-	-	25,718	0.0%
0012200 57200 INTEREST	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	25,718	0.0%
FIRE DEPARTMENT	5,408,194	6,147,201	5,858,910	6,466,387	8,016,340	24.0%
OCEAN RESCUE 0012201						
PERSONNEL						
0012201 51200 SALARIES	58,147	88,756	60,880	175,574	184,243	4.9%
0012201 51300 SEASONAL/TEMPORARY	311,614	181,580	357,496	269,634	270,605	0.4%
0012201 51350 PART TIME SALARIES	-	80,337	-	98,689	179,495	81.9%
0012201 51400 OVERTIME	22,425	26,302	39,720	42,126	45,000	6.8%
0012201 52100 FICA	29,976	28,757	31,982	44,690	51,794	15.9%
0012201 52200 RETIREMENT	12,555	19,807	13,041	36,360	38,304	5.3%
0012201 52300 HEALTH INSUR	9,171	14,127	10,088	50,966	36,777	-27.8%
0012201 52301 LIFE INSUR	221	311	223	666	534	-19.8%
0012201 52400 WORKERS' COMP	11,869	6,722	6,722	7,034	31,204	343.6%
TOTAL	455,978	446,699	520,152	725,739	837,956	15.5%
OPERATING EXPENSES						
0012201 53400 CONTRACTUAL	6,999	7,842	9,368	13,455	46,018	242.0%
0012201 54000 TRAINING/TRAVEL	130	-	1,600	7,000	5,700	-18.6%
0012201 54100 COMM - PHONE/FAX/ALARM	-	-	-	-	320	0.0%
0012201 54101 COMMUNICATIONS-CELLULAR	3,674	3,442	4,260	4,260	5,638	32.3%
0012201 54103 COMMUNICATIONS-INTERNET	-	-	-	1,200	1,200	0.0%
0012201 54300 UTILITIES ELECTRIC	-	-	-	-	5,500	0.0%
0012201 54310 UTILITIES-WATER & WASTEWATER	-	-	-	-	3,000	0.0%
0012201 54320 UTILITIES-PROPANE/OTHER	-	-	-	-	600	0.0%
0012201 54500 INSURANCE	2,813	10,130	10,130	13,647	18,615	36.4%
0012200 54610 R/M BLDG & GROUNDS	-	-	-	-	1,500	0.0%
0012201 54611 R/M FACILITIES	108	1,303	5,000	17,500	38,500	120.0%
0012201 54620 R/M EQUIPMENT	3,980	6,605	9,000	9,000	11,500	27.8%
0012201 54630 R/M VEHICLES-LABOR	12,000	12,000	12,000	12,000	19,000	58.3%
0012201 54640 R/M VEHICLES-PARTS	10,730	9,484	10,000	10,000	19,000	90.0%
0012201 54700 PRINTING	-	-	-	-	500	0.0%
0012201 54800 PROMOTIONAL	972	1,384	2,000	3,000	4,200	13.3%
0012201 55100 OFFICE SUPPLIES	-	-	-	-	750	0.0%
0012201 55200 OPERATING SUPPLIES	11,195	19,592	20,930	21,095	18,330	-13.1%
0012201 55210 UNIFORMS	7,895	9,289	9,500	11,625	16,400	41.1%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
0012201 55230 GAS/OIL	12,881	12,245	12,000	12,000	17,000	41.7%
0012201 55245 MEDICAL SUPPLIES	-	1,621	2,000	2,000	2,600	30.0%
0012201 55400 BOOKS/SUBS/DUES	893	904	1,600	2,600	2,600	0.0%
TOTAL	74,270	95,842	109,388	140,382	238,471	69.9%
CAPITAL OUTLAY						
0012201 56400 EQUIPMENT	40,517	17,147	18,000	50,000	85,000	70.0%
0012201 56401 NON CAP EQUIP	10,511	30,829	40,407	-	3,900	0.0%
TOTAL	51,028	47,976	58,407	50,000	88,900	77.8%
OCEAN RESCUE 0012201	581,276	590,516	687,947	916,121	1,165,327	27.2%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
BEACH RANGERS - 0012202						
PERSONNEL						
0012202 51350 PART TIME SALARIES	-	54,151	80,300	82,696	-	-100.0%
0012202 51400 OVERTIME	-	2,481	3,180	3,291	-	-100.0%
0012202 52100 FICA	-	4,332	877	6,578	-	-100.0%
0012202 52400 WORKERS' COMP	-	877	-	917	-	-100.0%
TOTAL	-	61,842	84,357	93,482	-	-100.0%
OPERATING EXPENSES						
0012202 53400 CONTRACTUAL	-	24	-	-	-	0.0%
0012202 54000 TRAINING/TRAVEL	-	-	-	-	-	0.0%
0012202 54101 COMMUNICATIONS-CELLULAR	-	522	959	1,378	-	-100.0%
0012202 54500 INSURANCE	-	1,842	1,842	1,891	-	-100.0%
0012202 54620 R/M EQUIPMENT	-	492	1,000	1,000	-	-100.0%
0012202 54630 R/M VEHICLES-LABOR	-	7,000	7,000	7,000	-	-100.0%
0012202 54640 R/M VEHICLES-PARTS	-	6,646	7,500	6,500	-	-100.0%
0012202 54700 PRINTING	-	344	500	500	-	-100.0%
0012202 55200 OPERATING SUPPLIES	-	491	600	1,000	-	-100.0%
0012202 55210 UNIFORMS	-	1,276	1,800	1,800	-	-100.0%
0012202 55230 GAS/OIL	-	1,520	6,000	6,000	-	-100.0%
TOTAL	-	20,157	27,201	27,069	-	-100.0%
CAPITAL OUTLAY						
0012202 56400 EQUIPMENT	-	-	-	-	-	0.0%
0012202 56401 NON CAP EQUIP	-	-	2,930	2,930	-	-100.0%
TOTAL	-	-	2,930	2,930	-	-100.0%
BEACH RANGERS -0012202	-	81,998	114,488	123,481	-	-100.0%
FIRE DEPARTMENT TOTAL	5,989,470	6,819,716	6,661,345	7,505,989	9,181,667	22.3%

Department Description & Function

1. Department: Fire Department

2. Department Summary:

The Fire Department provides Advanced Life Support Emergency Medical Response & Transport, Fire Suppression, Fire Prevention, Public Education, Ocean, and Marine Rescue, Emergency Preparedness, and Special Operations Rope Rescue and Confined Space response to City residents, visitors, and businesses as a municipal fire department and surrounding areas through an interlocal agreement with Nassau County.

3. Department Description:

The Fire Department operates two (2) fire stations, forty-three (43) full-time personnel, fifty (50) temporary/seasonal Ocean Rescue personnel, five (5) part-time Ocean Rescue Lifeguards and six (6) Beach Rangers. The department has five (5) divisions: Administration/Operations, Emergency Medical Services (EMS)/Training, Fire Prevention, Ocean Rescue and Beach Rangers. The following positions are funded in the Fire Department and have duties and/or responsibilities in all four (5) divisions.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Fire Chief	1 FT	1 FT	1 FT	1 FT
Deputy Chief/EMS/Ocean Rescue	1 FT	1 FT	1 FT	1 FT
Deputy Chief/Fire Marshal	1 FT	1 FT	1 FT	1 FT
Battalion Chief (Captain FY25)	3 FT	3 FT	3 FT	3 FT
Fire Combat Lieutenant	3 FT	3 FT	3 FT	6 FT
Fire Rescue Lieutenant	6 FT	6 FT	6 FT	6 FT
Firefighter/Engineer	0 FT	6 FT	6FT	6 FT
Firefighter/Paramedics	18 FT	15 FT	15 FT	6 FT
Firefighter/EMT	0 FT	0 FT	0 FT	9 FT
Fire Services Manager	1 FT	1 FT	1 FT	1 FT
Ocean Rescue Division Chief	1 FT	1 FT	1 FT	1 FT
Ocean Rescue Lifeguard Supervisor	0 FT	0 FT	2 FT	2 FT
Ocean Rescue Lifeguard III	0 PT	0 PT	5 PT	5 PT
Ocean/Rescue Lifeguards	60 S/T	60 S/T	50 S/T	44 S/T
Beach Rangers	0 PT	0 PT	6 PT	6 PT
Total	35 FT 60 S/T	35 FT 60 S/T	40 FT 11 PT 50 S/T	43 FT 11 PT 44 S/T

4. Program Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Emergency Calls for Service Fire-EMS-HazMat, Technical Rescue	3,975	3,995	4,075	4,200
Ocean Rescue (includes Nassau County Parks) Water Rescues, Preventative Actions, Enforcements, Medical Aids, Missing Persons, Etc.	6,025	6,550	14,800	15,000
Estimated Non-Emergency Calls for Service Service Calls, Walk-In, Blood Pressure	865	855	865	875
Public Relations Several individuals were reached through community group presentations, CPR classes, career fairs, classroom visits, fire	4,100	4,100	4,350	4,500

5. Highlights during FY 2024/2025 from October 1, 2024, to September 30, 2025:

- **EMS Billing Improvements:**
  Transitioned to a new EMS billing company to enhance reporting, analytics, and customer service.
- **Advancements in Cardiac and Stroke Care:**
  Improved technology, treatments, and outcomes for cardiac arrest and stroke victims under the Medical Director's guidance, enhancing ROSC scores.
- **Enhanced the quality of care and outcomes for patients experiencing sepsis, a life-threatening condition requiring rapid recognition and treatment**.
  Under the guidance of the department's Medical Director, we have implemented advanced protocols, technology, and training focused on early identification and intervention for sepsis patients.
- **Fire Station 2 Construction**
  We were able to move into the new state-of-the-art clean-concept fire station despite contractor delays, aiming to reduce carcinogen exposure for firefighters.
- **Training Initiatives:**
  - ❖ **Emergency Command and Control:** All personnel have received training in command, accountability, safety, and documentation to ensure effective management of emergency incidents.
  - ❖ **Specialized Medical Training:** Focused sessions on cardiac arrest, stroke, and sepsis care have been introduced to improve patient outcomes and align

with best practices under the guidance of our Medical Director.
- ❖ **Firefighter Safety:** Regular drills and exercises are conducted to reinforce Standard Operating Guidelines (SOGs) and maintain compliance with state regulations for fireground operations and firefighter safety.
- ❖ **Disaster Response Readiness:** Personnel have been trained to execute disaster response plans, including debris management, PA consulting, and emergency catering, ensuring the city's preparedness for natural or manmade disasters.
- ❖ **Beach and Ocean Safety:** Enhanced training for Ocean Rescue and Beach Ranger personnel, including the implementation of an operations manual, has improved safety and ordinance enforcement for beachgoers.

- **Beach Ranger Program Enhancements**
  Combined all beach operations under the fire department for efficiency. Developed and implemented an operations manual focusing on safety and enforcement.
- **Operational Improvements**
  The Fernandina Beach Fire Department remains dedicated to advancing operational efficiency, safety, and service delivery to meet the growing needs of our community. Through strategic planning, enhanced processes, and modernization efforts, we have implemented key operational improvements that strengthen our ability to respond effectively to emergencies.
  - ❖ **Reorganization of Command Structure:** The department's command structure has been reorganized to enhance coordination, streamline decision-making, and ensure safe and efficient responses to emergency scenes.
  - ❖ **Modernized Equipment:** The new 107-foot aerial apparatus was placed into service and replaced the outdated equipment, ensuring reliability and improved operational capacity.
  - ❖ **Finalized City-Wide New AED program:** All new AEDS issued to various city departments and placed in public access locations. This program will improve department goals to enhance better outcomes with cardiac arrest patients.

<u>FIRE SUPPRESSION:</u> Short-Term Goals and Objectives

GOALS:
- ❖ Efficient Response: Ensure efficient, effective, and timely fire suppression and life safety responses for residents and visitors.
- ❖ Safety Training: Provide firefighter safety training that meets Insurance Services Office (ISO), National Fire Protection Association (NFPA), and Florida State Fire Marshal Standards.
- ❖ Health & Wellness: Promote firefighter mental health awareness and cancer prevention in compliance with NFPA Standards and Florida Statutes.
- ❖ Proper Staffing: Achieve compliance with NFPA Standards for proper firefighting apparatus staffing.

OBJECTIVES:
Train all fire department personnel on fire ground performance and firefighter safety in accordance with nationally recognized standards, including:

- NFPA 1026: Incident Management Personnel Professional Qualification.
- NFPA 1500: Fire Department Occupational Safety and Health Program.
- NFPA 1521: Fire Department Safety Officer Qualification.
- NFPA 1561: Emergency Services Incident Management System.
- **Additionally:**
  - ✓ Meet the national and City of Fernandina Beach Comprehensive Plan standards for response times to fires and medical emergencies.
  - ✓ Ensure compliance with NFPA 1710 staffing requirements for personnel responding to structure fires.

MEASURES OF SUCCESS:

- Improved Safety Practices: Firefighters gain a deeper understanding of safe and efficient operations at emergency scenes, reducing risks associated with fireground operations.
- Enhanced Well-being: Training promotes mental and physical well-being, ensuring firefighter longevity.
- Response Time Standards: Dispatched to on-scene times meet or exceed national and local standards.
- ISO Rating Improvements: Progression toward improving the City's ISO rating, with increased points scored in relevant ISO evaluation training categories, reflecting enhanced department readiness and efficiency.
- Compliance with NFPA Staffing: Consistently assemble the necessary number of personnel on scene to operate safely and perform tasks efficiently according to NFPA standards.

DEADLINE: On-going

PERSONS RESPONSIBLE:
Fire Chief, Deputy Chief, Company Officers, and City Manager

<u>EMERGENCY MEDICAL SERVICES:</u> Short-Term Goals and Objectives

GOALS:

- **Enhance Patient Care Quality:** Improve prehospital care for all EMS patients, ensuring the highest level of service and positive health outcomes.
- **Strengthen EMS Readiness:** Ensure EMS personnel are equipped, trained, and prepared to handle medical emergencies efficiently and effectively.
- **Optimize Response Times:** Meet or exceed national and local response time standards to provide timely care.
- **Promote EMS Personnel Wellness:** Focus on the mental and physical well-being of EMS personnel to enhance performance and reduce burnout.
- **Improve Data and Analytics:** Leverage advanced EMS billing and reporting systems to track patient care outcomes and identify areas for improvement.

OBJECTIVES:

- **Advanced Training and Education:** Provide specialized training in cardiac arrest, stroke, sepsis, and trauma care to ensure personnel are equipped with the latest techniques and protocols. Conduct regular continuing education courses to maintain certifications and improve medical proficiency.
- **Technology and Equipment Upgrades:** Utilize advanced equipment such as real-time vital sign monitoring devices to enhance patient assessment and care. Ensure ambulances are fully stocked with state-of-the-art medical supplies and equipment.
- **Response Time Optimization:** Analyze call data and deploy resources strategically to reduce response times in high-demand areas. Collaborate with dispatch to streamline emergency communication and routing processes.
- **Personnel Wellness Programs:** Offer resources and programs focused on mental health, stress management, and physical fitness to support EMS personnel well-being. Create a supportive work environment that prioritizes work-life balance and resilience-building initiatives.
- **Data-Driven Decision-Making**: Regularly review EMS analytics to monitor patient outcomes and operational efficiency. Use data to identify trends, address gaps, and implement evidence-based improvements in patient care.

MEASURES OF SUCCESS:

- Improved patient outcomes, particularly in cardiac, stroke, and sepsis cases.
- Reduction in average response times across the service area.
- Enhanced employee satisfaction and wellness metrics.
- Increased compliance with state and national EMS performance standards.
- Effective use of analytics to drive operational and patient care improvements.

DEADLINE: On-going

PERSONS RESPONSIBLE:
Fire Chief, Deputy Chief, Company Officers, and City Manager

FIRE PREVENTION/PUBLIC EDUCATION: **Short-Term Goals and Objectives**

GOALS:

- **Implement a Company Safety Inspection and Pre-Incident Planning Program**
  Focused on enhancing the safety and preparedness of buildings in the City's downtown historic district and other commercial areas.
- **Enhance Community Outreach Activities**
  Increase engagement through fire safety, injury prevention education, community CPR programs, and emergency preparedness training.
- **Improve the City’s ISO Fire Protection Rating**
  Continually strive towards improving the City’s ISO rating through strategic prevention and preparedness efforts.

OBJECTIVES:

- ❖ Prioritize fire prevention activities in the historic district, where building age and proximity pose increased risks.
- ❖ Identify and mitigate hazards in high-risk commercial and historic structures.
- ❖ Help business owners maintain safe, code-compliant operations, protecting both their investments and their patrons.
- ❖ Educate residents and business owners on fire safety, fall prevention, and emergency medical response to foster a whole-community approach to safety.
- ❖ Expand public education offerings to reach more residents with First Aid, CPR, and emergency preparedness training.

MEASURES OF SUCCESS:

- ❖ Fire Operations personnel actively assist fire prevention in completing inspections and pre-fire plans.
- ❖ Establishment of a risk-based inspection schedule for all historic and commercial buildings within City limits.
- ❖ Progression toward an improved ISO rating, with increased points scored in relevant ISO evaluation categories.
- ❖ Recruitment and certification of additional CPR/First Aid Instructors to broaden community training efforts.
- ❖ Increased community participation in safety programs, measurable through attendance, outreach logs, and feedback.

DEADLINE: On-going

PERSONS RESPONSIBLE:
Fire Chief, Deputy Chief, Company Officers, and Instructors

<u>OCEAN RESCUE:</u> Short-Term Goals and Objectives

GOALS:

- ❖ Upgrade essential life-saving equipment for Ocean Rescue personnel to ensure the safety of residents and visitors on City and County beaches.
- ❖ Continue enhancing Ocean Rescue programs to meet public expectations for safe, well-managed beaches.
- ❖ Expand staffing by adding part-time and full-time lifeguards to support year-round operations, shifting this from a goal to a standard of service.
- ❖ Ensure proper equipment and resources are in place to support fire and marine rescue within City limits, including the marina and surrounding waterways.
- ❖ Adopt best practices and emerging technologies to maintain an effective, modern response system.
- ❖ Promote public education through social media and flyers that raise awareness of ocean hazards, beach conditions, and safety rules.
- ❖ Partner with local businesses to support community outreach on beach and marine safety.

OBJECTIVES:

- ❖ Evaluate current equipment used by Ocean Rescue and Fire Department marine personnel.
- ❖ Recommend replacements for outdated gear and add specialized equipment and training to support ocean rescue operations during the offseason and after hours.
- ❖ With the City Marina expanding, develop the capability to respond to water rescue and fire incidents in the mooring field and dock areas. A fully equipped fireboat and trained personnel will enhance safety and protect City assets.

MEASURES OF SUCCESS:

- ❖ Replace and maintain equipment regularly to support consistent beach operations and response.
- ❖ Conduct joint training between lifeguards and firefighters to strengthen coordinated response.
- ❖ Train Fire Department personnel for supplemental support to water rescues in the offseason.
- ❖ Support the Division Chief in developing a lifeguard advancement system using CPR, Junior Lifeguard, and Pool Lifeguard programs.
- ❖ Explore converting additional seasonal lifeguards into part-time roles within the current budget to improve retention.

DEADLINE: On-going

PERSONS RESPONSIBLE:
Fire Chief, Deputy Chief, Ocean Rescue Division Chief, City Manager, and City Commission

BEACH RANGERS: Short-Term Goals and Objectives

GOALS:

- ❖ Maintain the public's ability to enjoy the beaches and provide a safe and enjoyable environment that encourages our natural resources' safety and environmental protection.

OBJECTIVES:

- ❖ Engage with the public to promote awareness of beach rules and ordinances while serving as representatives of the City.
- ❖ Enforce ordinances as necessary to protect the island's natural resources.
- ❖ Strengthen medical response capabilities in coordination with lifeguards and Fire Department personnel.
- ❖ Provide supplemental support to lifeguards during aquatic emergencies to improve response efficiency and enhance public safety.
- ❖ Oversee the management and supervision of the City's on-beach parking areas to ensure safe, organized, and accessible use of coastal resources.

MEASURES OF SUCCESS:
- ❖ Reduction in beach-related violations and citizen complaints.
- ❖ Ongoing upgrades to lifesaving equipment and personnel training.
- ❖ Increased coordination and support during aquatic emergencies.
- ❖ Effective oversight of on-beach parking operations, ensuring compliance and accessibility.

DEADLINE: On-going

PERSONS RESPONSIBLE:
Fire Chief, Deputy Chief, and Ocean Rescue Division Chief

EMERGENCY PREPAREDNESS: Short-Term Goals and Objectives

GOALS:
- ❖ Maintain and enhance the City of Fernandina Beach's comprehensive emergency preparedness and continuity planning to ensure readiness, resilience, and effective recovery from natural or man-made disasters.
- ❖ Key focus areas include maintaining an updated Comprehensive Emergency Preparedness Plan (CEMP), implementing a citywide Continuity of Operations Plan (COOP), and ensuring coordination with Nassau County's Emergency Operations Center (EOC).

OBJECTIVES:
Preparedness and Recovery Planning:
- ❖ Prepare the city government for the impact and recovery of hurricanes and other disasters.
- ❖ Guide each department in creating and maintaining a department-specific COOP to ensure continuity of operations during emergencies.

Training and Development:
- ❖ Develop and implement training opportunities for city staff to improve proficiency in disaster response.
- ❖ Ensure personnel complete FEMA-required training for operating in the National Incident Management System (NIMS).
- ❖ Produce trained city personnel to fill Incident Management Team (IMT) and Emergency Support Function (ESF) roles during emergency operations in partnership with Nassau County EOC.

Coordination and Contract Management:
- ❖ Maintain all contracts with emergency service providers, including debris removal, debris monitoring, emergency food services, emergency housing, and other disaster relief services.
- ❖ Ensure interoperability with the Nassau County Emergency Management Department for seamless coordination during emergencies.

Regular Plan Updates:
- ❖ Evaluate and update the city's emergency preparedness plan regularly to incorporate lessons learned and emerging best practices.
- ❖ Submit updated plans for adoption by the City Commission to ensure they meet current FEMA and state requirements.

MEASURES OF SUCCESS:
- ❖ Completion and regular updates of a citywide Continuity of Operations Plan (COOP) with training provided to all relevant personnel.
- ❖ Adoption of an updated and comprehensive emergency preparedness plan by the City Commission.
- ❖ Trained personnel proficient in NIMS protocols and ready to serve in IMT & ESF roles during emergencies.
- ❖ Effective coordination with Nassau County EOC to ensure appropriate assistance pre- and post-disaster.
- ❖ Maintenance and readiness of all contracts with disaster relief service providers.

DEADLINE: On-going

PERSON RESPONSIBLE:
Fire Chief, Deputy Fire Chief, Battalion Chief, Fire Services Manager, and City Manager

SPECIAL OPERATIONS: Short-Term Goals and Objectives

GOALS:
- ❖ Enhance the Fernandina Beach Fire Department's Special Operations capabilities to effectively respond to and manage technical rescue incidents and other specialized emergencies.

OBJECTIVES:
- ❖ **Specialized Training and Certification:**
  - ✓ Provide advanced technical rescue training for personnel, including rope rescue, confined space rescue, trench rescue, and structural collapse operations.
  - ✓ Conduct joint training exercises with mutual aid response teams to improve coordination and interoperability.
- ❖ **Equipment Upgrades and Maintenance:**
  - ✓ Assess and upgrade specialized equipment, including personal protective equipment (PPE), technical rescue tools, and hazardous materials detection and mitigation devices.
  - ✓ Perform routine maintenance and inventory checks on all special operations equipment to ensure readiness.
- ❖ **Pre-Incident Planning:**
  - ✓ Develop and update pre-incident plans for high-risk locations, such as industrial sites, confined spaces, and areas prone to hazardous materials incidents.
  - ✓ Collaborate with local businesses and industries to conduct site-specific hazard assessments and joint training opportunities.

- **Community Outreach and Education:**
  - ✓ Educate local businesses and the public on hazardous materials awareness, evacuation procedures, and emergency response protocols.
  - ✓ Provide guidance on safety measures to reduce the likelihood of technical rescue incidents in the community.
- **Operational Readiness:**
  - ✓ Conduct regular drills and simulations for special operations scenarios to ensure personnel are prepared for real-world incidents.
  - ✓ Partner with mutual aid and regional agencies to participate in large-scale disaster response exercises.

MEASURES OF SUCCESS:

- Completion of specialized training and certification programs by all special operations personnel.
- Acquisition and deployment of updated equipment that meets or exceeds national standards for technical rescue and hazardous materials response.
- Development and implementation of pre-incident plans for high-risk sites.
- Increased community awareness of hazardous materials safety and response protocols.
- Positive performance outcomes during drills, simulations, and actual special operations incidents.

DEADLINE: On-going

PERSON RESPONSIBLE:
Fire Chief, Deputy Chief, and Battalion Chief

This Page Intentionally Left Blank

001 GENERAL FUND

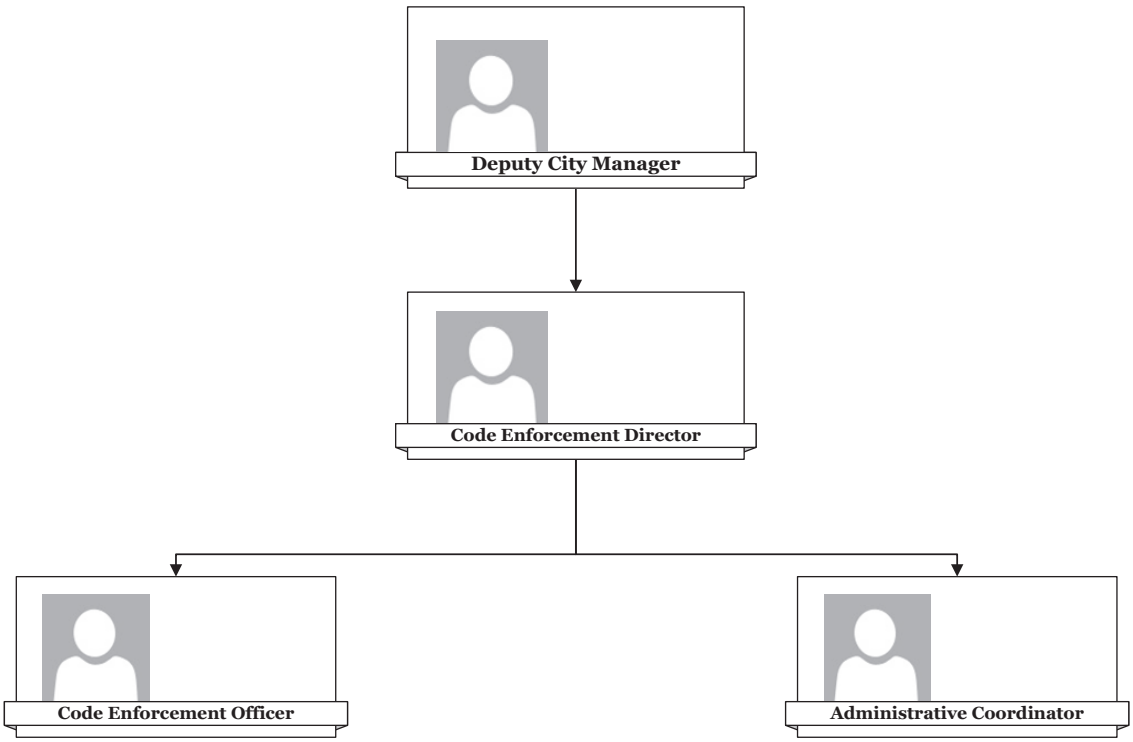
	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
BUILDING AND PERMITTING (See also Fund 140)						
PERSONNEL						
0012400 51200 SALARIES	-	-	-	-	30,795	0.0%
0012400 51210 WC REIMB	-	-	-	-	-	0.0%
0012400 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
0012400 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
0012400 51400 OVERTIME	-	-	-	-	-	0.0%
0012400 52100 FICA	-	-	-	-	2,353	0.0%
0012400 52200 RETIREMENT	-	-	-	-	6,403	0.0%
0012400 52300 HEALTH INSUR	-	-	-	-	-	0.0%
0012400 52301 LIFE INSUR	-	-	-	-	89	0.0%
0012400 52400 WORKERS' COMP	-	-	-	-	-	0.0%
0012400 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	39,640	0.0%
OPERATING EXPENSES						
0012400 53100 PROFESSIONAL SERVICES	-	-	10,000	-	-	0.0%
0012400 53400 CONTRACTUAL	-	-	11,878	11,878	12,352	4.0%
0012400 54000 TRAINING/TRAVEL	-	-	-	-	-	0.0%
0012400 54100 COMM - PHONE/FAX/ALARM	-	-	-	-	-	0.0%
0012400 54101 COMMUNICATIONS-CELLULAR	-	-	-	-	-	0.0%
0012400 54300 UTILITIES ELECTRIC	-	-	-	-	-	0.0%
0012400 54500 INSURANCE	-	-	-	-	-	0.0%
0012400 54610 R/M BLDG & GROUNDS	-	-	-	-	-	0.0%
0012400 54620 R/M EQUIPMENT	-	-	-	-	-	0.0%
0012400 54630 R/M VEHICLES-LABOR	-	-	-	-	-	0.0%
0012400 54640 R/M VEHICLES-PARTS	-	-	-	-	-	0.0%
0012400 54700 PRINTING	-	-	-	-	-	0.0%
0012400 55100 OFFICE SUPPLIES	-	-	-	-	-	0.0%
0012400 55200 OPERATING SUPPLIES	-	-	-	-	-	0.0%
0012400 55210 UNIFORMS	-	-	-	-	-	0.0%
0012400 55230 GAS/OIL	-	-	-	-	-	0.0%
0012400 55400 BOOKS/SUBS/DUES	-	-	-	-	-	0.0%
TOTAL	-	-	21,878	11,878	12,352	4.0%
CAPITAL OUTLAY						
0012400 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
0012400 56400 EQUIPMENT	-	-	-	-	-	0.0%
0012400 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	-
BUILDING DEPARTMENT TOTAL (See also Fund 140)	-	-	21,878	11,878	51,992	337.7%

This Page Intentionally Left Blank

Code Enforcement Mission Statement

The Code Enforcement Department's commitment is in the pursuit of health, safety, and quality of the community. This is achieved by providing trained personnel that adhere to responsible, fair, and ethical practices. The team's mission is to provide comprehensive education of Municipal and Land Development Codes that results in voluntary compliance.

Organization Chart
Code Enforcement



Full-Time: 3 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Code Enforcement

Position/Title		2025-2026 Budget
Full-Time		
Depurty Code Enforcement Director	1.00	93,582
Sr. Code Enforcement Officer	1.00	70,858
Administrative Coordinator	1.00	61,589
PTO Buyout		21,000
Additional Staff		25,000
Total FT	3.00	272,029
Total Budgeted Positions	**3.00**	**272,029**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
CODE ENFORCEMENT						
PERSONNEL						
0012420 51200 SALARIES	-	203,164	200,672	211,485	272,029	28.6%
0012420 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
0012420 51400 OVERTIME	-	-	100	-	250	0.0%
0012420 52100 FICA	-	15,266	15,068	15,915	22,715	42.7%
0012420 52200 RETIREMENT	-	43,606	43,082	44,187	62,783	42.1%
0012420 52300 HEALTH INSUR	-	29,204	30,391	38,978	62,237	59.7%
0012420 52301 LIFE INSUR	-	717	746	1,853	1,725	-6.9%
0012420 52400 WORKERS' COMP	-	-	-	1,642	3,058	86.2%
0012420 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	-	291,958	290,059	314,060	424,797	35.3%
OPERATING EXPENSES						
0012420 53400 CONTRACTUAL	-	33,371	63,520	75,320	74,226	-1.5%
0012420 54000 TRAINING/TRAVEL	-	3,996	9,500	11,350	8,000	-29.5%
0012420 54100 COMM - PHONE/FAX/ALARM	-	396	396	523	480	-8.2%
0012420 54101 COMMUNICATIONS-CELLULAR	-	2,229	-	3,000	3,000	0.0%
0012420 54500 INSURANCE	-	5,142	5,142	6,659	7,978	19.8%
0012420 54620 R/M EQUIPMENT	-		-	-	-	0.0%
0012420 54630 R/M VEHICLES-LABOR	-	2,000	2,000	2,000	2,000	0.0%
0012420 54640 R/M VEHICLES-PARTS	-	238	2,000	2,000	2,000	0.0%
0012420 54700 PRINTING	-	1,054	1,500	1,500	1,500	0.0%
0012420 54930 COLLECTIONS/LITIGATION COSTS	-	300	600	600	600	0.0%
0012420 55100 OFFICE SUPPLIES	-	998	1,750	1,500	1,500	0.0%
0012420 55200 OPERATING SUPPLIES	-	1,268	3,375	2,960	2,960	0.0%
0012420 55210 UNIFORMS	-	678	1,200	1,200	1,500	25.0%
0012420 55230 GAS/OIL	-	2,906	2,700	2,800	2,000	-28.6%
0012420 55400 BOOKS/SUBS/DUES	-	355	1,025	1,025	1,125	9.8%
TOTAL	-	54,932	94,708	112,437	108,869	-3.2%
CAPITAL OUTLAY						
0012420 56400 EQUIPMENT	-	-	-	-	-	0.0%
0012420 56401 NON CAP EQUIP	-	-	1,000	1,000	2,800	180.0%
TOTAL	-	-	1,000	1,000	2,800	180.0%
CODE ENFORCEMENT DEPARTMENT TOTAL	-	346,891	385,767	427,497	536,466	25.5%
TOTAL PUBLIC SAFETY	12,325,060	14,069,034	13,804,281	15,406,401	17,723,222	15.0%

Department Description & Function

1. Department: Code Enforcement

2. Department Function Summary:

Code Enforcement seeks voluntary compliance of City codes, which are the baseline expectation for maintenance and safety of the community and environment. The City of Fernandina Beach Code Enforcement strives to achieve compliance through education, notification and provide a clear process for investigation and resolution of code complaints and observations. The Code Enforcement Department provides direct technical and clerical staff support in the enforcement of the City's Code of Ordinances and Land Development Codes, often working with other City departments, which includes the regulations for Local Business Tax Receipts and Resort Rental Dwelling Permits. The Code Enforcement Administrative Coordinator serves as the Code Enforcement and Appeals Board (CEAB) Secretary and provides staff support to the CEAB. The Code Enforcement Director mentors the Code Enforcement Officers to educate and ensure the City's codes are observed and followed by residents, businesses, and visitors. The Code Enforcement Department is currently staffed with three full-time employees: Code Enforcement Director; a Code Enforcement Officer; and an Administrative Coordinator. In this budget year the Officer and the Director will be retiring. In an effort to make this transition as seamless as possible, the Administrative Coordinator will be taking her knowledge and experience out in the field, training to become a Code Enforcement Officer. The administrative position will need to be replaced for full departmental and CEAB support. As our community grows so will the Code Enforcement Department need to grow to continue to serve our lovely City appropriately. A second Officer will need to be hired to keep the department functioning at the current level of service that three employees provide. We strive to exceed the expectations of those we serve.

Number of Funded Employees Code Enforcement	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Code Enforcement Director	1 FT	1 FT	1 FT	1 FT
Sr. Code Enforcement Officer	1 FT	1 FT	1 FT	1 FT
Administrative Coordinator	1 FT	1 FT	1 FT	1 FT
Total:	3FT	3 FT	3 FT	3 FT

3. Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Total Cases	469	453	600	500
Notice of Violation/Notice of Hearing letters sent out	119	191	175	200
Initiate follow-up to complaints within (2) business days	95%	95%	95%	95%
Outreach/Education/ Communication activities	2	2	5	3

4. Performance Percentages:

An average of only 5% of the cases (property owners) that are sent out Notice of Violation/Notices of Hearing letters are heard before the Code Enforcement & Appeals Board. This means that about 95% of the cases (property owners) that receive these letters come into compliance.

58% of the code cases come into voluntary compliance without any letters going out, 42% of the cases (property owners) must be sent Notice of Violation/Notices of Hearing letters.

Program Goals & Objectives

1. **Department:** Code Enforcement Department

2. **Principal Programs:**

   A. Ensure Proper Department Staffing
   B. Proactive Code Enforcement within the City
   C. Improve Safety and Appearance of Residential Dwellings
   D. Ensure Turtle Lighting Compliance
   E. Ensure Resort Rental Compliance
   F. Provide Education and Outreach
   G. Increase Illegal Dumping Enforcement
   H. Prepare for CityView Implementation

3. **Goals and Objectives**

   A. Ensure Proper Department Staffing

   Goal: Train Current (24/25) Administrative Coordinator in the field in preparation for promotion in 25/26 to Code Enforcement Officer. Hire an Administrative Coordinator replacement.

   Objective: When the Senior Code Enforcement Officer retires at the end of 2025, hire a Code Enforcement Officer replacement.

   Deadline: Spring 2026

   Responsibility: Code Enforcement and Human Resources

   B. Continue proactive Code Enforcement within the City

   Goal: To decrease the number of violations

   Objective: Continue monitoring and review throughout the City in order to proactively enforce code violations, including but not limited to, overgrown yards, maintenance of structures, illegal dumping, illegal signage, boats, RVs, trailers parked illegally, wrecked and/or inoperable vehicles, etc.

   Deadline: Ongoing

   Responsibility: Code Enforcement and Partners

   C. Improve the safety and appearance of residential dwellings and private properties within the City limits

   Goal: Decrease the number of unsafe structures and properties

Objective: Provide thorough and professional code inspections. Coordinate with Planning Department regarding enforcement of Land Development Code regulations. Coordinate with Building Department/Building Official and City Attorney as required, particularly regarding unsafe structures and demolitions.

Deadline: Ongoing

Responsibility: Code Enforcement, Building Department, Planning & Conservation Department, City Attorney and Code Enforcement Appeals Board (CEAB)

D. Ensure compliance with turtle lighting requirements of the City and the State of Florida

Goal: Decrease the number of non-compliant beach lighting issues on structures and properties

Objective: By coordinating efforts with Planning & Conservation Department and Amelia Island Sea Turtle Watch, continue to enforce beach lighting violations along the beach during sea turtle season (May-October). Also provide community education and outreach to inform citizens and tourists about turtle lighting.

Deadline: Ongoing

Responsibility: Code Enforcement, Amelia Island Sea Turtle Watch, Planning & Conservation Department

E. Ensure compliance of businesses and resort rental activity within City limits as required by City Ordinances and Florida Statutes

Goal: Decrease the number of non-compliant businesses, to include resort rental compliance

Objective: By ensuring that all businesses have a Local Business Tax Receipt (LBTR) for each service and location that requires one and staying up to date with state licensing requirements for specific business types and ensure local compliance we will be able to reduce the number of noncompliant business signage within the City. Enforce the Resort Rental Dwelling Permit (RRDP) ordinance, and the Dining with Dogs program.

Deadline: Ongoing

Responsibility: Code Enforcement and Building Department

F. Provide Education and Outreach

Goal: To utilize outreach as a means of encouraging compliance.

Objective: Conduct outreach opportunities to help decrease the number of non-compliant properties, signs, businesses, etc. Participate in community events to provide information about City codes. Educate property owners on a one-on-one basis as available to help ensure compliance and provide information on community resources that can help owners/residents.

Deadline: Ongoing

Responsibility: Code Enforcement

G. Increase Illegal Dumping Enforcement

Goal: Work with the Sanitation Department and Waste Management to identify repeat offenders and dump sites.

Objective: Utilize the tracking system that has been developed and cite violators. Utilize cameras at known repeat dumping sites. Communicate with both the Sanitation Department and Waste Management for compliance.

Deadline: Ongoing

Responsibility: Code Enforcement, Sanitation Department and Waste Management

H. Prepare for CityView Implementation

Goal: Prepare for CityView startup by reviewing department's homework assignments for CityView to build module.

Objective: Train and test on the system once it has been built. Get ready to go live.

Deadline: Fall of 2025

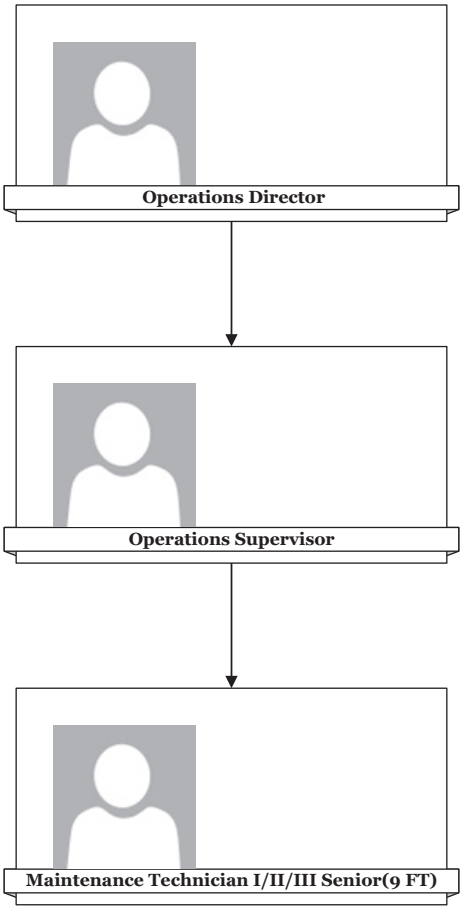
Responsibility: Citywide

This Page Intentionally Left Blank

Street Maintenance Mission Statement

We, the employees of the Streets Maintenance Division will strive to perform our duties to the best of our ability in the spirit of professionalism, teamwork, and diligence. As responsible stewards of the citizen's tax dollars, we will strive to work together in the accomplishment of our assigned responsibilities as efficiently and effectively as possible.

Organization Chart
Operations – Streets



Full-Time: 10 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Streets

Position/Title		2025-2026 Budget
Full-Time		
Operations Supervisor	1.00	89,371
Senior Maintenance Technician	2.00	138,625
Maintenance Technician III	4.00	212,709
Maintenance Technician II	1.00	62,717
Maintenance Technician I	2.00	97,661
PTO Buyout		4,461
Salary Adjustment		
Total FT	10.00	605,544
Total Budgeted Positions	**10.00**	**605,544**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
STREETS DEPARTMENT						
PERSONNEL						
0014100 51200 SALARIES	515,027	526,710	528,598	591,910	605,544	2.3%
0014100 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
0014100 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
0014100 51400 OVERTIME	37,764	48,834	33,000	40,000	42,000	5.0%
0014100 52100 FICA	41,525	42,648	41,794	47,118	46,975	-0.3%
0014100 52200 RETIREMENT	120,005	124,308	114,152	133,405	131,319	-1.6%
0014100 52300 HEALTH INSUR	97,047	107,705	105,490	148,076	132,828	-10.3%
0014100 52301 LIFE INSUR	1,929	2,003	1,796	2,186	1,696	-22.4%
0014100 52400 WORKERS' COMP	28,932	33,343	33,343	34,891	47,877	37.2%
TOTAL	842,229	885,551	858,173	997,586	1,008,239	1.1%
OPERATING EXPENSES						
0014100 53100 PROFESSIONAL SERVICES	375	-	2,000	10,000	2,500	-75.0%
0014100 53400 CONTRACTUAL	33,562	36,304	58,054	67,104	67,288	0.3%
0014100 54000 TRAINING/TRAVEL	5,846	3,720	15,750	13,150	14,015	6.6%
0014100 54100 COMM - PHONE/FAX/ALARM	-	132	132	262	160	-38.9%
0014100 54101 COMMUNICATIONS-CELLULAR	2,285	2,586	2,900	3,400	3,400	0.0%
0014100 54300 UTILITIES ELECTRIC	377,863	389,076	421,000	437,500	422,000	-3.5%
0014100 54310 UTILITIES-WATER & WASTEWATER	2,410	2,813	2,700	3,200	3,200	0.0%
0014100 54400 RENTALS/LEASES	8,410	9,915	5,000	7,500	7,500	0.0%
0014100 54500 INSURANCE	16,653	28,932	28,932	30,501	36,540	19.8%
0014100 54610 R/M BLDG & GROUNDS	3,597	873	5,000	5,000	5,000	0.0%
0014100 54611 R/M FACILITIES	5,611	2,668	7,500	10,250	6,500	-36.6%
0014100 54612 R/M STREETS	38,495	96,889	120,000	100,000	103,000	3.0%
0014100 54620 R/M EQUIPMENT	1,251	702	2,000	2,000	3,000	50.0%
0014100 54630 R/M VEHICLES-LABOR	60,000	60,000	60,000	60,000	63,000	5.0%
0014100 54640 R/M VEHICLES-PARTS	80,802	57,864	80,000	80,000	80,000	0.0%
0014100 54941 SIGNAGE COSTS	39,975	21,385	40,000	40,000	40,000	0.0%
0014100 55100 OFFICE SUPPLIES	103	144	200	250	250	0.0%
0014100 55200 OPERATING SUPPLIES	21,652	12,461	28,630	24,965	24,065	-3.6%
0014100 55210 UNIFORMS	5,400	5,157	9,750	5,200	5,250	1.0%
0014100 55220 JANITORIAL SUPPLIES	247	145	250	500	500	0.0%
0014100 55230 GAS/OIL	63,068	55,348	75,000	70,000	64,000	-8.6%
0014100 55240 CHEMICALS	382	1,916	5,000	5,000	3,000	-40.0%
0014100 55300 ROAD MATERIALS	28,037	-	-	-	-	0.0%
0014100 55400 BOOKS/SUBS/DUES	160	371	250	250	450	80.0%
TOTAL	796,184	789,401	970,048	976,032	954,618	-2.2%
CAPITAL OUTLAY						
0014100 56200 BUILDING	-	-	-	-	-	0.0%
0014100 56300 IMPROVEMENTS	-	15,713	15,000	-	-	0.0%
0014100 56400 EQUIPMENT	164,470	34,431	45,000	45,500	77,000	69.2%
0014100 56401 NON CAP EQUIP	3,729	1,493	12,000	7,500	7,500	0.0%
TOTAL	168,199	51,637	72,000	53,000	84,500	59.4%
STREETS DEPARTMENT TOTAL	1,806,612	1,726,589	1,900,221	2,026,618	2,047,357	1.0%
TOTAL TRANSPORTATION	1,806,612	1,726,589	1,900,221	2,026,618	2,047,357	1.0%

Department Description & Function

1. Department: Operations **Division:** Streets

2. Department/Division Function Summary:

The Division of Streets Maintenance is responsible for the maintenance of all City streets, rights-of-way, and parking lots. There are approximately 80 miles of residential streets and approximately 65 parking lots.

3. Maintenance/Streets Division Description:

The Streets Division operates within the Public Works yard. The majority of the operations involves the maintenance and repair to the City streets, sidewalks, signage, and parking lots. Approximately 90% of maintenance activities are performed internally with the remaining 10% being outsourced. Work is shouldered by 9 technicians. Administrative support is provided to the Streets Division and is shared among other divisions. Streets Maintenance is structured as a general fund.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Operations Supervisor	1 FT	1 FT	1 FT	1 FT
Maintenance Technician I/II/III/IV	9 FT	9 FT	9 FT	9 FT
Administrative Coordinator	1 FT	1 FT	0 FT	0 FT
Total	**11 FT**	**11 FT**	**10 FT**	**10 FT**

4. Performance Indicators

Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Work orders completed	699	508	700 est	700 est
Streets resurfacing	$800,000	$731,000	$626,000 est	$625,000 est
Sidewalk replacement & installation	$127,000	$117,300	$150,000 est	$150,000 est

Program Goals & Objectives

1. Department: Operations **Division:** Streets

2. Principal Programs:

A. Street Resurfacing
B. Parking Lot Rehabilitation
C. Sidewalk Rehabilitation/Expansion

3. Programs Goals & Objectives:

A. Program: **Street Resurfacing**

Goal: Improve condition of City streets network
Objective: Improve resurfacing projects through the insourcing of milling operations
Deadline: Ongoing
Measure: Compare with data produced from RoadBotics analysis

B. Program: **Parking Lot Rehabilitation**

Goal: Improve conditions of parking lot inventory
Objective: To begin planned rehabilitation of 65+ parking lots
Deadline: Ongoing.
Measure: Compare with current conditions report

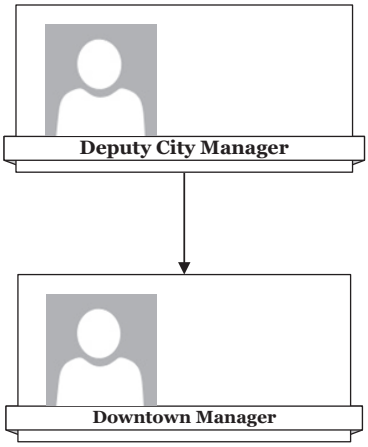
C. Program: **Sidewalk Rehabilitation/Expansion**

Goal: Improve the walkability of the City
Objective: Replace damaged sidewalk panels and add new sidewalks to extend current sidewalk network throughout the City
Deadline: Ongoing.
Measure: Compare with current conditions

This Page Intentionally Left Blank

This Page Intentionally Left Blank

Organization Chart
Downtown District



Full-Time: 1 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Downtown

Position/Title		2024-2025 Budget
Downtown District Manager	1.00	95,025
Total Budgeted Positions	**1.00**	**95,025**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
DOWNTOWN DISTRICT						
PERSONNEL						
0015200 51200 SALARIES	-	-	-	85,000	95,025	11.8%
0015200 52100 FICA	-	-	-	6,503	7,107	9.3%
0015200 52200 RETIREMENT	-	-	-	18,207	19,756	8.5%
0015200 52300 HEALTH INSUR	-	-	-	23,478	11,427	-51.3%
0015200 52301 LIFE INSUR	-	-	-	325	274	-15.7%
0015200 52400 WORKERS' COMP	-	-	-	-	94	0.0%
TOTAL	-	-	-	133,513	133,683	0.1%
OPERATING EXPENSES						
0015200 53400 CONTRACTUAL	20,386	32,505	29,300	104,300	119,436	14.5%
0015200 54100 COMM - PHONE/FAX/ALARM	-	-	-	-	160	0.0%
0015200 54101 COMMUNICATIONS-CELLULAR	-	-	-	-	650	0.0%
0015200 54300 UTILITIES ELECTRIC	23,888	25,636	28,000	28,000	33,000	17.9%
0015200 54310 UTILITIES-WATER & WASTEWATER	14,683	16,535	18,000	18,000	25,000	38.9%
0015200 54400 RENTALS/LEASES	-	-	-	-	15,000	0.0%
0015200 54500 INSURANCE	5,057	13,454	13,454	16,753	10,971	-34.5%
0015200 54610 R/M BLDG & GROUNDS	9,095	11,887	15,000	45,000	63,000	40.0%
0015200 54611 R/M FACILITIES	21,487	2,639	26,000	12,750	20,750	62.7%
0015200 54620 R/M EQUIPMENT	-	-	4,000	4,000	1,000	-75.0%
0015200 54800 PROMOTIONAL	-	-	-	-	-	0.0%
0015200 55200 OPERATING SUPPLIES	14,294	13,289	25,500	17,200	6,700	-61.0%
0015200 55220 JANITORIAL SUPPLIES	3,111	6,998	7,000	7,000	7,000	0.0%
TOTAL	112,001	122,943	166,254	253,003	302,667	19.6%
CAPITAL OUTLAY						
0015200 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
0015200 56400 EQUIPMENT	-	-	-	-	-	0.0%
0015200 56401 NON CAP EQUIP	1,134	-	-	1,000	1,000	0.0%
TOTAL	1,134	-	-	1,000	1,000	0.0%
DOWNTOWN DISTRICT TOTAL	113,135	122,943	166,254	387,516	437,350	12.9%
TOTAL ECONOMIC ENVIRONMENT	113,135	122,943	166,254	387,516	437,350	12.9%

Department Description & Function

1. Department: Operations **Division:** Downtown

2. Division Function Summary:

This division provides for the coordination, maintenance, and project management for the historic downtown business district and CRA.

3. Division Description:

The Downtown Division involves inspections, maintenance coordination, general administration, and project management within the Downtown District. This district is located between Ash St and Alachua St and Front St and 8th St and includes the Community Redevelopment Area (CRA).

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Downtown Manager	0.0 FT	0.0 FT	1.0 FT	1.0 FT
Total	0.0 FT	0.0 FT	1.0 FT	1.0 FT

Program Goals & Objectives

1. **Department:** Operations **Division:** Downtown

2. **Principal Programs**

   A. Maintenance of the downtown landscape beds and right of ways
   B. Special Events
   C. Downtown Infrastructure Improvements

3. **Program Goals & Objectives**

   A. Program: Maintenance of the downtown landscape beds and right of ways

      Goal: Improved appearance of landscaping and site furnishings

      Objective: Coordinate the necessary service to maintain the downtown such as: sweeping, mowing, weed removal, tree pruning, planting, site furnishings, and litter removal

      Deadline: Weekly

      Measure: Monitor repairs/maintenance by work order system and periodic assessments

   B. Program: Special Events

      Goal: Improved coordination of Special Events

      Objective: Provide the necessary assistance and communication for street closures, banner handling, safety equipment, and electrical equipment for event organizers

      Deadline: Ongoing

      Measure: After-action reports from city staff, emergency services, downtown businesses, and event organizers

   C. Program: Downtown Infrastructure Improvements

      Goal: Project coordination

      Objective: Provide project coordination on the major infrastructure projects within Downtown/CRA footprint and related areas

      Deadline: Ongoing

This Page Intentionally Left Blank

This Page Intentionally Left Blank

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
LIBRARY						
OPERATING EXPENSES						
0017100 53400 CONTRACTUAL	612	637	1,250	1,250	4,455	256.4%
0017100 54500 INSURANCE	29,165	9,132	9,132	8,961	10,736	19.8%
0017100 54610 R/M BLDG & GROUNDS	-	-	250	-	-	0.0%
0017100 54611 R/M FACILITIES	5,034	6,623	10,000	13,500	12,000	-11.1%
0017100 56400 MACH/EQUIPMENT	12,430	32,558	26,000	10,000	36,000	260.0%
TOTAL	47,241	48,950	46,632	33,711	63,191	87.4%
LIBRARY TOTAL	47,241	48,950	46,632	33,711	63,191	87.4%

Department Description & Function

1. **Department:** Maintenance **Division:** Library

2. **Department/Division Function Summary:**

The Library provides all citizens of Nassau County as well as visitors with a place where literary and artistic materials, such as books, newspapers, magazines, other periodicals, reference books, pamphlets and prints are kept for reading or reference. The Library's services also include access to computer technology for multimedia, Internet, and word processing. The Library is ADA accessible throughout.

3. **Department Description:**

This department is a joint venture between the City of Fernandina Beach and Nassau County. The City provides the building/land, parking, building maintenance and landscaping. The County funds the staff, equipment, books, and all other materials and pays utilities needed to operate the facility.

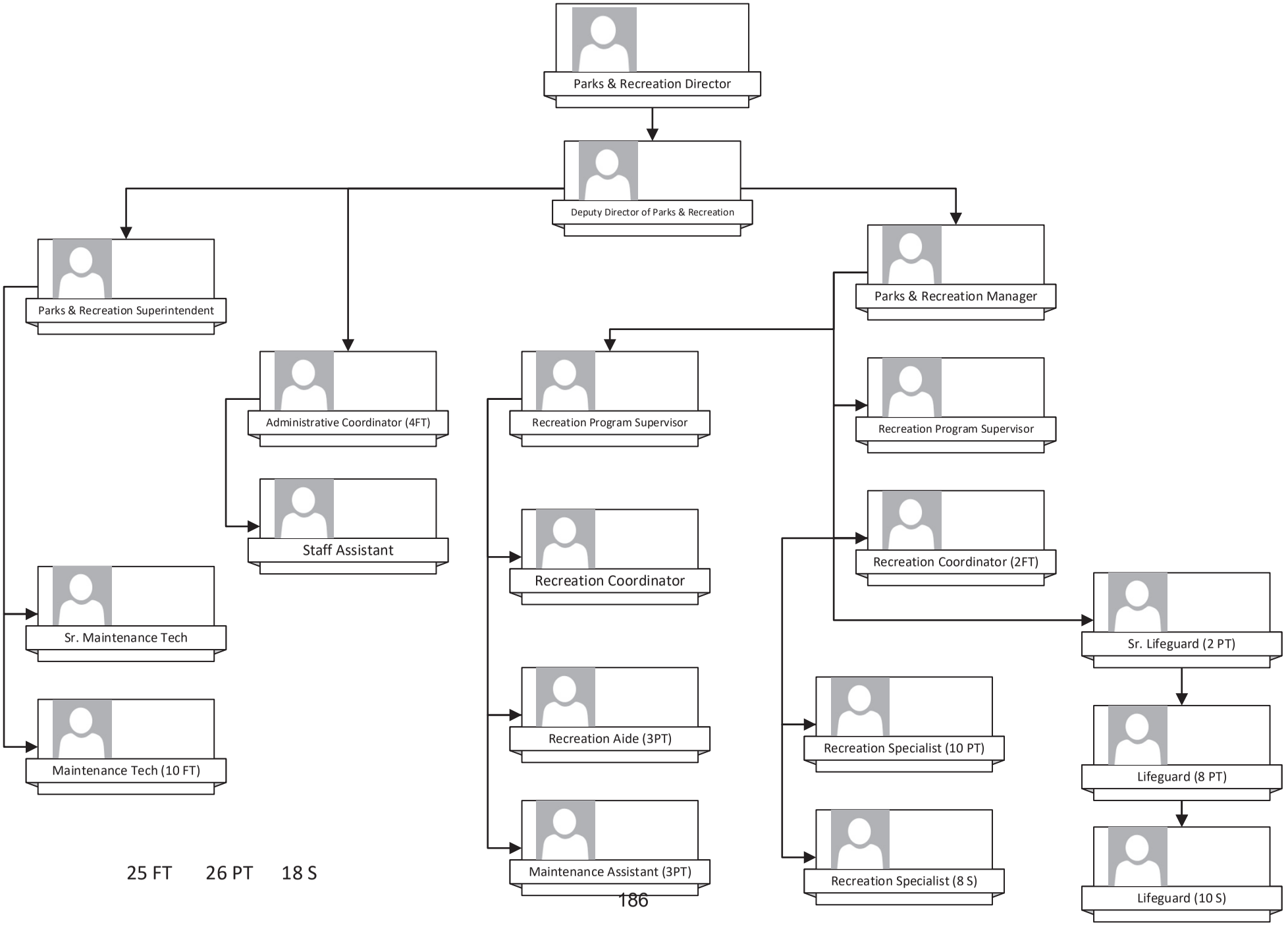
The Street Department, Facility Maintenance, and Parks & Recreation Department service this division.

This Page Intentionally Left Blank

Parks & Recreation Department Mission Statement

The Parks & Recreation Department is committed to enriching the lives of our residents and visitors by providing a variety of fun and educational programs, and recreational facilities for all ages and abilities, while preserving our community's natural environment for our citizens to enjoy and respect.

Organization Chart
Parks and Recreation



25 FT 26 PT 18 S

Position Control Summary
Recreation

Position/Title		2025-2026 Budget
Full-Time		
Parks and Recreation Director	1.00	128,483
Deputy Director Parks and Recreation	1.00	93,582
Parks and Recreation Manager	1.00	71,379
Staff Assistant	1.00	45,334
Administrative Coordinator	4.00	235,588
Vacation Payout		7,413
Total FT	8.00	581,779
Part-Time		
Maintenance Assistant	2.00	48,308
Total PT	2.00	48,308
Total Budgeted Positions	**10.00**	**630,087**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
RECREATION DEPARTMENT						
PERSONNEL						
0017200 51200 SALARIES	325,882	1,141,687	1,405,658	561,845	581,779	3.5%
0017200 51300 SEASONAL/TEMPORARY	-	95,152	157,188	-	-	0.0%
0017200 51350 PART TIME SALARIES	104,072	282,176	778,339	79,652	48,308	-39.4%
0017200 51400 OVERTIME	3,600	28,664	21,100	4,000	1,000	-75.0%
0017200 52100 FICA	32,582	116,065	188,707	49,534	47,746	-3.6%
0017200 52200 RETIREMENT	72,101	236,843	290,107	119,103	119,435	0.3%
0017200 52300 HEALTH INSUR	46,012	194,764	213,010	149,826	110,220	-26.4%
0017200 52301 LIFE INSUR	1,242	4,238	4,312	2,019	1,691	-16.2%
0017200 52400 WORKERS' COMP	9,704	35,534	35,534	8,642	4,650	-46.2%
0017200 52500 UNEMPLOYMENT	1,925	3,300	-	-	-	0.0%
TOTAL	597,120	2,138,422	3,093,955	974,621	914,829	-6.1%
OPERATING EXPENSES						
0017200 53100 PROFESSIONAL SERVICES	22,800	-	600	-	-	0.0%
0017200 53400 CONTRACTUAL	26,518	173,198	211,624	38,058	31,651	-16.8%
0017200 53910 HOUSING ALLOWANCE	5,000		-	-	-	0.0%
0017200 54000 TRAINING/TRAVEL	280	1,388	15,875	3,100	7,500	141.9%
0017200 54100 COMM - PHONE/FAX/ALARM	1,366	4,945	3,996	2,221	2,556	15.1%
0017200 54101 COMMUNICATIONS-CELLULAR	3,112	6,329	6,350	2,100	2,100	0.0%
0017200 54103 COMMUNICATIONS-INTERNET	2,883	13,433	10,200	3,323	3,400	2.3%
0017200 54200 POSTAGE	-	-	-	-	-	0.0%
0017200 54300 UTILITIES ELECTRIC	48,806	244,232	224,000	65,000	66,000	1.5%
0017200 54310 UTILITIES-WATER & WASTEWATER	11,482	73,005	68,000	11,000	12,000	9.1%
0017200 54320 UTILITIES-PROPANE OTHER	-	14,438	16,000	-	-	0.0%
0017200 54400 RENTALS/LEASES	1,710	19,941	23,675	1,975	1,500	-24.1%
0017200 54500 INSURANCE	33,521	98,489	98,489	30,067	35,820	19.1%
0017200 54610 R/M BLDG & GROUNDS	5,833	145,905	239,700	9,000	9,000	0.0%
0017200 54611 R/M FACILITIES	49,198	149,357	159,500	26,300	68,300	159.7%
0017200 54620 R/M EQUIPMENT	5,757	25,019	57,250	5,000	7,500	50.0%
0017200 54630 R/M VEHICLES-LABOR	12,000	34,000	34,000	12,000	12,500	4.2%
0017200 54640 R/M VEHICLES-PARTS	7,258	23,027	31,000	12,000	12,000	0.0%
0017200 54700 PRINTING	-	-	-	-	-	0.0%
0017200 54800 PROMOTIONAL	1,423	10,539	32,500	3,000	2,500	-16.7%
0017200 54901 SPECIAL EVENTS	10,096	4,522	5,000	5,000	6,000	20.0%
0017200 54970 PROGRAM COSTS	183,524	277,609	421,000	263,500	235,000	-10.8%
0017200 55100 OFFICE SUPPLIES	2,476	3,840	3,875	2,500	5,000	100.0%
0017200 55200 OPERATING SUPPLIES	17,109	112,114	111,750	21,095	11,645	-44.8%
0017200 55210 UNIFORMS	500	10,028	18,400	3,000	700	-76.7%
0017200 55220 JANITORIAL SUPPLIES	5,200	19,646	19,650	5,500	5,500	0.0%
0017200 55230 GAS/OIL	9,120	29,237	39,000	12,000	12,000	0.0%
0017200 55240 CHEMICALS	-	-	-	-	-	0.0%
0017200 55400 BOOKS/SUBS/DUES	2,744	3,971	5,175	4,250	4,250	0.0%
TOTAL	469,716	1,498,211	1,856,609	540,989	554,422	2.5%

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
CAPITAL OUTLAY						
0017200 56200 BUILDING	-	-	-	-	-	0.0%
0017200 56300 IMPROVEMENTS	-	41,528	61,000	-	-	0.0%
0017200 56400 EQUIPMENT	44,071	79,871	86,000	-	76,500	0.0%
0017200 56401 NON CAP EQUIP	1,498	30,085	32,100	5,000	7,000	40.0%
TOTAL	45,569	151,485	179,100	5,000	83,500	1570.0%
RECREATION DEPARTMENT TOTAL	1,112,405	3,788,118	5,129,664	1,520,610	1,552,751	2.1%

Department Description & Function

1. **Department:** Parks and Recreation **Division:** Recreation

2. **Department/Division Description:**

The Recreation Division of the Parks and Recreation Department is responsible for the annual budget, all management plans, Master Plans, and the administration for all seven divisions. The seven divisions within the Parks and Recreation Department include Recreation Administration, Parks, Peck, MLK, Aquatics, Youth and Cemetery. The Recreation Administration Division acts as the liaison between Parks and Recreation Advisory Committee for The City of Fernandina Beach Commission.

The Administration offices are located at the Atlantic Recreation Center. Personnel procedures and public relations are all administered through the Recreation division which consists of accounting, special events, capital improvement projects, facility rentals, athletic usage agreements, and independent contractor agreements.

The Recreation Administration Division staff consists of a Director of Parks and Recreation, Deputy Director of Parks and Recreation, Parks and Recreation Manager, four full-time Administrative Coordinators, one full-time Staff Assistant.

The Recreation Administration is responsible for the cleaning/maintenance of all administrative facilities in the Parks and Recreation Department and over sees the contract for the cleaning of restrooms located at Main Beach, Seaside Park, Central Park, the Greenway pavilion, Egan’s Creek Park, the softball complex, Simmons Park, Hickory Street Park, MLK, Jr. Park, Waterfront Park and the Downtown Comfort Station.

The Atlantic Recreation Center directs Lighthouse Tours, executes the Fall and Spring Yard/Craft Sale, and Christmas Tree Lighting Event. The Recreation staff are present for contracted programs, rentals and special events held throughout the City.

Number of Funded Employees	Actual 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-2026
Director of Parks and Recreation	1 FT	1 FT	1 FT	1 FT
Deputy Director of Parks and Recreation	1 FT	1 FT	1 FT	1 FT
Parks and Recreation Manager	3 FT	2 FT	1 FT	1 FT
Administrative Coordinator	0 FT	3 FT	4 FT	4 FT
Staff Assistant	2 FT 4 PT	2 FT 1 PT	2 FT 1 PT	1 FT
Maintenance Assistant	3 PT	3 PT	2 PT	2 PT
Total: Full Time Part Time	7 FT 7 PT	9 FT 4 PT	9 FT 3 PT	9 FT 2 PT

3. **Program Performance Indicators:**

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Provide a variety of community events	Christmas Tree Lighting Yard Sales Wild Amelia Halloween Carnival Pickleball tourney 5 Events	Christmas Tree Lighting Yard Sales Spring Yard Sale Fall Pickleball tournament (3) 6 Events	Christmas Tree Lighting Yard Sale Spring Yard Sale Fall Pickleball tournament (3) 6 Events	Christmas Tree Lighting Yard Sale Spring Yard Sale Fall
Offer a variety of independent contractor Programs	Instructors: 8 Revenue: $47,997	Instructors: 8 Revenue: $47,041	Instructors: 8 Revenue: $150,000	Instructors: 8 Revenue: $150,000
Implement Sport League and Facility Use Agreements for a variety of youth sports	8 current agreements	8 current agreements	8 current agreements	8 current agreements

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Provide successful adult softball leagues and tournaments	700 participants	60 participants	700 participants	60 participants
Provide successful senior programs	25 programs 1000 participants	2 programs 52 participants	25 programs 1000 participants	5 programs 300 participants

Program Goals & Objectives

1. Department: Parks and Recreation **Division:** Recreation

2. Principles Programs:
A. Facility Development and Administration
B. Public Relations/Promotions
C. Capital Improvements

3. Program Goals and Objectives:

A. Facility Development and Administration

Goal: To continue facility renovations and improvements through strategic planning and project implementation.

Objective: Work with the Parks and Recreation Advisory Committee to evaluate community needs and wants.

Measure: Working with outside user groups.
Assess facilities.
Public outreach.

B. Public Relations/Promotions

Goal: To enhance our marketing efforts of the necessary event/program information and recreational services and seek public input/suggestions.

Objective: To advertise programs on the marquees, in local newspaper, on our website, by circulating flyers, social media (Facebook) and word of mouth. Schedule public forums to seek public input and provide the public with detailed information.

Measure: Continue advertising on social media and continue public outreach initiatives.

C. Capital Improvements

Goal: Appropriately plan, finance, and construct/purchase the necessary capital improvements for our facilities and parks.

Objective: Continue to assess facilities and recommend needed projects. Complete projects depending on funding.

Measure: Implement these improvements on time and within the budget.

Position Control Summary
Parks

Position/Title		2025-2026 Budget
Full-Time		
Parks Maintenance Superintendent	1.00	81,207
Sr. Maintenance Technician	1.00	70,748
Maintenance Technician II	1.00	41,812
Maintenance Technician I	9.00	351,750
Salary Adjustment		
Total FT	12.00	545,517
Total Budgeted Positions	**12.00**	**545,517**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PARKS DEPARTMENT						
PERSONNEL						
0017210 51200 SALARIES	468,983	-	-	517,367	545,517	5.4%
0017210 51300 SEASONAL/TEMPORARY	99	-	-	-	-	0.0%
0017210 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
0017210 51400 OVERTIME	7,340	-	-	15,000	15,000	0.0%
0017210 52100 FICA	35,916	-	-	39,792	41,767	5.0%
0017210 52200 RETIREMENT	104,403	-	-	112,853	116,817	3.5%
0017210 52300 HEALTH INSUR	84,186	-	-	143,929	182,087	26.5%
0017210 52301 LIFE INSUR	1,633	-	-	1,947	1,794	-7.9%
0017210 52400 WORKERS' COMP	13,426	-	-	12,391	8,796	-29.0%
TOTAL	715,986	-	-	843,279	911,778	8.1%
OPERATING EXPENSES						
0017210 53100 PROFESSIONAL SERVICES	14,000	-	-	-	100,000	0.0%
0017210 53400 CONTRACTUAL	124,505	-	-	266,792	207,377	-22.3%
0017210 54000 TRAINING/TRAVEL	3,630	-	-	5,500	14,030	155.1%
0017210 54100 COMM-PHONE/FAX/ALARM	-	-	-	262	-	-100.0%
0017210 54101 COMMUNICATIONS-CELLULAR	1,669	-	-	3,300	2,500	-24.2%
0017210 54300 UTILITIES ELECTRIC	78,970	-	-	84,000	84,000	0.0%
0017210 54310 UTILITIES-WATER & WASTEWATER	34,408	-	-	35,000	35,000	0.0%
0017210 54400 RENTALS/LEASES	16,915	-	-	35,300	7,500	-78.8%
0017210 54500 INSURANCE	46,623	-	-	26,390	31,616	19.8%
0017210 54610 R/M BLDG & GROUNDS	194,379	-	-	81,500	197,900	142.8%
0017210 54611 R/M FACILITIES	42,328	-	-	66,500	55,000	-17.3%
0017210 54620 R/M EQUIPMENT	6,358	-	-	10,000	13,000	30.0%
0017210 54630 R/M VEHICLES-LABOR	22,000	-	-	22,000	23,000	4.5%
0017210 54640 R/M VEHICLES-PARTS	27,999	-	-	22,000	25,000	13.6%
0017210 54800 PROMOTIONAL	-	-	-	-	-	0.0%
0017210 54900 MISC EXPENSE	560	64,104	-	-	-	0.0%
0017210 55100 OFFICE SUPPLIES	116	-	-	400	-	-100.0%
0017210 55200 OPERATING SUPPLIES	32,475	-	-	60,565	59,815	-1.2%
0017210 55210 UNIFORMS	7,350	-	-	6,050	6,400	5.8%
0017210 55220 JANITORIAL SUPPLIES	7,042	-	-	8,000	12,000	50.0%
0017210 55230 GAS/OIL	23,850	-	-	27,000	23,000	-14.8%
0017210 55240 CHEMICALS	19,725	-	-	-	-	0.0%
0017210 55400 BOOKS/SUBS/DUES	-	-	-	-	-	0.0%
TOTAL	704,902	64,104	-	760,559	897,138	18.0%
CAPITAL OUTLAY						
0017210 56200 BUILDING	-	-	-	-	-	0.0%
0017210 56300 IMPROVEMENTS	-	-	-	65,000	65,000	0.0%
0017210 56400 EQUIPMENT	155,992	-	-	101,000	86,000	-14.9%
0017210 56401 NON CAP EQUIP	13,970	-	-	11,600	5,500	-52.6%
TOTAL	169,962	-	-	177,600	156,500	-11.9%
PARKS DEPARTMENT TOTAL	1,590,850	64,104	-	1,781,438	1,965,416	10.3%

Department Description & Function

1. **Department:** Parks and Recreation **Division:** Parks

2. **Department/Division Function Summary:**

The Parks Division maintains the Amelia Island Lighthouse; Bosque Bello Cemetery; Fifty-three (53) Beach Access locations; One (1) fishing pier with kayak/canoe launch; Eight (8) Parks of all sizes to include: Ash Street Park, Central Park, Egans Creek Park, Main Beach Park, North Beach Park, Seaside Park, Simmons Park and Sunrise Park. Seven (7) Playgrounds of all sizes at various locations including: Atlantic Recreation Center (2), Central Park, Egans Creek Park, Main Beach Park, MLK Jr. Center, and Sunrise Park. Athletic Facilities to include: Fields for baseball, soccer, softball, lacrosse, and football; courts for basketball, pétanque, pickleball, roller hockey, tennis and volleyball; one (1) skate park.

Within these areas, the Division is responsible for maintaining shade structures, picnic shelters, Mobi Mats, bike racks, boardwalks, bridges, viewing platform, gazebos, pavilions, kiosks, signage, skate park structures, fencing, trash receptacles, benches, fishing pier, kayak launch, labyrinth, and a horseshoe pit. Maintenance includes but is not limited to mowing, trimming, landscaping, pest control, fertilizing, field prep, equipment and structural inspections, installations, repairs/replacements, and trash collection.

This Division includes a Parks Superintendent, Senior Maintenance Tech, and 10 full-time Maintenance Techs. Parks personnel are based at the Public Works complex.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-2025	Budget 2025-2026
Parks Superintendent	1 FT	1 FT	1 FT	1 FT
Sr. Maintenance Tech	1 FT	1 FT	1 FT	1 FT
Maintenance Tech (I, II, III)	10 FT	9 FT	9 FT	10 FT
Trades Workers	0 FT	2 FT	0 FT	0 FT
Total: Full Time Part Time	12 FT 0 PT	13 FT 0 PT	11 FT 0 PT	12 FT 0 PT

3. **Program Performance Indicators:**

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-2026
Provide accessible parks	17 Parks 12 accessible	17 Parks 12 accessible	17 Parks 12 accessible	17 Parks 12 accessible
Provide routine ground maintenance	4,900 man hours	4,900 man hours	4,900 man hours	4,900 man hours
Perform regular inspections dune walkovers and greenway bridge/walkovers	600 man hour projects	600 man hour projects	600 man hour projects	600 man hour projects
Work with planning department on tree replacement plan funded by the CDD tree account	Plant 10 trees	Plant 10 trees	Plant 10 trees	Plant 10 trees
Provide routine maintenance and non-native invasive removal in the greenway	750 man hours	0 man hours	0 man hours	0 man hours

Program Goals & Objectives

1. **Department:** Parks and Recreation **Division:** Parks

2. Principal Programs:

A. Facility Development
B. Dune Walkover/Beach Access Maintenance and Development
C. Capital Improvements
D. Parks

3. Programs Goals and Objectives:

A. Facility Development

Goal: To continue facility renovations and improvements through strategic planning and project implementation.

Objective: Work with the Parks and Recreation Advisory Committee to evaluate community needs and wants.

Measure: Working with outside user groups.
Assess facilities
Public outreach

B. Dune Walkover/Beach Access Maintenance and Development

Goal: To provide adequate and safe beach access to the public and parking spaces where the width of the access permits.

Objectives: To construct and/or maintain all decking, rails, steps, parking lots, car stops, signage, trash pick-up, sand removal, and vine and weed control at the beach accesses.

Measure: All accesses are inspected monthly, and any repairs or maintenance is completed as soon as possible.

C. Capital Improvements

Goal: Appropriately plan, finance, and construct/purchase the necessary capital improvements for our facilities and parks.

Objective: Continue to assess facilities and recommend needed projects. Complete projects depending on funding.

Measure: Implement these improvements on time and within the budget.

D. Parks

Goal: To provide safe and well-maintained parks for the public.

Objective: To appropriately schedule preventative maintenance and address any issues as quickly as possible to not interrupt use by the community.

Measure: Parks are inspected regularly and issues mitigated quickly.

Position Control Summary
Peck

Position/Title		2025-2026 Budget
Full-Time		
Recreation Program Supervisor	1.00	61,589
Recreation Coordinator	1.00	41,208
Total FT	2.00	102,797
Part-Time		
Recreation Aide	3.00	44,483
Total PT	3.00	44,483
Total Budgeted Positions	**5.00**	**147,280**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PECK CENTER						
PERSONNEL						
0017220 51200 SALARIES	78,960	-	-	97,522	102,797	5.4%
0017220 51300 SEASONAL/TEMPORARY	-	-	-	1,000	-	-100.0%
0017220 51350 PART TIME SALARIES	34,839	-	-	77,284	44,483	-42.4%
0017220 51400 OVERTIME	632	-	-	1,000	750	-25.0%
0017220 52100 FICA	8,695	-	-	13,131	13,538	3.1%
0017220 52200 RETIREMENT	17,164	-	-	20,889	8,589	-58.9%
0017220 52300 HEALTH INSUR	13,374	-	-	41,909	30,546	-27.1%
0017220 52301 LIFE INSUR	315	-	-	541	299	-44.7%
0017220 52400 WORKERS' COMP	1,856	-	-	3,761	3,898	3.6%
0017220 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	155,835	-	-	257,037	204,900	-20.3%
OPERATING EXPENSES						
0017220 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
0017220 53400 CONTRACTUAL	48,238	-	-	60,697	53,864	-11.3%
0017220 54000 TRAINING/TRAVEL	-	-	-	-	-	0.0%
0017220 54100 COMM - PHONE/FAX/ALARM	869	-	-	1,144	1,302	13.8%
0017220 54101 COMMUNICATIONS-CELLULAR	199	-	-	200	-	-100.0%
0017220 54103 COMMUNICATIONS-INTERNET	3,160	-	-	3,442	3,700	7.5%
0017220 54300 UTILITIES ELECTRIC	48,949	-	-	46,000	46,000	0.0%
0017220 54310 UTILITIES-WATER & WASTEWATER	13,382	-	-	16,000	16,000	0.0%
0017220 54320 UTILITIES-PROPANE/OTHER	-	-	-	-	-	0.0%
0017220 54400 RENTALS/LEASES	-	-	-	-	-	0.0%
0017220 54500 INSURANCE	25,349	-	-	9,619	11,523	19.8%
0017220 54610 R/M BLDG & GROUNDS	4,263	-	-	8,500	10,000	17.6%
0017220 54611 R/M FACILITIES	25,040	-	-	128,500	53,000	-58.8%
0017220 54620 R/M EQUIPMENT	3,976	-	-	4,000	8,500	112.5%
0017220 54630 R/M VEHICLES-LABOR	-	-	-	-	-	0.0%
0017220 54640 R/M VEHICLES-PARTS	-	-	-	-	-	0.0%
0017220 54800 PROMOTIONAL	-	-	-	-	-	0.0%
0017220 54970 PROGRAM COSTS	17,444	-	-	26,000	19,000	-26.9%
0017220 55100 OFFICE SUPPLIES	34	-	-	150	-	-100.0%
0017220 55200 OPERATING SUPPLIES	20,136	-	-	18,865	6,065	-67.9%
0017220 55210 UNIFORMS	317	-	-	1,250	450	-64.0%
0017220 55220 JANITORIAL SUPPLIES	3,623	-	-	4,100	4,100	0.0%
0017220 55230 GAS/OIL	-	-	-	-	-	0.0%
0017220 55400 BOOKS/SUBS/DUES	80	-	-	275	275	0.0%
TOTAL	215,059	-	-	328,742	233,779	-28.9%
CAPITAL OUTLAY						
0017220 56400 EQUIPMENT	-	-	-	-	-	0.0%
0017220 56401 NON CAP EQUIP	-	-	-	5,000	5,000	0.0%
TOTAL	-	-	-	5,000	5,000	0.0%
PECK CENTER TOTAL	370,894	-	-	590,779	443,679	-24.9%

Department Description & Function

1. **Department:** Parks and Recreation **Division:** Peck

2. **Department/Division Description:**

The Peck Center is the oldest standing Rosenwald rural school in the state of Florida. The City received it in ruins approximately 19 years ago and has renovated the interior to include a library (children's and adult books), auditorium, Peck High School Exhibit, and instructors' studio. The funding for these renovations came from state and local funds.

This division of the Parks and Recreation Department operates from the Peck Center/Gymnasium. The Peck Center Library contains over 5,000 donated books for children and adults operated solely by volunteers. The Peck Center houses 5 City departments including IT, City Attorney, Code Enforcement, Finance and Fire & Rescue Administration. The Peck Center holds leases with non-profit organizations for office space including Amelia Island Book Festival, Nassau Habitat for Humanity, Take Stock in Children, Episcopal Children's Services (Head Start) and National Alliance on Mental Illness (small office in the southwest corner of Peck Gym). Additionally, The Peck Center offers rooms that may be rented for commercial, private, or civic functions.

The Peck Division consists of a Recreation Program Supervisor, a Recreation Coordinator, and three part-time Recreation Aides. The employees are responsible for general facility upkeep, overseeing the fitness areas and equipment and maintaining CPR & AED Certifications.

The Peck Gymnasium offers a full fitness facility (weight and cardio equipment) and basketball court. The basketball court can be converted into two volleyball courts. Programs offered from this facility include adult basketball leagues, open adult volleyball, youth girls' team volleyball (school and club teams), open adult indoor soccer, and free basketball court time. The Parks and Recreation instructor programs at the Peck Center are martial arts and dance.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Parks and Recreation Manager	1 FT	1 FT	0 FT	0 FT
Recreation Program Supervisor	0 FT	0 FT	1 FT	1 FT
Recreation Coordinator	0 FT	0 PT	1 FT	1 FT
Recreation Leader	1 FT	0 FT	0 FT	0 FT
Recreation Aide	3 PT 0 TP	4 PT 0 TP	8 PT 1 TP	3 PT 0 TP
Total: Full Time Part Time Seasonal/Temporary	2 FT 3 PT 0 TP	1 FT 4 PT 0 TP	2 FT 8 PT 1 TP	2 FT 3 PT 0 TP

3. Program Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-2025	Budget 2025-2026
Provide adult basketball leagues	10 teams	16 teams	16 teams	16 teams
Provide office spaces for lease for non-profit groups	6 tenants	6 tenants	6 tenants	6 tenants
Provide a fitness facility	1100 Users	137 users	900 users	200 users
Provide adult volleyball for all ability levels	2,300 users	1,520 users	2,560 users	1,600 users
Offer a variety of sports leagues and tournaments	Volleyball, Indoor soccer, basketball	Adult Basketball, Pickle Ball tourney, Indoor	Adult Basketball, Pickle Ball tourney, Indoor	Adult Basketball, Pickle Ball tourney, Indoor
The Martin Luther King Jr. Center hosts with other community organizations an annual Back-to-School event, offering free physicals, free school supplies, and provide resources to parents to assist them during the school year. ***(Saturday week before school begins)***	Over 200 participants	Over 200 participants	Over 200 participants	Over 200 participants

Program Goals & Objectives

1. Department: Parks and Recreation **Division:** Peck

2. Principles Programs:

A. Facility Development and Administration
B. Public Relations/Promotions
C. Capital Improvements

3. Program Goals and Objectives:

A. Facility Development and Administration

Goal: To continue facility renovations and improvements through strategic planning and project implementation.

Objective: Work with the Parks and Recreation Advisory Committee to evaluate community needs and wants.

Measure: Working with outside user groups.
Assess facilities
Public outreach

B. Public Relations/Promotions

Goal: To enhance our marketing efforts of the necessary event/program information and recreational services and seek public input/ suggestions.

Objective: To advertise programs on the marquees, in local newspaper, on on our website, by circulating flyers, social media (Facebook) and word of mouth. Schedule public forums to seek public input and provide the public with detailed information.

Measure: Continue advertising on social media and continue public outreach initiatives.

C. Capital Improvements

Goal: Appropriately plan, finance, and construct/purchase the necessary capital improvements for our facilities and parks.

Objective: Continue to assess facilities and recommend needed projects. Complete projects depending on funding.

Measure: Implement these improvements on time and within the budget.

Position Control Summary
MLK

Position/Title		2025-2026 Budget
Part-Time		
Maintenance Assistant	1.00	29,669
Total PT	1.00	29,669
Total Budgeted Positions	**1.00**	**29,669**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
MLK CENTER						
PERSONNEL						
0017225 51200 SALARIES	53,081	-	-	-	-	0.0%
0017225 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
0017225 51350 PART TIME SALARIES	6,458	-	-	26,910	29,669	10.3%
0017225 51400 OVERTIME	-	-	-	-	500	0.0%
0017225 52100 FICA	4,217	-	-	2,060	2,201	6.8%
0017225 52200 RETIREMENT	-	-	-	-	-	0.0%
0017225 52300 HEALTH INSUR	13,398	-	-	-	-	0.0%
0017225 52301 LIFE INSUR	202	-	-	-	-	0.0%
0017225 52400 WORKERS' COMP	1,826	-	-	1,707	780	-54.3%
0017225 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	79,182	-	-	30,677	33,150	8.1%
OPERATING EXPENSES						
0017225 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
0017225 53400 CONTRACTUAL	3,523	-	-	7,069	5,774	-18.3%
0017225 54000 TRAINING/TRAVEL	-	-	-	-	-	0.0%
0017225 54100 COMM - PHONE/FAX/ALARM	-	-	-	131	160	22.1%
0017225 54101 COMMUNICATIONS-CELLULAR	-	-	-	-	-	0.0%
0017225 54103 COMMUNICATIONS-INTERNET	2,883	-	-	3,323	3,400	2.3%
0017225 54300 UTILITIES ELECTRIC	30,558	-	-	27,000	29,000	7.4%
0017225 54310 UTILITIES-WATER & WASTEWATER	6,194	-	-	6,000	8,000	33.3%
0017225 54400 RENTALS/LEASES	1,430	-	-	1,400	1,400	0.0%
0017225 54500 INSURANCE	8,493	-	-	1,973	2,364	19.8%
0017225 54610 R/M BLDG & GROUNDS	1,312	-	-	10,000	9,350	-6.5%
0017225 54611 R/M FACILITIES	4,820	-	-	11,800	7,800	-33.9%
0017225 54620 R/M EQUIPMENT	933	-	-	5,000	-	-100.0%
0017225 54970 PROGRAM COSTS	-	-	-	14,000	6,500	-53.6%
0017225 55100 OFFICE SUPPLIES	172	-	-	275	-	-100.0%
0017225 55200 OPERATING SUPPLIES	830	-	-	10,565	4,565	-56.8%
0017225 55210 UNIFORMS	-	-	-	250	50	-80.0%
0017225 55220 JANITORIAL SUPPLIES	1,129	-	-	1,750	1,750	0.0%
0017225 55230 GAS/OIL	-	-	-	-	-	0.0%
0017225 55400 BOOKS/SUBS/DUES	-	-	-	-	-	0.0%
TOTAL	62,277	-	-	100,536	80,113	-20.3%
CAPITAL OUTLAY						
0017225 56200 BUILDING	-	-	-	-	-	0.0%
0017225 56300 IMPROVEMENTS	-	-	-	-	45,000	0.0%
0017225 56400 EQUIPMENT	-	-	-	-	-	0.0%
0017225 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	45,000	0.0%
MLK CENTER TOTAL	141,459	-	-	131,213	158,263	20.6%

Department Description & Function

1. **Department:** Parks and Recreation **Division:** MLK

2. **Department/Division Function Description:**

The Martin Luther King Jr. Division of the Parks and Recreation Department operates from the Martin Luther King, Jr. Recreation Center. This facility has an auditorium with a kitchen that may be rented for commercial, private, or civic functions. Other amenities include a public swimming pool (heated main pool open year-round; kiddie pool open during the summer); two covered pavilions with picnic tables; two shaded structures; outdoor fitness equipment; a softball/baseball practice field and one lighted softball/baseball playing field (Charles Albert Field); a lighted outdoor basketball court; two lighted horseshoe pits; and a shaded playground. Elm Street Little League utilizes Charles Albert field to offer opportunities for youth between the ages of 4 – 13 to participate in t-ball, girls softball, or baseball.

The Martin Luther King, Jr. Auditorium serves as a meeting facility for some of the non-profit community-based organizations such as: Elm Street Sportsman Club; CREED Inc.; and the Nassau County Branch of N.A.A.C.P.. The Martin Luther King, Jr. Center also serves as a voting polling site during local, county, state, and national elections.

This division is also responsible for the cleaning/maintenance of the restrooms located at the Atlantic Recreation Center as well as the Martin Luther King Jr. Center.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Recreation Program Supervisor	1 FT	0 FT	0 FT	0 FT
Maintenance Assistance	0 PT	1 PT	1 PT	1 PT
Total:	1 FT 0 PT	0 FT 1 PT	0 FT PT	0 FT 1 PT

3. **Program Performance Indicators:**

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Provide facility for Little League softball program	5 teams	9 teams	7 teams	9 teams
Youth Program Participation	0	0	60	60

Program Goals & Objectives

Department: Parks and Recreation **Division:** MLK

Principal Programs:

A. Facility Development and Administration
B. Program Administration
C. Public Relations/Promotions
D. Capital Improvements

A. Facility Development and Administration

Goal: To continue facility renovations and improvements through strategic planning and project implementation.

Objective: Work with the Parks and Recreation Advisory Committee to evaluate community needs and wants.

Measure: Working with outside user groups.
Assess facilities.
Public outreach.

B. Program Administration

Goal: To continue to offer and improve the quality of existing programs, as well as create and implement new and diverse activities for citizens of all ages while maximizing the use of all facilities.

Objectives: Use all resources to research new ideas for programming. To continue to offer programs and special events.

Measure: Frequently contact other Parks and Recreation Departments, go to other city websites and use the internet to get information and new ideas and survey the community. Make use of the Florida Recreation and Parks Association monthly magazines and newsletters.

C. Public Relations/Promotions

Goal: To enhance our marketing efforts of the necessary event/program information and recreational services and seek public input/suggestions.

Objective: Advertising programs on the marquees, in local newspapers, on our website, by circulating flyers, social media (Facebook) and

word of mouth. Schedule public forums to seek public input and provide the public with detailed information.

MEASURE: Continue advertising on social media and incorporate public outreach initiatives.

D. Capital Improvement

Goal: Appropriately plan, finance, and construct/purchase the necessary capital improvements for our facilities and parks.

Objective: Continue to assess facilities and recommend needed projects. Complete projects depending on funding.

Measure: Implement these improvements on time and within the budget.

Position Control Summary
Youth

Position/Title		2025-2026 Budget
Full-Time		
Recreation Programs Supervisor	1.00	61,589
Recreation Coordinator	1.00	41,208
Salary Adjustment		
Total FT	2.00	102,797
Part-Time		
Recreation Specialists	10.00	96,774
Total PT	10.00	96,774
Temporary/Seasonal		
Recreation Specialists	8.00	54,000
Total Temp/Seasonal	8.00	54,000
Total Budgeted Positions	**20.00**	**253,571**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
YOUTH PROGRAMS						
PERSONNEL						
0017230 51200 SALARIES	84,505	-	-	88,379	102,797	16.3%
0017230 51210 WC REIMB	-	-	-	-	-	0.0%
0017230 51300 SEASONAL/TEMPORARY	20,000	-	-	60,000	54,000	-10.0%
0017230 51350 PART TIME SALARIES	94,902	-	-	209,447	96,774	-53.8%
0017230 51400 OVERTIME	6,207	-	-	1,000	1,000	0.0%
0017230 52100 FICA	15,610	-	-	29,294	24,748	-15.5%
0017230 52200 RETIREMENT	18,626	-	-	18,750	21,394	14.1%
0017230 52300 HEALTH INSUR	8,640	-	-	23,478	12,990	-44.7%
0017230 52301 LIFE INSUR	293	-	-	514	299	-41.8%
0017230 52400 WORKERS' COMP	5,447	-	-	4,330	8,576	98.1%
TOTAL	254,230	-	-	435,192	322,578	-25.9%
OPERATING EXPENSES						
0017230 53100 PROFESSIONAL SERVICES	122	-	-	600	950	58.3%
0017230 53400 CONTRACTUAL	-	-	-	3,780	552	-85.4%
0017230 54610 R/M BLDG & GROUNDS	-	-	-	-	-	0.0%
0017230 54000 TRAINING/TRAVEL	2,488	-	-	1,125	1,000	-11.1%
0017230 54100 COMM - PHONE/FAX/ALARM			-	131	320	144.3%
0017230 54101 COMMUNICATIONS-CELLULAR	705	-	-	750	750	0.0%
0017230 54500 INSURANCE	11,051	-	-	17,173	18,703	8.9%
0017230 54970 PROGRAM COSTS	12,265	-	-	14,500	14,500	0.0%
0017230 55100 OFFICE SUPPLIES	238	-	-	300	-	-100.0%
0017230 55200 OPERATING SUPPLIES	33,534	-	-	39,565	33,165	-16.2%
0017230 55210 UNIFORMS	626	-	-	1,500	1,200	-20.0%
0017230 55220 JANITORIAL SUPPLIES	100	-	-	600	600	0.0%
0017230 55230 GAS/OIL	-	-	-	-	-	0.0%
0017230 55400 BOOKS/SUBS/DUES	200	-	-	600	400	-33.3%
TOTAL	61,329	-	-	80,624	72,140	-10.5%
CAPITAL OUTLAY						
0017230 56200 BUILDING	-	-	-	-	-	0.0%
0017230 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
0017230 56400 EQUIPMENT	-	-	-	-	-	0.0%
0017230 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
YOUTH PROGRAMS TOTAL	315,559	-	-	515,816	394,718	-23.5%

Department Description & Function

1. Department: Parks and Recreation **Division:** Youth

2. Department/Division Description:

The City of Fernandina Beach Parks and Recreation Department provides youth programs for children ages 4-11. The programs offered by the Youth division are after-school care, mini camps, Camp Imagine, teen night, kid's night out and art in the park.

The after-school program operates under the Department of Children and Families Services permitting. The after-school program follows the Nassau County School District calendar, August – May. The daily hours are Monday through Friday 1:30pm-6:00pm. The daily itinerary for after-school consists of homework time, indoor and outdoor activities, science, sports, and crafts. During teacher planning days and long holiday breaks mini camps are offered. The operational hours for these days are from 7:00am-6:00pm. The capacity for this program is 80 participants.

The Camp Imagine program operates during the Nassau County School District summer break, June through July, and is open from 7:00am-6:00pm Monday-Friday. The itinerary for summer camp consists of swimming daily for an hour, field trips, indoor and outdoor activities, crafts, science, sports, and music. The capacity for this program is 80 participants.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Recreation Program Supervisor	1 FT	1 FT	1 FT	1 FT
Recreation Coordinator	0 FT	0 FT	1 FT	1 FT
Recreation Specialist	4 PT 6 TP	8 PT 6 TP	13 PT 8 TP	10 PT 8 TP
Total: Full Time Part Time	1 FT 4 PT 6TP	1 FT 8 PT 6 TP	2 FT 13 PT 8 TP	2 FT 10 PT 8 TP

3. **Program Performance Indicators:**

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Generate Revenue	296,294	186,925	290,000	190,000
Program Participation	220	220	220	250
Maintain DCF permitting	Score	Score	Score	Score

Program Goals & Objectives

Department: Parks and Recreation **Division:** Youth

Principles Programs:

A. Facility Development and administration
B. Public Relations/Promotions
C. Capital Improvements

Program Goals & Objectives:

A. Facility Development and Administration

Goal: To continue facility renovations and improvements through strategic planning and project implementation.

Objective: Work with the Parks and Recreation Advisory Committee to evaluate community needs and wants.

Measure: Working with outside user groups.
Assess facilities.
Public outreach.

B. Public Relations/Promotions

Goal:To enhance our marketing efforts of the necessary event/program information and recreational services and seek public input/suggestions.

Objectives: To advertise programs on the marquees, in local newspaper, on on our website, by circulating flyers, social media (Facebook) and word of mouth. Schedule public forums to seek public input and provide the public with detailed information.

Measure: Implement a quarterly program guide, continue advertising on social media, and continue public outreach initiatives.

C. Capital Improvements

Goal: Appropriately plan, finance, and construct/purchase the necessary capital improvements for our facilities and parks.

Objective: Continue to assess facilities and recommend needed projects. Complete projects depending on funding.

Measure: Implement these improvements on time and within the budget.

Position Control Summary
Aquatics

Position/Title		2025-2026 Budget
Full-Time		
Recreation Coordinator	1.00	39,815
Total FT	1.00	39,815
Part-Time		
Senior Lifeguards	2.00	72,122
Pool Lifeguard	8.00	99,628
Total PT	10.00	171,750
Temporary/Seasonal		
Pool Lifeguards	10.00	80,000
Total Temp/Seasonal	10.00	80,000
Total Budgeted Positions	**21.00**	**291,565**

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
AQUATICS						
PERSONNEL						
0017240 51200 SALARIES	84,562	-	-	49,855	39,815	-20.1%
0017240 51210 WORKERS COMP REIMB	-	-	-	-	-	0.0%
0017240 51300 SEASONAL/TEMPORARY	36,309	-	-	50,000	80,000	60.0%
0017240 51350 PART TIME SALARIES	128,524	-	-	243,095	171,750	-29.3%
0017240 51400 OVERTIME	10,062	-	-	5,000	5,000	0.0%
0017240 52100 FICA	19,487	-	-	27,430	28,506	3.9%
0017240 52200 RETIREMENT	18,433	-	-	10,565	8,299	-21.4%
0017240 52300 HEALTH INSUR	17,279	-	-	12,607	12,723	0.9%
0017240 52301 LIFE INSUR	294	-	-	189	115	-39.2%
0017240 52400 WORKERS' COMP	6,986	-	-	6,351	13,253	108.7%
0017240 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	321,936	-	-	405,092	359,461	-11.3%
OPERATING EXPENSES						
0017240 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
0017240 53400 CONTRACTUAL	-	-	-	16,180	744	-95.4%
0017240 54000 TRAINING/TRAVEL	168	-	-	2,600	2,600	0.0%
0017240 54100 COMM - PHONE/FAX/ALARM			-	262	160	-38.9%
0017240 54101 COMMUNICATIONS-CELLULAR	501	-	-	-	-	0.0%
0017240 54320 UTILITIES-PROPANE/OTHER	17,012	-	-	20,000	20,000	0.0%
0017240 54500 INSURANCE	6,537	-	-	8,961	10,736	19.8%
0017240 54610 R/M BLDG & GROUNDS	5,462	-	-	9,500	16,500	73.7%
0017240 54611 R/M FACILITIES	207	-	-	2,600	2,600	0.0%
0017240 54620 R/M EQUIPMENT	7,129	-	-	5,000	11,500	130.0%
0017240 54970 PROGRAM COSTS	42,048	-	-	49,000	47,500	-3.1%
0017240 55100 OFFICE SUPPLIES	40	-	-	250	-	-100.0%
0017240 55200 OPERATING SUPPLIES	17,183	-	-	19,365	27,565	42.3%
0017240 55210 UNIFORMS	1,310	-	-	1,750	1,250	-28.6%
0017240 55230 GAS/OIL	-	-	-	-	-	0.0%
0017240 55240 CHEMICALS	16,346	-	-	17,000	25,000	47.1%
0017240 55400 BOOKS/SUBS/DUES	-	-	-	-	-	0.0%
TOTAL	113,943	-	-	152,468	166,155	9.0%
CAPITAL OUTLAY						
0017240 56400 EQUIPMENT	24,966	-	-	42,000	40,000	-4.8%
0017240 56401 NON CAP EQUIP	282	-	-	1,500	2,500	66.7%
TOTAL	25,248	-	-	43,500	42,500	-2.3%
AQUATICS DEPARTMENT TOTAL	461,127	-	-	601,060	568,116	-5.5%
TOTAL RECREATION	3,992,294	3,852,222	5,129,664	5,140,916	5,082,943	-1.1%
TOTAL CULTURE AND RECREATION	4,039,535	3,901,172	5,176,296	5,174,627	5,146,134	-0.6%
TOTAL GENERAL FUND EXPENDITURES	24,553,800	26,498,065	28,165,427	31,333,177	33,533,433	7.0%

Department Description & Function

1. **Department:** Parks and Recreation **Division:** Aquatics

2. **Department/Division Function Summary:**

The City of Fernandina Beach has two Aquatics facilities located at the Atlantic Recreation Center and the Martin Luther King, Jr. Recreation Center. The Atlantic Recreation Center facility has a heated 25-yard, six-lane pool, a kiddie pool with play features and locker rooms. The Martin Luther King, Jr. Recreation Center facility has a heated 20-yard, four-lane pool, a kiddie pool with play features and locker rooms.

The Aquatics division consists of a Recreation Coordinator and up to 10 part-time/seasonal positions, 2 part-time Senior Lifeguards and 8 part-time Lifeguards. The Recreation Coordinator serves as liaison with the Nassau County Health Department related to facility operation per state health codes and the American Red Cross related to staff certifications.

The Aquatics staff is responsible for supervision of patrons, general upkeep and maintenance of the two aquatics facilities including maintenance of pools, locker rooms and pool decks, and safety equipment upkeep. Our certified pool operators are additionally responsible for monitoring and maintaining proper pool chemistry and mechanical function as well as keeping up with required record keeping. The Parks and Recreation Manager and Recreation Program Supervisor with assistance from the Recreation Coordinator is responsible for staff acquisition, training, scheduling, reporting, program creation, implementation, monitoring and marketing, response to public concerns and inquiries, purchasing and budgetary duties.

The aquatics programs provided in this division includes fall, spring and summer group swim lessons, private swim lessons, aquatics related clinics, supervised public and lap swim, pool time for the Youth Division, lifeguard certification course, lifeguard instructor and water safety instructor certification courses, and aqua aerobics.

The Aquatics Division provides lifeguard supervised one-time rental opportunities at both aquatic facilities for commercial, private, or civic functions. Aquatics also provides ongoing private facility rentals including Nassau County Schools swim teams, Isle Swim Club, Team Fernandina Stingrays and Aquagym.

Aquatics provides The Nassau County Sheriff’s Department, City of Fernandina Beach Fire Department and City of Fernandina Beach Ocean Rescue Division private pool time and classroom space to practice skills and provide training opportunities. America’s Youth, a local non-profit youth program, is provided with free pool time during summer public swim hours.

Program Goals & Objectives

1. **Department**: Parks and Recreation **Division:** Aquatics

2. **Principal Programs:**

   A. Aquatics Facilities Development
   B. Program Administration

3. **Program Goals and Objectives:**

A. Aquatics Facilities Development
Goal: To continue to maintain facilities though routine inspections, preventative maintenance, routine cleaning, and equipment preservation.

Objective: Maintain Aquatics Facilities and Equipment

Measure: Work with the City Aquatics staff, Certified Pool Operators (City Staff), City Maintenance staff and outside vendors to inspect, replace and preserve equipment. Updating the Aquatics budget as necessary to project what is needed for the following year.

B. Program Administration
Goal: Continue to offer and improve the quality of existing programs as well as create and implement new and diverse aquatics programs for citizens of all ages.

Objective: Hire certified staff with the knowledge to properly execute aquatics programs. Advertise to citizens about current and upcoming programs at aquatics facilities. Monthly, quarterly, and annual reviews of programs will help determine the sustainability of the programming. Uphold consistent communication with current and past customers

Measure: Offer opportunities for staff to update their certifications. Stay up to date on program requirements through American Red Cross and Nassau County Health Department. Research new programs that will benefit the citizens of the community.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Recreation Program Supervisor	1 FT	1 FT	1 FT	0 FT
Recreation Coordinator	0 FT	0 FT	0 FT	1 FT
Senior Lifeguard	2 PT	2 PT	2 PT	2 PT
Pool Lifeguards	10 PT 10 TP	8 PT 10 TP	8 PT 10 TP	8 PT 10 TP
Total: Full Time Part Time	1 FT 12 PT 10 TP	1 FT 10 PT 10 TP	1 FT 10 PT 10 TP	1 FT 10 PT 10 TP

3. Program Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-2024	Budget 2024-2025	Budget 2025-2026
To cover 50 % of the operating costs of the aquatics budget	48% cost recovery	55% cost recovery	55% cost recovery	55% cost recovery
Total public swim and lap swim daily participation	ARC 16,000	ARC 15,500 MLK 2,500	ARC 16,000 MLK 3,000	ARC 15,000 MLK 2,500
Total aqua aerobics daily participation	ARC 11,000	ARC 10,500 MLK 2,000	ARC 11,000 MLK 2,200	ARC 10,500 MLK 2,000
Total number of participants in swim lessons	550	260	500	260
Certify participants in American Red Cross Lifeguarding, WSI	25	25	25	25

This Page Intentionally Left Blank

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OTHER SERVICES						
OPERATING EXPENSES						
0015640 55600 AGED / POOR SERVICES	25,853	29,802	30,000	30,000	40,000	33.3%
0015640 55601 NON PROFIT COUNCIL ON AGING	50,000	50,000	50,000	50,000	50,000	0.0%
0015640 55602 NON PROFIT EPISCOPAL	-	-	-	-	-	0.0%
0015640 55603 NON PROFIT BOYS AND GIRLS CLUB	-	-	-	-	-	0.0%
0015640 55604 NON PROFIT BARNABAS	30,000	30,000	30,000	30,000	30,000	0.0%
0015640 55605 NON PROFIT MICAH'S PL	5,000	5,000	5,000	5,000	5,000	0.0%
0015640 55606 NON PROFIT NASSAU MENTAL HEALTH	15,000	15,000	15,000	15,000	15,000	0.0%
0015640 55607 NON PROFIT FAMILY SUPPORT SVCS	-	-	-	-	-	0.0%
0015640 55608 NON PROFIT AMERICA'S YOUTH	-	-	-	-	-	0.0%
0015640 55610 NON PROFIT SALVATION ARMY	-	-	-	-	-	0.0%
0015640 55612 NON PROFIT THE ARC NASSAU	-	-	-	-	-	0.0%
0015640 55613 NON PROFIT AME CHURCH	-	-	-	-	-	-
0015640 55616 NON PROFIT ECONOMIC DEVELOPMENT	-	-	-	2,500	2,500	0.0%
0015640 55620 NON PROFIT GRANT FUNDING	-	-	-	-	-	0.0%
TOTAL	125,853	129,802	130,000	132,500	142,500	7.5%
OTHER SERVICES TOTAL	125,853	129,802	130,000	132,500	142,500	7.5%

Department Description & Function

1. Department: Other Services

2. Department Function Summary:

The City has a total of $102,500 allocated to various civic, community and social services agencies. Each year these non-profit organizations submit a grant application including a request for funds for their agency. Each Grant Recipient will receive grant funds in quarterly installments after the City receives and approves a Quarterly Project Status Report, Documentation of Expenses, and a Drawdown Request.

The budget also includes $40,000 for utility services for low-income residents which is awarded based on application approval and water and wastewater impact fees waived for affordable housing.

3. Program Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Low-income utility services waived	25,854	29,802	30,000	40,000
Grant awards to non-profits		100,000	102,500	102,500

001 GENERAL FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
TRANSFERS OUT TO OTHER FUNDS						
0018100 59126 TRANSFER TO SPECIAL REV	-	-	-	-	-	0.0%
0018100 59135 TRANSFER TO LAND CONSERVATION	-	-	-	50,000	-	-100.0%
0018100 59140 TRANSFER TO BUILDING FUND	-	-	-	-	-	0.0%
0018100 59170 TRANSFER TO CEMETERY	-	-	-	-	-	0.0%
0018100 59220 TRANSFER TO GO DS	-	-	-	-	-	0.0%
0018100 59300 TRANSFER TO CAP IMP	3,911,803	3,219,126	3,219,126	1,990,772	2,540,207	27.6%
0018100 59310 TRANSFER TO CAPITAL EXPANSION	-	-	-	-	-	0.0%
0018100 59315 TRANSFER TO ARPA CAPITAL	-	-	-	-	-	0.0%
0018100 59410 TRANSFER TO GOLF	135,000	250,000	250,000	890,000	429,384	-51.8%
0018100 59420 TRANSFER TO AIRPORT	297,420	296,779	296,779	296,475	296,438	0.0%
0018100 59440 TRANSFER TO SANITATION	40,000	40,000	40,000	-	-	0.0%
0018100 59470 TRANSFER TO STORMWATER	-	-	-	-	-	0.0%
0018100 59480 TRANSFER TO MARINA	726,101	686,660	686,660	770,062	654,589	-15.0%
0018100 59500 TRANSFER TO ECONOMIC DEV	-	-	-	-	-	0.0%
0018100 59510 TRANSFER TO FLEET	-	-	-	-	306,753	0.0%
TOTAL TRANSFERS OUT TO OTHER FUNDS	5,110,324	4,492,565	4,492,565	3,997,309	4,227,371	5.8%
CONTINGENCIES						
0018200 59900 CONTINGENCY	-	-	254,196	486,616	753,057	54.8%
TOTAL CONTINGENCIES	-	-	254,196	486,616	753,057	54.8%
RESERVES						
0018300 59990 RESERVE	11,125,506	12,410,337	5,633,085	6,249,353	6,747,862	8.0%
0018301 59992 RESERVE RESTRICTED FOR BUILDING			-	-	-	0.0%
TOTAL RESERVES	11,125,506	12,410,337	5,633,085	6,249,353	6,747,862	8.0%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES AND RESERVES	40,789,630	43,400,967	38,545,273	42,066,455	45,261,723	7.6%

Department Description & Function

1. Department: Transfers, Contingencies and Reserves

2. Department Function Summary:

This Budget includes transfers from the General Fund for the purposes of funding operating expenses, capital projects and debt service; $2,540,207 to the Capital Improvement Fund, $429,384 to the Golf Fund, $296,438 to the Airport Fund, and $654,589 to the Marina Fund.

The Contingency account has $753,057 set aside for unexpected items that may occur during the year.

The City's cash reserves are anticipated to be $6,747,862 at the end of Fiscal Year 2025-2026 excluding Contingency

3. Program Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Contingency $			486,616	753,057
Reserve - Unrestricted	11,125,506	11,125,506	6,249,353	6,747,862
Total Reserve including Contingency	11,125,506	11,125,506	6,735,969	7,500,919
Unrest'd Reserve as a % of Oper'g Exps	45.31%	41.98%	20.06%	20.12%
Total of all Reserves + Contingency as a % of Operating Expenses	45.31%	41.98%	21.50%	22.36%

This Page Intentionally Left Blank



ENTERPRISE FUNDS

This Page Intentionally Left Blank

Table of Contents-Enterprise Funds

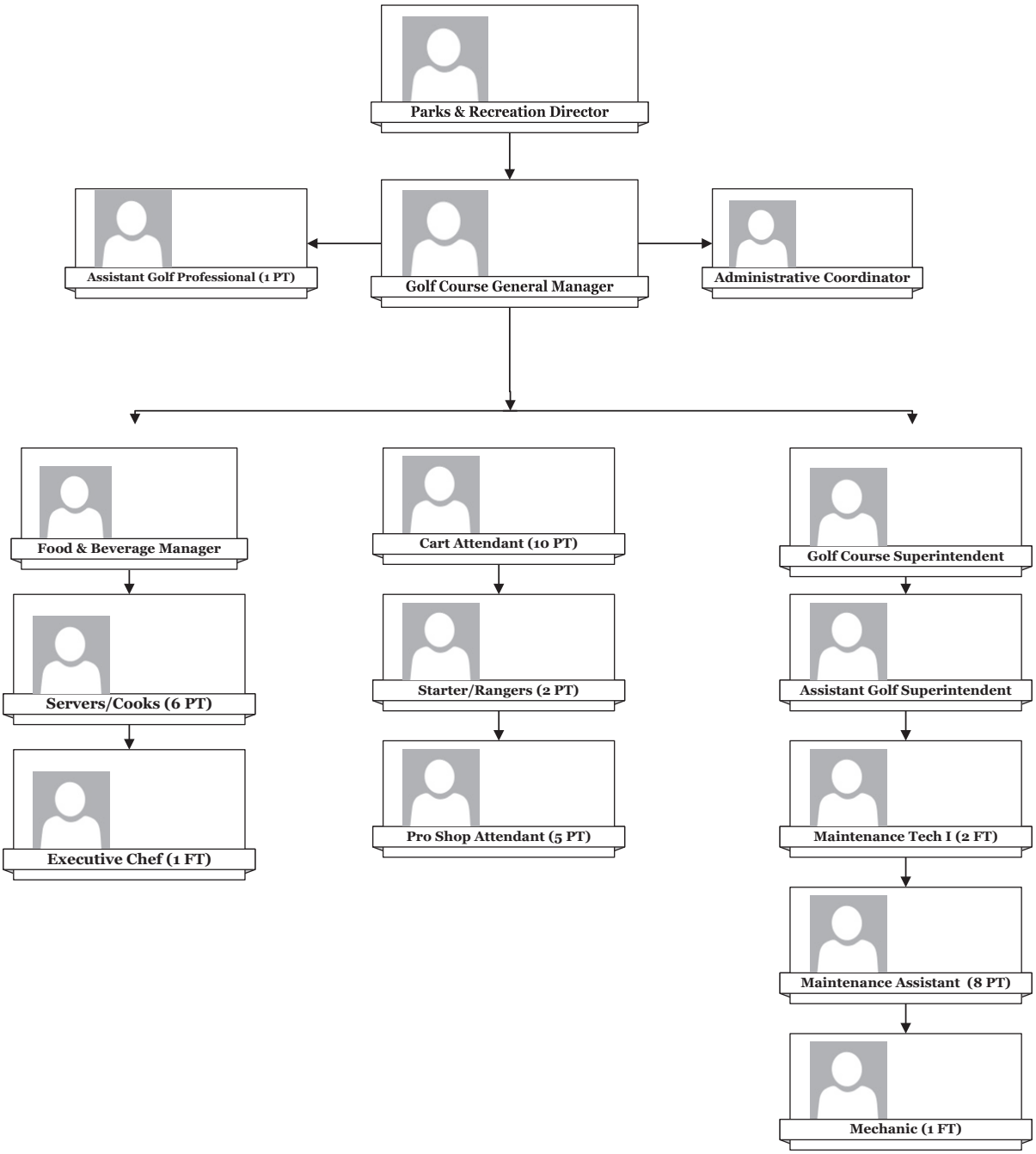
Section	Description	Page #	
Enterprise Funds	Table of Contents-Enterprise	Enterprise	227
	Golf Course		228
	Airport		243
	Sanitation		252
	Wastewater Operations		259
	Water Operations		269
	Stormwater Management		279
	Marina		289

This Page Intentionally Left Blank

Golf Course Mission Statement

At Fernandina Beach Golf Club, our mission is to offer a well-maintained, welcoming course where residents and vacationers alike can feel at home and proud to play. We strive to deliver exceptional service, a fun and family-friendly atmosphere, and the refined experience of a country club—all at accessible municipal course pricing. Our team is empowered to create memorable experiences for every guest, supporting the City of Fernandina Beach's goals through excellence and hospitality.

Organization Chart
Golf Course



Full-Time: 9 **Part-Time: 32** **Seasonal: 0**

Position Control Summary
Golf

Position/Title		2025-2026 Budget
Full-Time		
Golf Course General Manager	1.00	113,558
Golf Course Superintendent	1.00	96,524
Assisitant Golf Course Superintendent	1.00	63,628
Admininstrative Coordinator	1.00	68,135
Mechanic	1.00	54,093
Maintenance Technician I	2.00	90,621
Food and Beverage Manager	1.00	69,991
Executive Chef	1.00	51,860
PTO Buyout		4,038
Total FT	9.00	612,448
Part-Time		
Operations		
Maintenance Assistant	8.00	224,490
Cart Attendant	10.00	145,819
Starter Ranger	2.00	23,384
Assistant Golf Professional	1.00	41,098
Pro Shop		
Pro Shop Attendant	5.00	93,181
Food and Beverage		
Server/ Cook	6.00	91,290
Total PT	32.00	619,262
Total Budgeted Positions	**41.00**	**1,231,710**

410 GOLF FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
410 33120 FEMA FED GRANT	-	-	-	-	-	0.0%
410 33420 FEMA STATE	-	-	-	-	-	0.0%
410 34710 GREEN FEES	633,392	660,776	850,000	710,000	775,000	9.2%
410 34711 SURCHARGE	-	-	-	-	-	0.0%
410 34713 GOLF CARTS	367,158	329,692	420,000	400,000	460,000	15.0%
410 34714 RANGE FEES	81,351	70,919	87,000	70,000	160,000	128.6%
410 34715 PRO SHOP SALES	425	-	-	-	-	0.0%
410 34716 FOOD AND BEVERAGE	-	-	-	-	-	0.0%
410 34718 FACILITY RENTAL	36,544	37,769	40,000	40,000	-	-100.0%
410 34719 SCHOOL OF GOLF	-	-	-	-	-	0.0%
410 34733 MEMBERSHIPS	186,272	240,532	275,063	275,063	300,000	9.1%
TOTAL	1,305,142	1,339,688	1,672,063	1,495,063	1,695,000	13.4%
OPERATING REVENUE - TOPTRACER						
4107260 34710 GREEN FEES	-	-	-	-	-	0.0%
4107260 34714 RANGE FEES	-	70,919	-	70,000	-	-100.0%
4107260 34716 FOOD AND BEVERAGE	15,412	13,755	30,000	20,000	-	-100.0%
4107260 34717 BAY RENTALS	59,301	250	100,000	50,000	-	-100.0%
4107260 34790 BAY SPONSORSHIPS	11,000	-	40,000	30,000	1,250	-95.8%
TOTAL	85,713	84,925	170,000	170,000	1,250	-99.3%
OPERATING REVENUE - PROSHOP						
4107261 34715 PRO SHOP SALES	111,337	119,467	150,000	130,000	147,000	13.1%
4107261 34719 GOLF INSTRUCTION	24,663	3,440	35,000	20,000	33,000	65.0%
TOTAL	136,000	122,907	185,000	150,000	180,000	20.0%
OPERATING REVENUE - FOOD AND BEVERAGE						
4107262 34716 FOOD AND BEVERAGE	341,628	410,378	525,000	475,000	499,550	5.2%
4107262 34718 FACILITY RENTAL	8,745	15,822	25,000	20,000	22,000	10.0%
TOTAL	350,373	426,200	550,000	495,000	521,550	5.4%
OTHER REVENUES						
410 36110 INTEREST	789	1,506	-	-	-	0.0%
410 36120 UNREALIZED GAIN/LOSS	-	-	-	-	-	0.0%
410 36200 DISCOUNTS	-	-	-	-	-	0.0%
410 36420 INSURANCE PROCEEDS	-	-	-	-	-	0.0%
410 36980 CREDIT CARD CONVENIENCE FEES	-	-	-	-	45,000	0.0%
410 36990 OTHER REVENUE	218	1,468	-			0.0%
410 36992 GAIN ON SALE OF ASSET	11,855	206,700	192,000	-	20,000	0.0%
410 38410 LOAN PROCEEDS	-	-	834,629	-	-	0.0%
TOTAL	12,862	209,674	1,026,629	-	65,000	0.0%

410 GOLF FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
TRANSFERS IN						
410 38101 FROM GENERAL FUND	135,000	250,000	250,000	890,000	429,384	-51.8%
410 38145 FROM WASTEWATER	1,360,208	-	-	-	-	0.0%
TOTAL	1,495,208	250,000	250,000	890,000	429,384	-51.8%
CASH BALANCE FORWARD						
410 38910 CASH BALANCE FORWARD	(1,373,627)	(259,711)	2,025	(153,680)	195,387	-227.1%
TOTAL REVENUE AND CASH BALANCES	2,011,671	2,173,683	3,855,717	3,046,383	3,087,571	1.4%

410 GOLF FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL						
410 51200 SALARIES	374,420	407,235	518,423	446,456	467,559	4.7%
410 51210 WC REIMB	-	-	-	-	-	0.0%
410 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
410 51350 PART TIME SALARIES	268,087	335,321	342,316	334,411	434,791	30.0%
410 51400 OVERTIME	18,582	15,549	10,000	13,000	15,000	15.4%
410 52100 FICA	51,596	59,565	65,487	62,235	70,666	13.5%
410 52200 RETIREMENT	80,837	85,273	101,182	95,104	100,743	5.9%
410 52300 HEALTH INSUR	33,709	36,845	27,178	63,618	75,449	18.6%
410 52301 LIFE INSUR	1,191	1,456	1,407	1,557	1,407	-9.6%
410 52350 OPEB COSTS	794	794	794	794	794	0.0%
410 52400 WORKERS' COMP	4,969	9,128	9,128	9,671	10,036	3.8%
410 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	834,185	951,167	1,075,915	1,026,846	1,176,445	14.6%
OPERATING EXPENSES						
410 53100 PROFESSIONAL SERVICES	2,339	2,633	2,000	2,000	2,500	25.0%
410 53200 AUDITING	7,371	7,389	7,389	7,389	3,221	-56.4%
410 53400 CONTRACTUAL	13,140	20,148	17,114	23,807	23,224	-2.4%
410 54000 TRAINING/TRAVEL	290	-	1,160	1,160	1,850	59.5%
410 54100 COMM - PHONE/FAX/ALARM	787	1,771	2,808	2,744	2,388	-13.0%
410 54101 COMMUNICATIONS-CELLULAR	231	-	600	600	480	-20.0%
410 54103 COMMUNICATIONS-INTERNET	4,150	4,793	6,010	1,840	3,520	91.3%
410 54200 POSTAGE	-	-	100	100	100	0.0%
410 54300 UTILITIES ELECTRIC	80,390	69,951	72,000	72,000	72,000	0.0%
410 54310 UTILITIES-WATER & WASTEWATER	14,521	12,134	12,000	12,000	8,100	-32.5%
410 54400 RENTALS/LEASES	-	-	-	-	9,400	0.0%
410 54500 INSURANCE	31,251	33,495	33,495	39,991	46,280	15.7%
410 54610 R/M BLDG & GROUNDS	2,094	4,175	10,000	10,000	37,800	278.0%
410 54611 R/M FACILITIES	36,416	7,355	24,500	13,800	20,050	45.3%
410 54620 R/M EQUIPMENT	21,375	32,461	20,000	18,000	42,000	133.3%
410 54630 R/M VEHICLES-LABOR	1,560	975	1,000	1,000	1,000	0.0%
410 54640 R/M VEHICLES-PARTS	4,434	3,435	750	750	750	0.0%
410 54800 PROMOTIONAL	16,008	21,204	15,400	15,400	18,549	20.4%
410 55100 OFFICE SUPPLIES	1,635	1,248	1,300	1,300	1,000	-23.1%
410 55200 OPERATING SUPPLIES	241,082	257,812	210,000	193,065	140,315	-27.3%
410 55201 CREDIT CARD FEES	-	-	-	-	54,000	0.0%
410 55210 UNIFORMS	2,750	3,928	4,350	2,000	2,500	25.0%
410 55220 JANITORIAL SUPPLIES	825	930	1,000	1,000	4,400	340.0%
410 55230 GAS/OIL	33,027	19,783	40,000	20,000	21,000	5.0%
410 55240 CHEMICALS	-	-	-	180,000	180,000	0.0%
410 55400 BOOKS/SUBS/DUES	605	745	8,000	10,500	2,545	-75.8%
TOTAL	516,281	506,365	490,976	630,446	698,972	10.9%

410 GOLF FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL - TOPTRACER						
4107260 51200 SALARIES	-	-	-	-	-	0.0%
4107260 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
4107260 51350 PART TIME SALARIES	54,702	49,908	128,180	54,056	-	-100.0%
4107260 51400 OVERTIME	2,506	1,728	-	3,500	-	-100.0%
4107260 52100 FICA	4,376	3,950	11,766	4,411	-	-100.0%
4107260 52200 RETIREMENT	-	-	-	-	-	0.0%
4107260 52300 HEALTH INSUR	-	-	-	-	-	0.0%
4107260 52301 LIFE INSUR	-	-	-	-	-	0.0%
4107260 52400 WORKERS' COMP	1,967	686	686	718	-	-100.0%
TOTAL	63,551	56,273	140,632	62,685	-	-100.0%
OPERATING EXPENSES - TOPTRACER						
4107260 54103 COMMUNICATIONS INTERNET	7,920	7,024	8,300	8,300	-	-100.0%
4107260 54300 UTILITIES ELECTRIC	-	-	-	-	-	0.0%
4107260 54310 UTILITIES-WATER & WASTEWATER	-	-	-	-	-	0.0%
4107260 54400 RENTALS/LEASES	24,000	23,600	24,000	24,000	10,000	-58.3%
4107260 54500 INSURANCE	-	-	-	-	-	0.0%
4107260 54610 R/M BLDG & GROUNDS	-	-	-	-	-	0.0%
4107260 54611 R/M FACILITIES	3,229	58	7,500	5,250	-	-100.0%
4107260 54620 R/M EQUIPMENT	-	-	-	-	-	0.0%
4107260 54800 PROMOTIONAL	894	-	2,500	2,500	-	-100.0%
4107260 55200 OPERATING SUPPLIES	314	170	12,000	12,000	-	-100.0%
4107260 55210 UNIFORMS	-	282	-	-	-	0.0%
4107260 55550 F&B COST OF SALES	3,842	3,360	6,000	6,000	-	-100.0%
TOTAL	40,199	34,494	60,300	58,050	10,000	-82.8%
PERSONNEL - PRO SHOP						
4107261 51200 SALARIES	4,571	-	-	-	-	0.0%
4107260 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
4107261 51350 PART TIME SALARIES	44,777	92,551	101,036	100,917	93,181	-7.7%
4107261 51400 OVERTIME	3,329	2,927	-	3,500	3,500	0.0%
4107261 52100 FICA	5,482	7,565	7,730	7,921	7,397	-6.6%
4107261 52200 RETIREMENT	5,108	-	-	-	-	0.0%
4107261 52300 HEALTH INSUR	2,406	-	-	-	-	0.0%
4107261 52301 LIFE INSUR	71	-	-	-	-	0.0%
4107261 52400 WORKERS' COMP	1,563	933	933	976	1,842	88.7%
TOTAL	67,307	103,975	109,699	113,314	105,920	-6.5%

410 GOLF FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING EXPENSES - PRO SHOP						
4107261 54300 UTILITIES ELECTRIC	-	-	-	-	-	0.0%
4107261 54310 UTILITIES-WATER & WW	-	-	-	-	-	0.0%
4107261 54400 RENTALS/LEASES	-	-	-	-	-	0.0%
4107261 54500 INSURANCE	-	-	-	-	-	0.0%
4107261 54610 R/M BLDG & GROUNDS	-	-	-	-	-	0.0%
4107261 54611 R/M FACILITIES	-	-	-	-	-	0.0%
4107261 54620 R/M EQUIPMENT	-	-	-	-	-	0.0%
4107261 54800 PROMOTIONAL	-	-	-	-	-	0.0%
4107261 54970 PROGRAM COSTS	19,945	2,252	24,000	16,000	26,400	65.0%
4107261 55200 OPERATING SUPPLIES	670	-	-	-	-	0.0%
4107261 55210 UNIFORMS	-	-	-	-	350	0.0%
4107261 55545 PROSHOP COST OF SALES	69,351	73,085	90,000	70,000	75,000	7.1%
TOTAL	89,966	75,337	114,000	86,000	101,750	18.3%
PERSONNEL - FOOD AND BEVERAGE						
4107262 51200 SALARIES	61,788	124,400	64,716	137,878	144,889	5.1%
4107262 51350 PART TIME SALARIES	73,574	79,481	153,656	88,120	91,290	3.6%
4107262 51400 OVERTIME	3,232	3,142	-	7,500	3,500	-53.3%
4107262 52100 FICA	10,270	17,194	14,012	17,426	17,788	2.1%
4107262 52200 RETIREMENT	13,346	26,871	13,862	28,426	29,283	3.0%
4107262 52300 HEALTH INSUR	11,815	20,940	14,316	30,510	30,679	0.6%
4107262 52301 LIFE INSUR	213	418	238	504	407	-19.2%
4107262 52400 WORKERS' COMP	2,430	1,553	1,553	1,625	3,314	103.9%
TOTAL	176,668	273,999	262,353	311,989	321,150	2.9%
OPERATING EXPENSES - FOOD AND BEVERAGE						
4107262 53200 CONTRACTUAL	4,358	2,563	4,400	1,450	-	-100.0%
4107262 54300 UTILITIES ELECTRIC	-	-	-	-	-	0.0%
4107262 54310 UTILITIES-WATER & WASTEWATER	-	-	-	-	-	0.0%
4107262 54400 RENTALS/LEASES	2,940	2,375	2,640	2,000	3,576	78.8%
4107262 54500 INSURANCE	-	-	-	-	-	0.0%
4107262 54610 R/M BLDG & GROUNDS	-	-	-	-	-	0.0%
4107262 54611 R/M FACILITIES	-	-	-	-	-	0.0%
4107262 54620 R/M EQUIPMENT	-	315	4,450	-	-	0.0%
4107262 54800 PROMOTIONAL	-	-	-	-	-	0.0%
4107262 55200 OPERATING SUPPLIES	29,839	16,366	22,000	22,000	19,000	-13.6%
4107262 55210 UNIFORMS	-	376	1,500	1,000	350	-65.0%
4107262 55550 F&B COST OF SALES	136,116	152,380	189,000	182,000	160,000	-12.1%
4107262 55555 F&B PERSONNEL COSTS	-	-	-	-	-	0.0%
TOTAL	173,253	174,375	223,990	208,450	182,926	-12.2%

410 GOLF FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
CAPITAL OUTLAY						
410 56200 BUILDING	-	-	-	-	-	0.0%
410 56300 IMPROVEMENTS	99,454	272,200	250,000	-	50,000	0.0%
4107260 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
410 56400 EQUIPMENT	86,399	726,179	992,629	377,926	270,000	-28.6%
410 56401 NON CAP EQUIP	3,838	-	-	-	-	0.0%
4107262 56400 EQUIPMENT	-	-	-	10,000	7,000	-30.0%
4107262 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	189,691	998,379	1,242,629	387,926	327,000	-15.7%
DEBT SERVICE						
410 57100 PRINCIPAL	-	124,000	166,920	138,000	144,000	4.3%
410 57200 INTEREST	-	32,968	-	26,206	19,408	-25.9%
410 57300 FINANCING COSTS	-	30,829	-	-	-	0.0%
TOTAL	-	187,797	166,920	164,206	163,408	-0.5%
410 59990 RESERVE	(139,430)	(1,188,476)	(31,697)	(3,529)	-	-100.0%
TOTAL EXPENDITURES AND RESERVES	2,011,671	2,173,683	3,855,717	3,046,383	3,087,571	1.4%

Department Description & Function

1. **Department**: Golf

2. **Department/Division Description:**
The Golf Course Department's function is to provide a high-quality golf experience to residents and tourists of Fernandina Beach and Amelia Island. The City of Fernandina Beach resumed management in February 2021. The Golf Course had previously been managed by an outsourced company. We understand the importance of golf course conditions for an enjoyable round of golf. We are committed to providing our guests with the highest quality customer service and the best playing conditions possible on our 27-hole regulation course. The Golf Course complex provides amenities that include a driving range, a practice area, and a clubhouse with retail merchandise and food services. We also have a cart storage area for (80) golf carts and a maintenance building located on the property.

Employee positions include General Manager, Superintendent, F&B Manager, Executive Chef, Assistant Golf Professional, Pro Shop Attendants, Outside Services Staff, Starter Rangers.

General Manager:
The General Manager is the chief operating officer of the property. The GM manages all aspects of the operation and coordinates/administers the property's policies and procedures as defined by the property's ownership. Major responsibilities include (but are not limited to): implementing and monitoring the budget, hiring, training and supervising all key staff members, monitoring the quality of the property's products and services, ensuring maximum guest satisfaction and securing the property's assets, including facilities and equipment.

Course Superintendent:
The Golf Course Superintendent is responsible for the golf course operation and maintenance operation. The responsibilities include; turf grass/plant material maintenance programs, property/asset management, grounds personnel management, member relations, scheduling/maintenance of irrigation systems, pesticide applications, related recordings, and compliance of regulatory issues. The Golf Course Superintendent works to create an environment where staff are involved and enthusiastic, with open communication and respect for themselves, members, guests and the property.

Golf Professional:
The Golf Professional is a key member of the golf operations team at the property and assists the General Manager in managing all golf and golf-related activities at the facility. The Golf Professional is also responsible for customer relations, oversees shop staff, cart attendants, starter/rangers, provides golf lessons/golf clinics, and coordinates golf tournaments. The Golf Professional is under the general supervision of the GM.

F&B Manager:
The Food & Beverage Manager is a key member of the management team and is directly responsible for all food and beverage operations on the property. This includes implementing budgets and the hiring, training and supervising of all related F&B service and food production staff. The F&B Manager will apply all their experience and knowledge to ensure that the wants and needs of guests are consistently met and/or exceeded.

Pro Shop Attendants:
The Pro Shop Attendant will offer friendly and expedient service to the property's guests and assist the professional golf staff in golf shop operations, merchandise sales and other golf-related activities. The Pro Shop Attendant is responsible for customer relations, checking in golfers, assisting in general golf shop operations and assisting the Golf Professional.

Outside Services Staff:
The Outside Services Staff is responsible for maintaining the driving range, golf carts and cart barn. These individuals are responsible for providing golf bag, golf cart, and driving range assistance to guests of the property. Their duties will also include maintenance of those same operations as well, including but not limited to customer relations, all cart operations (staging, cleaning, keeping electric carts charged), setting up the driving range, providing range balls for the driving range & assisting Pro Shop Staff with any other requests.

Starter/Rangers:
The Starters and Course Rangers play an integral part in the guest experience and are important staff members on the golf operations team. Starters and Course Rangers will provide guest services by directing players to the first tee at appropriate times and control the pace of play on the golf course. They will also provide other guest services in the form of communication, directions, advice and answer questions from guests on other topics related to the golf course and the driving range. Customer relations, collecting tickets, assigning carts, making sure tee times are on schedule, assisting golfers on the course and ensuring a reasonable pace of play for all golfers.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Golf Course General Manager	1 FT	1 FT	1 FT	1 FT
Administrative Coordinator	0 FT	1 FT	1 FT	1 FT
Golf Course Superintendent	1 FT	1 FT	1 FT	1 FT
Assistant Superintendent	1 FT	1 FT	1 FT	1 FT
Mechanic	1 FT	1 FT	1 FT	1 FT
Maintenance Tech 1	2 FT	3 FT	2 FT	2 FT
Golf Professional	1 FT	0 FT	0 PT	0 FT
Assistant Golf Professional I	0 FT	1 FT	1 PT	1 PT
Driving Range Attendants	3 PT	5 PT	5 PT	0 PT
Pro Shop Attendants	4 PT	4 PT	8 PT	5 PT
Cart Attendants	6 PT	6 PT	13 PT	10 PT
Starters / Rangers	3 PT	3 PT	6 PT	2 PT
Maintenance Assistants	3 PT	4 PT	10 PT	8 PT
F&B Manager	1 FT	1 FT	1 FT	1 FT
Servers/Cooks	7 PT	5 PT	10 PT	6PT
Executive Chef	0 PT	1 FT	1 FT	1 FT
Accounting Clerk	.5 FT	0 FT	0 FT	0 FT
Total FT	8.5 FT	11 FT	9 FT	9 FT
Total PT	26 PT	27 PT	53 PT	32 PT

3. Performance Indicators

Performance Indicators	Actual 2022-2023	Actual 2023-2024	Budget 2024-2025	Budget 2025-2026
Number of rounds played	39,688	34,429	34,500	36,500
Number of memberships sold	14 Unlimited 130 Regular 30 Lighthouse/Beach Cards	17 Unlimited 164 Regular	25 Unlimited 150 Regular	25 Unlimited 150 Regular
Marketing/ Promotional efforts	$28,400	$22,205	$15,400	$18,500
Banquet Revenue	$344,609	$410,378	$475,000	$485,000

Department Goals & Objectives

1. Department: Golf

2. Principal Programs:

A. Maintain the golf course facility in optimal condition within budget constraints
B. Improve the financial performance of golf operations
C. Deliver a high-quality member and guest experience
D. Provide effective employee training to meet operational and service standards
E. Identify and plan for capital improvement needs
F. Player Development

3. Program Goals and Objectives:

The Fernandina Beach Golf Club is a municipally owned, 27-hole public golf facility located at 2800 Bill Melton Road within the city limits of Fernandina Beach. Revenue streams include annual memberships, daily cart/green fees, and rental income from both the golf shop, driving range, and food & beverage operations.

A. Maintain Golf Course and Clubhouse Facilities

Goal: Provide residents of Fernandina Beach and surrounding areas with a high-quality, full-service 27-hole golf facility that is both attractive and affordable.

Objective:
Maintain top-tier maintenance standards for the course, surrounding grounds, and clubhouse facilities, ensuring cleanliness and appeal.

Measure: Guest/member feedback and monthly inspections by the Golf Club GM
Timeframe: Ongoing, with quarterly reports and reviews
Goal Leader: Golf Club General Manager

Enhance course conditions through professional maintenance practices, including consistent fertilizer and chemical treatments, mowing, and ensure employee training.

Measure: Advisory Board evaluations and critical market surveys
Timeframe: Monthly, quarterly, and annual reviews
Goal Leader: Golf Course Superintendent

B. Improve Financial Performance

Goal: Increase overall revenue while managing and adjusting expenses as needed.

Objective:
Increase rounds, tournaments, and league revenue by marketing the golf club.

Measure: Number of rounds played and revenue
Timeframe: Ongoing, with monthly reporting
Goal Leaders: Golf Course General Manager and Golf Professional

Maximize productivity during slower seasons to improve revenue.
- Measure: Revenue/rounds generated from promotions; track revenue-to-expense ratios
- Timeframe: Monthly, quarterly, and annual reviews
- Goal Leaders: Golf Course General Manager & Golf Professional

Increase banquet room revenue by hosting more functions.
- Measure: Number of events held; Monthly Income Reports (MIR)
- Timeframe: Quarterly and annual reviews
- Goal Leaders: Golf Course General Manager & Food & Beverage Manager

Grow additional revenue within Player Development Program
- Measure: Revenue from Golf Lessons/Clinics/Camps
- Timeframe: Ongoing, with monthly reporting
- Goal Leaders: Golf Course General Manager & Teaching Professional

Manage expenses effectively by identifying irregular expenditures and adjusting operations promptly.
- Measure: Performance against monthly budget
- Timeframe: Ongoing, with monthly reporting

C. Deliver a high-quality Member and Guest Experience

Goal: Elevate public perception and guest satisfaction at the Fernandina Beach Golf Club.

Objective:
Ensure all guests receive courteous, professional service.
- Measures: Customer feedback and employee staff training
- Timeframe: Monthly, quarterly, and annual reviews
- Goal Leader: Golf Course General Manager

Continue to improve the club’s reputation to become recognized as a premier golf destination.
- Measures: On-line review replies and Advisory Board feedback
- Timeframe: Ongoing, with monthly reporting
- Goal Leader: Golf Course General Manager

D. Provide effective employee training to meet operational and service standards

Goal: Enhance employee performance and customer service standards.

Objective:
Strengthen both customer service and technical training to create a more enjoyable and professional atmosphere.
- Measures: Employee evaluations, customer feedback, and Advisory Board input
- Timeframe: Quarterly and annual reviews
- Goal Leaders: Golf Course General Manager, Superintendent, and Food & Beverage Manager

E. Identify Capital Improvement Needs

Goal: Evaluate and prioritize major improvement projects for the golf course, driving range, and clubhouse.

Objective:
Regularly assess facility needs and collaborate with Advisory Board to plan improvements.

Capital Projects Under Consideration:
Secondary Source of Water
Pull 6” North Well and use for secondary source
Estimated Cost: $150,000
Irrigation System Upgrade
Upgrade hardware/software as system will no longer be supported. (Hunter Site One)
Estimated Cost: $95,000
Golf Course Maintenance Lean-to Shed
Attach shed to existing maintenance building to protect new equipment
Estimated Cost: $50,000
Bar/Restaurant Renovations
Redesign Bar into a longer wrap-around design with strategically placed TVs
Estimated Cost: $50,000

F. Player Development Programs and Increase Annual Memberships

Goal: Enhance engagement through targeted programs and membership incentives.

Objective:
Continuously evaluate and refine Player Development and Membership incentives, comparing them with local clubs in the area.

Focus Areas:
Golf Teaching programs
Membership initiatives
Measure: Year-over-year comparisons and analysis
Timeframe: Monthly review

This Page Intentionally Left Blank

Airport Mission Statement

The mission statement of the Fernandina Beach Municipal Airport is to provide a safe, attractive, and well-maintained airport facility; to support the economic development of the community; to be responsive to the business and recreational needs of residents, neighbors, visitors, and users; to operate in an efficient, self-sustaining, and prudent manner; and to be in compliance with all applicable federal, state, and local regulations.

Organization Chart
Airport



Full-Time: 1 **Part-Time: 1** **Seasonal: 0**

Position Control Summary
Airport

Position/Title		2025-2026 Budget
Full-Time		
Airport Operations Manager	1.00	75,425
PTO Buyout		4,352
Total FT	1.00	79,777
Part-Time		
Staff Assistant	1.00	31,150
Total PT	1.00	31,150
Total Budgeted Positions	**2.00**	**110,927**

420 AIRPORT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
FEDERAL GRANTS						
420 33120 FEMA FED GRANT	-	-	-	-	-	0.0%
420 33220 FAA GRANT	1,194,557	169,290	169,200	2,998,234	1,225,500	-59.1%
TOTAL	1,194,557	169,290	169,200	2,998,234	1,225,500	-59.1%
STATE GRANTS						
420 33323 FDOT GRANT	622,474	214,205	1,640,000	2,968,509	2,242,164	-24.5%
420 33420 FEMA STATE	-	-	-	-	-	0.0%
TOTAL	622,474	214,205	1,640,000	2,968,509	2,242,164	-24.5%
OTHER GRANTS						
420 33440 OTHER GRANT	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
OPERATING REVENUES						
420 34704 RENTALS NON-TAXABLE	3,053	255	800	800	1,500	87.5%
420 34720 RENTALS	4,815	6,572	2,500	2,500	3,250	30.0%
420 34970 FUEL SALES	37,250	38,536	34,000	40,000	37,600	-6.0%
420 34971 LEASE PAYMENTS-LAND LEASE	62,898	143,537	86,715	120,810	122,601	1.5%
420 34972 BUILDING LEASE	1,939	7,805	800	800	800	0.0%
420 34973 LAND LEASE- AMELIA RIVER	231,032	243,314	212,697	215,197	215,197	0.0%
420 34974 LAND LEASE PAYMENTS-NON TAXABL	70,477	72,312	73,864	74,959	78,621	4.9%
420 34975 RENT/LEASE PAYMENTS	387,963	406,985	396,933	410,269	406,196	-1.0%
420 34976 8 FLAGS RENT (TAXABLE)	107,209	65,916	115,126	131,877	131,877	0.0%
420 34977 FUEL FARM RENT		3,552			2,000	
420 34978 8 FLAGS RENT NON-TAXABLE	3,649	5,236	5,000	5,000	5,000	0.0%
420 34979 TRANSIENT HANGAR REVENUE	12,715	11,130	5,000	10,000	10,000	0.0%
TOTAL	923,000	1,005,152	933,435	1,012,212	1,014,642	0.2%
OTHER REVENUES						
420 36110 INTEREST	66,802	67,959	-	-	-	0.0%
420 36990 OTHER REVENUE	72,480	85,406	70,000	38,100	22,500	-40.9%
420 36991 AIRCRAFT PARKING REVENUE	3,883	4,880	4,000	5,000	2,250	-55.0%
420 36992 GAIN ON SALE OF ASSET	-	31,400	20,000	-	1,922,000	0.0%
420 36995 LATE FEES	1,745	2,117	-	-	-	0.0%
420 38101 FROM GENERAL FUND	297,420	296,779	296,779	296,475	296,438	0.0%
420 38410 LOAN PROCEEDS	-	-	-	-	-	0.0%
TOTAL	442,330	488,541	390,779	339,575	2,243,188	560.6%
CASH BALANCE FORWARD						
420 38910 CASH BALANCE FORWARD	4,232,554	2,451,653	1,835,533	1,640,695	2,544,999	55.1%
TOTAL REVENUE AND CASH BALANCES	7,414,915	4,328,841	4,968,947	8,959,225	9,270,493	3.5%

420 AIRPORT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL						
420 51200 SALARIES	135,207	198,667	183,400	200,301	79,777	-60.2%
420 51350 PART TIME SALARIES	19,725	20,501	28,652	29,667	31,150	5.0%
420 51400 OVERTIME	-	-	-	-	-	0.0%
420 52100 FICA	11,948	16,346	16,513	17,577	8,493	-51.7%
420 52200 RETIREMENT	29,772	42,715	37,196	41,339	15,681	-62.1%
420 52300 HEALTH INSUR	18,550	19,771	20,298	25,630	12,129	-52.7%
420 52301 LIFE INSUR	500	730	235	732	217	-70.4%
420 52350 OPEB COSTS	1,756	1,756	1,756	1,756	1,756	0.0%
420 52400 WORKERS' COMP	2,689	1,815	1,815	1,899	1,576	-17.0%
420 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	220,147	302,301	289,865	318,901	150,779	-52.7%
OPERATING EXPENSES						
420 53100 PROFESSIONAL SERVICES	10,754	12,080	25,000	625,000	935,000	49.6%
420 53200 AUDITING	7,371	7,389	7,389	7,389	738	-90.0%
420 53400 CONTRACTUAL	35,805	32,701	48,450	80,721	230,718	185.8%
420 53910 HOUSING ALLOWANCE	5,000	-	-	-	-	0.0%
420 54000 TRAINING/TRAVEL	2,847	3,226	3,000	7,600	3,800	-50.0%
420 54100 COMM - PHONE/FAX/ALARM	2,607	3,020	3,096	3,169	3,126	-1.4%
420 54101 COMMUNICATIONS-CELLULAR	1,487	1,251	1,260	1,230	630	-48.8%
420 54103 COMMUNICATIONS-INTERNET	2,226	6,156	6,100	6,726	6,726	0.0%
420 54200 POSTAGE	5	-	100	100	100	0.0%
420 54300 UTILITIES ELECTRIC	27,499	34,354	28,000	28,000	28,500	1.8%
420 54310 UTILITIES-WATER & WASTEWATER	10,217	8,997	12,200	12,200	12,200	0.0%
420 54400 RENTALS/LEASES	-	-	-	-	-	0.0%
420 54500 INSURANCE	87,791	29,160	29,160	30,339	31,822	4.9%
420 54610 R/M BLDG & GROUNDS	118,706	64,536	95,000	120,000	125,000	4.2%
420 54611 R/M FACILITIES	30,941	8,173	-	19,500	19,500	0.0%
420 54620 R/M EQUIPMENT	4,569	2,476	3,000	3,000	3,000	0.0%
420 54630 R/M VEHICLES-LABOR	2,633	2,843	6,000	5,000	5,000	0.0%
420 54640 R/M VEHICLES-PARTS	6,753	2,886	8,000	6,000	6,500	8.3%
420 54700 PRINTING	441	195	650	650	650	0.0%
420 54800 PROMOTIONAL	131	144	750	750	750	0.0%
420 549100 MISC EXPENSE	126,271	-	-	-	-	0.0%
420 54910 BILLING COSTS	7,300	7,300	7,300	10,000	10,000	0.0%
420 55100 OFFICE SUPPLIES	52	562	2,300	2,300	2,300	0.0%
420 55200 OPERATING SUPPLIES	1,560	895	2,180	265	265	0.0%
420 55210 UNIFORMS	-	-	500	500	300	-40.0%
420 55230 GAS/OIL	8,159	10,888	12,000	12,000	12,000	0.0%
420 55240 CHEMICALS	-	-	-	-	-	0.0%
420 55300 ROAD MATERIALS	-	-	-	-	-	0.0%
420 55400 BOOKS/SUBS/DUES	330	330	575	875	600	-31.4%
TOTAL	501,455	239,560	302,010	983,314	1,439,225	46.4%

420 AIRPORT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
CAPITAL OUTLAY						
420 56200 BUILDING	2,702,563	598,830	200,000	-	-	0.0%
420 56300 IMPROVEMENTS	1,359,490	213,629	2,791,506	5,974,598	4,384,831	-26.6%
420 56301 NON CAP IMPROVEMENT	-	-	-	-	-	0.0%
420 56400 EQUIPMENT	-	181,529	150,000	620,000	700,000	12.9%
420 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	4,062,053	993,988	3,141,506	6,594,598	5,084,831	-22.9%
DEBT SERVICE						
420 57100 PRINCIPAL	293,656	300,696	300,775	306,736	313,776	2.3%
420 57200 INTEREST	116,696	110,427	111,011	104,206	97,499	-6.4%
420 57300 FINANCING COSTS	-	-	-	-	-	0.0%
TOTAL	410,352	411,123	411,786	410,942	411,275	0.1%
420 59900 CONTINGENCY	-	-	-	-	-	0.0%
420 59990 RESERVE	2,220,908	2,381,868	823,780	651,470	2,184,383	235.3%
TOTAL EXPENDITURES AND RESERVES	7,414,915	4,328,840	4,968,947	8,959,225	9,270,493	3.5%

Department Description & Function

1. Department: Airport

2. Department Function Summary:

The Fernandina Beach Municipal Airport (FHB) is a public-use general aviation airport. The airport is located in the City of Fernandina Beach, Nassau County, Florida, and consists of three runways, all exceeding 5,000 feet in length. These runways serve the general aviation, tourism, and business needs of the City of Fernandina Beach, Amelia Island, and surrounding area. Additionally, the airport complements the Northeast Florida Aviation System by providing an alternative operating location for general aviation operations. Currently, the airport serves a variety of general aviation aircraft, including business jets, government aircraft, private/recreational aircraft, skydiving activity, flight schools, and site seeing. Currently the following commercial aeronautical businesses operate at and from the Airport: one Fixed Base Operator (FBO), two aircraft maintenance and avionics businesses, two skydiving businesses, a flight school, and a commercial aircraft storage business.

3. Department Description:

This department operates as an enterprise fund with generated revenues offsetting airport operations and capital improvement expenses. The airport enterprise is financially self-sufficient and requires no subsidy from ad valorem taxes. Major revenues include t-hangar rent, ground/building lease rent, golf course land lease rent, non-aviation property rentals, and fuel flowage fees assessed on fuel sales by the Airport's FBO. Additionally, the Airport actively seeks grant support from the FAA and FDOT for eligible capital improvement needs.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-45	Budget 2025-26
Airport Director	1 FT	1 FT	1 FT	0 FT
Airport Operations Manager	1 FT	1 FT	1 FT	1 FT
Airport Administrator	1 PT	1 PT	1 PT	1 PT
Total	2 FT 1 PT	2 FT 1 PT	2 FT 1 PT	1 FT 1 PT

Program Goals & Objectives

The objective of the Fernandina Beach Municipal Airport is to support its mission and vision through the operation, maintenance, and development of airport services and infrastructure that is accountable to its constituents, providing appropriate airport facilities, and supporting compatible business uses and development. The following goals further define and clarify airport accountability, facilities and business:

ACCOUNTABILITY	BUSINESS	FACILITIES
Accountable to provide services to: • Users • Tenants • Customers Financially accountable to: • Airport sponsor (enterprise fund) • Grantors Meeting Regulatory obligations to: • FAA • FDOT • EPA • DHS • City of Fernandina Financially Self-sustaining: • Leveraging grant funding and airport revenues to be a self-sustaining enterprise	Compatible with the mission and vision of the airport Encouraging economic growth that is specific and targeted Encourages revenue-generating activities that are competitively priced Fostering partnerships Promoting tourism Responding to the demands of dynamically changing economic influences and aviation technologies Supporting non-aviation uses on airport or city-owned property that are compatible with typical airport activities Welcoming to aviation-compatible businesses	Addressing the needs of general aviation users Addressing the general aviation needs of businesses Enabling and supporting the acquisition of new assets Ensuring efficient and effective service quality Maintaining and retaining current airport assets, including real property, existing runways, taxiways, ramps, runway lengths, and operational utility Maintaining modern and up to date facilities Providing a safe environment for all concerned Providing services and/or economic value to the community Providing a welcoming gateway to Amelia Island and local communities Secure (controlled access) Serving as a regional resource for emergencies

Action Plan Supporting the Airport Vision, Mission, Goals and Objectives:

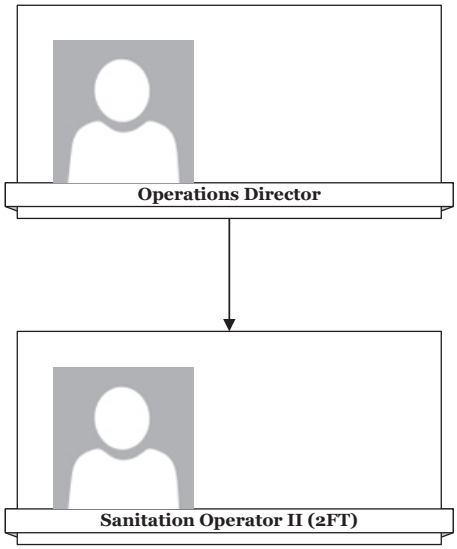
- Engage airport users, tenants, and businesses, members of the AAC, and interested members of the community in a dialogue necessary to ensure airport plans are aligned to the airport mission, vision, goals and objectives.
- Coordinate with AAC, tenants, and engineers to craft a plan to develop infrastructure needed to provide safe aircraft storage solutions (private or City-built) at FHB to better support the existing demand.
- Seek methods and opportunities to engage with the airport's neighboring community through open house activities and events where the airport can express the purpose, function, and value of the airport by providing educational and recreational activities at the airport.
- Review and discuss the airport's fee schedule with the AAC and airport tenants to ensure that fees for use of the airport are fair and appropriate for use of the airport.

This Page Intentionally Left Blank

Sanitation Mission Statement

The City of Fernandina Beach Sanitation Division will strive to perform our duties to the best of our ability in the spirit of professionalism, teamwork, and diligence. As responsible stewards of the citizen's tax dollars, we will strive to work together in the accomplishment of our assigned responsibilities as efficiently and effectively as possible.

Organization Chart
Operations – Sanitation



Full-Time: 2 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Sanitation

Position/Title		2025-2026 Budget
Full-Time		
Sanitation Operator II	2.00	105,536
PTO Buyout		
Total Budgeted Positions	**2.00**	**105,536**

440 SANITATION FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
GRANTS						
440 33120 FEMA FED GRANT	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
CHARGES FOR SERVICES						
440 34340 GARBAGE FEES	3,060,605	2,500,989	3,402,883	2,208,000	2,303,215	4.3%
440 34341 GARBAGE FEES COFB	433,369	462,753	468,000	468,000	525,475	12.3%
TOTAL	3,493,974	2,963,741	3,870,883	2,676,000	2,828,690	5.7%
OTHER REVENUES						
440 36110 INTEREST	6,379	9,958	-	-	-	0.0%
440 36990 OTHER REVENUE	70,959	164,661	104,000	101,600	119,500	17.6%
440 38101 TRANSFER FROM GENERAL FUND	40,000	40,000	40,000	-	-	0.0%
440 36992 GAIN ON SALE OF ASSET	-	-	-	-	5,000	0.0%
TOTAL	117,338	214,619	144,000	101,600	124,500	22.5%
CASH BALANCE FORWARD						
440 38910 CASH BALANCE FORWARD	251,236	369,672	218,783	538,828	299,406	-44.4%
TOTAL REVENUE AND CASH BALANCES	3,862,548	3,548,032	4,233,666	3,316,428	3,252,596	-1.9%

440 SANITATION FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL						
440 51200 SALARIES	119,462	96,297	93,600	99,063	105,536	6.5%
440 51400 OVERTIME	16,444	20,490	15,000	18,000	20,000	11.1%
440 52100 FICA	10,431	9,479	8,309	8,711	9,625	10.5%
440 52200 RETIREMENT	29,191	25,092	23,455	26,080	26,367	1.1%
440 52300 HEALTH INSUR	24,292	21,705	20,176	25,826	25,447	-1.5%
440 52301 LIFE INSUR	479	411	342	360	308	-14.4%
440 52350 OPEB COSTS	-	-	-	-	-	0.0%
440 52400 WORKERS' COMP	3,821	4,608	4,608	4,822	5,552	15.1%
440 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	204,120	178,082	165,490	182,862	192,835	5.5%
OPERATING EXPENSES						
440 53200 AUDITING	7,371	7,389	7,389	7,389	1,208	-83.7%
440 53400 CONTRACTUAL	235,245	250,175	255,936	250,691	282,946	12.9%
440 53440 SANITATION SERVICES EXPENSE	2,761,405	2,391,237	3,093,221	2,186,017	2,117,168	-3.1%
440 53444 RECYCLING SERVICES	-	-	-	-	-	0.0%
440 54000 TRAINING/TRAVEL	-	504	1,000	2,800	1,100	-60.7%
440 54100 COMM - PHONE/FAX/ALARM	-	-	-	-	-	0.0%
440 54103 COMMUNICATIONS-INTERNET	-	-	-	-	-	0.0%
440 54300 UTILITIES ELECTRIC	-	-	-	-	-	0.0%
440 54400 RENTAL/LEASE	2,843	-	5,000	7,500	10,000	33.3%
440 54440 LAND RENT	31,973	33,047	35,000	40,000	35,500	-11.3%
440 54500 INSURANCE	-	53,719	53,719	43,572	52,200	19.8%
440 54610 R/M BLDG & GROUNDS	-	2,577	5,000	2,500	2,500	0.0%
440 54611 R/M FACILITIES	-	-	-	-	-	0.0%
440 54620 R/M EQUIPMENT	317	-	5,000	3,000	3,000	0.0%
440 54630 R/M VEHICLES-LABOR	7,005	7,363	10,000	10,000	11,000	10.0%
440 54640 R/M VEHICLES-PARTS	24,690	14,597	17,000	20,000	30,000	50.0%
440 54700 PRINTING	-	-	-	-	-	0.0%
440 54910 BILLING COSTS	92,000	92,000	92,000	92,000	92,000	0.0%
440 55100 OFFICE SUPPLIES	-	-	100	-	150	0.0%
440 55200 OPERATING SUPPLIES	930	316	2,000	4,500	4,500	0.0%
440 55200 UNIFORMS	1,500	1,154	1,200	1,100	1,100	0.0%
440 55220 JANITORIAL SUPPLIES	-	-	-	-	-	0.0%
440 55230 GAS/OIL	25,039	24,300	30,000	30,000	30,000	0.0%
440 55240 CHEMICALS	-	-	-	-	-	0.0%
440 55300 ROAD MATERIALS	-	-	-	-	-	0.0%
440 55644 NON PROFIT KNB	5,000	5,000	5,000	5,000	5,000	0.0%
TOTAL	3,195,318	2,883,379	3,618,565	2,706,069	2,679,372	-1.0%
CAPITAL OUTLAY						
440 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
440 56400 EQUIPMENT	189,999	-	-	-	250,000	0.0%
440 56401 NON CAP EQUIP	-	14,685	20,000	20,000	20,000	0.0%
TOTAL	189,999	14,685	20,000	20,000	270,000	1250.0%
TRANSFERS						
440 59100 TRANSFER TO GENERAL FUND	-	-	-	40,000	40,000	0.0%
TOTAL	-	-	-	40,000	40,000	0.0%
440 59990 RESERVE	273,111	471,887	429,611	367,497	70,389	-80.8%
TOTAL EXPENDITURES AND RESERVES	3,862,548	3,548,032	4,233,666	3,316,428	3,252,596	-1.9%

Department Description & Function

1. Department: Operations **Division:** Sanitation

2. Department/Division Function Summary:

The Division of Sanitation is responsible for the collection and disposal of residential and commercial solid waste.

3. Department/Division Description:

Most sanitation operations involve the collection of garbage and recycling. This service is currently outsourced via a franchise agreement with Waste Management. Some functions of the division are performed by City staff and include the collection and disposal of residential yard debris, the management of community cleanup events, the oversight of the Waste Management franchise agreement, and the billing for Waste Management's services. Administrative support is shared among other departments. The Sanitation Division is structured as an enterprise fund.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Operator I/II	2 FT	2 FT	2 FT	2 FT
Total	2 FT	2 FT	2 FT	2 FT

Program Goals & Objectives

1. Department: Operations **Division:** Sanitation

2. Principal Programs:

A. Ordinance Review & Update
B. Yard Waste Collection Program Improvements
C. Recycling Education

3. Programs Goals and Objectives:

A. Program: **Ordinance Review & Update**

Goal: Update Sanitation Ordinances

Objective: Update Sanitation ordinances to reflect new billing operations and related levels of service

Deadline: July 1, 2026

B. Program: **Yard Waste Collection Program Improvements**

Goal: Equipment & fee updates

Objective: Update equipment and fee structure to reflect increased demands

Deadline: July 1, 2026

C. Program: **Recycling Education**

Goal: Educate Community on Recycling Contamination

Objective: Create campaign on the do’s and don’ts with curbside recycling to lower contamination rates

Deadline: November 1, 2025

This Page Intentionally Left Blank

Wastewater Department Mission Statement

The Wastewater Division is a professional, community organization serving the needs of residents, businesses, and visitors by providing reliable wastewater disposal services that protects the environment while providing for future growth of our community.

The Wastewater Department shall manage and maintain the wastewater treatment plant and collection and transmission system to achieve the following:

-Compliance with regulatory permit requirements
-Protection of public health and environment
-Provide sufficient capacity to meet projected community growth
-Maintain level of service and efficient and safe operation
-Operation in an efficient and cost effective manner

The Wastewater Department shall develop plans and budget for potential future regulatory changes. The department shall evaluate feasibility and plan for future implementation of wastewater reuse and surface water discharge elimination in accordance with state and federal guidelines.

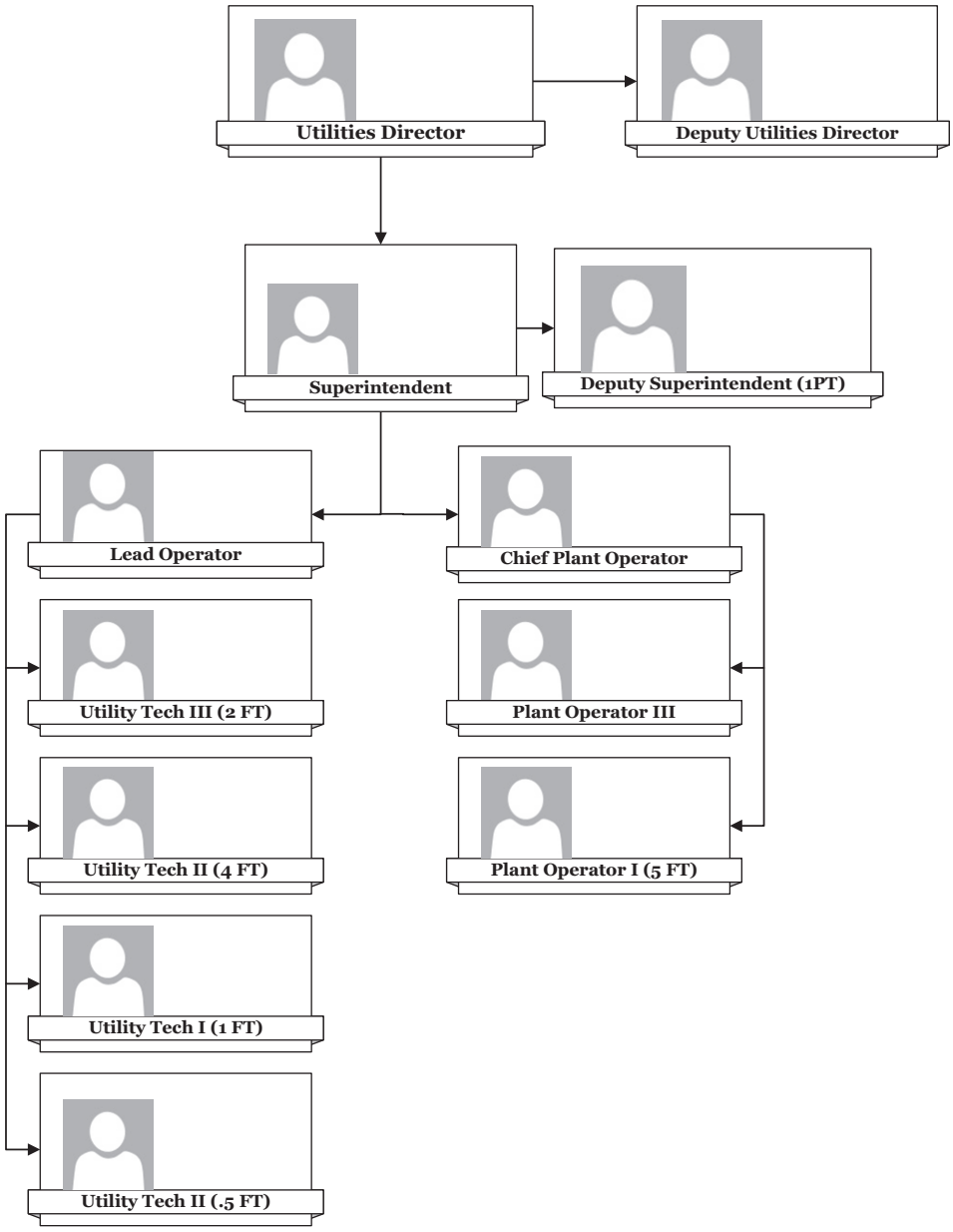
The department shall develop and maintain an asset management plan that will ensure that the wastewater system operates at the established level of service.

The department shall establish and collect a fee sufficient to operate and maintain the wastewater system as well as budget for identified system improvements.

The department shall review plans for system expansion necessary for development to ensure consistency with anticipated future developments and efficient system operation.

The department shall extend facilities as necessary to provide services to promote elimination of septic systems.

Organization Chart
Wastewater



Full-Time: 16.5 **Part-Time: 1** **Seasonal: 0**

Position Control Summary
Wastewater Operations

Position/Title		2025-2026 Budget
Full-Time		
Utilities Operations Superintendent	1.00	96,675
Utilities Chief Plant Operator	1.00	81,932
Utilities Plant Operator III	1.00	85,149
Utilities Plant Operator I	5.00	325,561
Utility Technician III	2.00	145,072
Utility Technician II	4.50	243,306
Utility Technician I	1.00	46,634
Lead Operator	1.00	79,464
PTO Buyout		9,157
Total FT	16.50	1,112,950
Part-Time		
Deputy Wastewater Superintendent	1.00	58,635
Total PT	1.00	58,635
Total Budgeted Positions	**17.50**	**1,171,585**

450 WASTEWATER FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	PROJECTION 2025	BUDGET 2026	INCREASE / DECREASE
GRANTS							
450 33120 FEMA FED GRANT	-	-	-	-	-	-	0.0%
450 33420 FEMA STATE	-	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	-	0.0%
CHARGES FOR SERVICES							
450 34345 WASTEWATER CHARGES	5,958,046	6,519,801	6,198,520	6,496,048	6,519,801	6,814,355	4.9%
450 34530 SEPTIC DUMPING	61,935	95,337	50,000	80,000	80,000	80,000	0.0%
450 34535 WASTEWATER TAP FEES	98,225	86,625	45,000	60,000	60,000	60,000	0.0%
450 34910 WASTEWATER MISCELLANEOUS FEES	97,599	95,946	5,000	85,000	95,000	85,000	0.0%
TOTAL	6,215,805	6,797,710	6,298,520	6,721,048	6,754,801	7,039,355	4.7%
OTHER REVENUES							
450 36110 INTEREST	70,984	63,088	90,000	70,000	70,000	55,434	-20.8%
450 36120 UNREALIZED GAIN/LOSS	1,067	-	-	-	-	-	0.0%
450 36420 INSURANCE PROCEEDS	-	-	-	-	-	-	0.0%
450 36800 CAPITAL CONTRIBUTION	-	-	-	-	-	-	0.0%
450 36990 OTHER REVENUE	(709)	2,687	-	-	-	-	0.0%
450 36992 GAIN ON SALE OF ASSET	6,827	24,280	-	-	-	-	0.0%
TOTAL	78,169	90,055	90,000	70,000	70,000	55,434	-20.8%
CASH BALANCE FORWARD							
450 38910 CASH BALANCE FORWARD	6,391,882	1,530,184	1,408,218	1,136,572	1,352,217	971,615	-14.5%
TOTAL REVENUE AND CASH BALANCES	12,685,856	8,417,948	7,796,738	7,927,620	8,177,018	8,066,404	1.8%

450 WASTEWATER FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	PROJECTION 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL							
450 51200 SALARIES	798,947	936,638	860,180	1,032,050	1,032,050	1,112,950	7.8%
450 51210 WC REIMB	(881)	-	-	-	-	-	0.0%
450 51350 PART TIME SALARIES	42,328	45,925	35,610	37,391	53,391	58,635	56.8%
450 51400 OVERTIME	148,978	209,374	157,530	162,256	162,256	220,500	35.9%
450 52100 FICA	73,668	87,875	66,013	91,521	91,521	86,467	-5.5%
450 52200 RETIREMENT	196,840	232,451	185,394	251,147	251,147	230,933	-8.0%
450 52300 HEALTH INSUR	148,936	171,807	184,979	268,668	268,668	217,529	-19.0%
450 52301 LIFE INSUR	2,989	3,468	3,344	4,515	4,515	3,524	-21.9%
450 52350 OPEB COSTS	15,361	15,361	15,361	15,361	15,361	15,361	0.0%
450 52400 WORKERS' COMP	12,225	16,931	16,931	19,591	19,591	22,977	17.3%
450 52500 UNEMPLOYMENT	-	-	-	-	-	-	0.0%
TOTAL	1,439,391	1,719,829	1,525,342	1,882,500	1,898,500	1,968,876	4.6%
OPERATING EXPENSES							
450 53100 PROFESSIONAL SERVICES	39,791	75,427	225,000	225,000	224,100	107,000	-52.4%
450 53200 AUDITING	15,561	15,599	15,599	15,599	15,599	7,703	-50.6%
450 53400 CONTRACTUAL	295,489	244,500	225,648	262,206	262,206	392,921	49.9%
450 54000 TRAINING/TRAVEL	18,131	21,253	38,700	34,200	33,200	32,615	-4.6%
450 54100 COMM - PHONE/FAX/ALARM	1,159	1,240	4,296	4,115	4,115	4,863	18.2%
450 54101 COMMUNICATIONS-CELLULAR	3,027	3,057	5,025	5,600	5,600	4,750	-15.2%
450 54103 COMMUNICATIONS-INTERNET	4,348	3,590	1,854	4,235	4,235	4,235	0.0%
450 54200 POSTAGE	348	311	3,000	3,000	3,000	3,000	0.0%
450 54300 UTILITIES ELECTRIC	315,534	268,523	265,000	265,000	265,000	290,000	9.4%
450 54310 UTILITIES-WATER & WASTEWATER	13,000	55,500	55,000	55,000	55,000	25,000	-54.5%
450 54320 UTILITIES-PROPANE/OTHER	-	6,210	7,800	7,800	8,700	10,000	28.2%
450 54400 RENTALS/LEASES			-	-	-	25,000	0.0%
450 54500 INSURANCE	32,009	58,645	58,645	67,558	67,558	80,569	19.3%
450 54610 R/M BLDG & GROUNDS	34,475	60,505	72,500	85,000	105,308	559,600	558.4%
450 54611 R/M FACILITIES	12,506	8,078	23,500	16,000	8,000	26,500	65.6%
450 54620 R/M EQUIPMENT	92,582	308,884	201,000	209,000	209,000	209,000	0.0%
450 54630 R/M VEHICLES-LABOR	11,332	13,098	20,000	20,000	19,000	22,000	10.0%
450 54640 R/M VEHICLES-PARTS	32,079	49,164	33,000	38,000	33,000	40,000	5.3%
450 54700 PRINTING	-	-	-	-	-	-	0.0%
450 54800 PROMOTIONAL	-	-	-	-	-	12,500	0.0%
450 54910 BILLING COSTS	200,000	200,000	200,000	200,000	200,000	200,000	0.0%
450 54920 UTILITY ADMIN COSTS	294,330	330,585	330,585	330,585	330,585	491,322	48.6%
450 55100 OFFICE SUPPLIES	661	1,233	1,500	1,500	1,500	1,000	-33.3%
450 55200 OPERATING SUPPLIES	145,307	295,090	271,130	310,065	310,065	75,180	-75.8%
450 55210 UNIFORMS	7,575	7,289	8,925	10,900	10,900	11,200	2.8%
450 55220 JANITORIAL SUPPLIES	1,682	1,336	2,500	2,500	2,500	1,800	-28.0%
450 55230 GAS/OIL	30,899	33,207	38,000	38,000	36,000	38,000	0.0%
450 55240 CHEMICALS	109,052	162,008	128,000	128,000	128,000	128,000	0.0%
450 55300 ROAD MATERIALS	7,623	7,044	8,000	12,000	12,000	-	-100.0%
450 55400 BOOKS/SUBS/DUES	1,384	2,319	1,900	1,900	2,900	4,071	114.3%
TOTAL	1,719,884	2,233,694	2,246,107	2,352,763	2,357,071	2,807,829	19.3%

450 WASTEWATER FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	PROJECTION 2025	BUDGET 2026	INCREASE / DECREASE
CAPITAL OUTLAY							
450 56200 BUILDING	-	-	-	50,000	50,000	-	-100.0%
450 56300 IMPROVEMENTS	925,475	935,962	1,053,811	1,167,500	1,290,718	1,609,733	37.9%
450 56400 EQUIPMENT	599,421	271,342	295,000	607,500	312,526	807,609	32.9%
450 56401 NON CAP EQUIP	4,365	2,390	16,500	16,500	8,000	8,500	-48.5%
TOTAL	1,529,261	1,209,694	1,365,311	1,841,500	1,661,244	2,425,842	31.7%
TRANSFERS							
450 59100 TRANSFER TO GENERAL FUND	360,000	360,000	360,000	360,000	360,000	360,000	0.0%
450 59230 TRANSFER TO UTIL ACQ DS	236,598	236,598	236,598	428,588	428,588	429,425	0.2%
450 59330 TRANSFER TO WW CAPITAL	500,000	500,000	500,000	500,000	500,000	60,000	-88.0%
450 59410 TRANSFER TO GOLF COURSE	1,360,208	-	-	-	-	-	0.0%
450 59460 TRANSFER TO WATER FUND	600,000	1,000,000	1,000,000	-	-	-	0.0%
450 59480 TRANSFER TO MARINA FUND	3,014,418	-	-	-	-	-	0.0%
TOTAL	6,071,224	2,096,598	2,096,598	1,288,588	1,288,588	849,425	-34.1%
450 59990 RESERVE	1,926,096	1,158,134	563,380	562,269	971,615	14,432	-97.4%
TOTAL EXPENDITURES AND RESERVES	12,685,856	8,417,949	7,796,738	7,927,620	8,177,018	8,066,404	1.8%

Department Description & Function

1. Department: Utilities **Division:** Wastewater Division

2. Department/Division Function Summary:

The Wastewater Division is responsible for the safety and health of the citizens of Fernandina Beach through effective and economical collection, transportation, and treatment of sewage. This service is accomplished by the operation and maintenance of 38 area lift stations, 4 individual lift stations, 80.45 miles of gravity sewer and 31.67 miles of force main sewer. Two individual treatment plants combine effluents to form one effluent outfall to the Amelia River, which must meet guidelines established by the EPA and FDEP. Protection of the receiving water is mandated and the waters of the State of Florida by these agencies. Department is responsible for maintenance and improvement of collection to serve existing customers, and expansion to serve new customers.

3. Department/Division Description:

This department serves both residential and commercial customers within the utility service area, which includes unincorporated areas as well as City limits. A limited amount of septic wastewater is accepted by truck; no industrial wastewater is accepted. The operation and maintenance of this critical infrastructure is accomplished by the dedication of the employees who respond 24 hours a day, 7 days a week, and 365 days a year. To ensure that all these needs are met, the following employees are listed:

Number of funded Employees	**Actual 2022-23**	**Budget 2023-24**	**Budget 2024-25**	**Budget 2025-26**
Utility Operations Superintendent	1 FT	1 FT	1 FT	1 FT
Utilities Supervisor	0 FT	1 FT	0 FT	0 FT
Utilities Chief Plant Operator	1 FT	1 FT	1 FT	1 FT
Utilities Plant Operator III	1 FT	1 FT	1 FT	1 FT
Utilities Plant Operator I	0 FT	3 FT	2 FT	5 FT
Utility Technician III	4 FT	0 FT	1 FT	2 FT
Utility Technician II	2 FT	1 FT	4.5 FT	4.5 FT
Utility Technician I	2 FT	2 FT	2 FT	1 FT
Lead Operator	1 FT	1 FT	1 FT	1 FT
Electrician HVAC Technician	0 FT	0 FT	3 FT	0 FT
Locator	.5 FT	0 FT	0 FT	0 FT
Collector/Utility Tech II	.5 FT	.5 FT	0 FT	0 FT
Meter Reader	.5 FT	0 FT	0 FT	0 FT
Deputy Wastewater Superintendent	1 PT	1 PT	1 PT	1 PT
Part-time Plant Operator	1 PT	0 PT	0 PT	0 FT
TOTAL	**14.5 FT 2 PT**	**14.5 FT 1 PT**	**16.5 FT 1 PT**	**16.5 FT 1 PT**

4. Program Performance Indicators:

Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Number of stoppages	0	0	0	0
Number of L.S. failures	0	0	0	0
Gals. Treated/ KWH	659.68*	751.00*	659.68*	659.68
Average sewage treated	1.93 MGD*	2.28 MGD*	1.93 MGD*	1.93 MGD*

- *Annual*

Program Goals & Objectives

1. Department: Utilities **Division:** Wastewater

2. Principal Programs:

A. Wastewater collection and transportation
B. Wastewater treatment plant operation
C. Sludge disposal

Short Term Goals:

Goal: **Optimize wastewater collection process and lift station operation.**

Objective: Adjust collection and transmission system to minimize re-pumping of wastewater and optimize efficiency of lift stations. Evaluate and upgrade lift stations for operation and flood protection.

Measure: Reduce run time at critical lift stations and improve adaptability of system. Essential lift station components and controls raised above flood elevation.

Goal: **Operate the wastewater treatment plants economically, efficiently, meeting or exceeding all State and Federal standards.**

Objective: Produce the monthly operating report that is sent to FDEP. Develop monthly efficiency tracking for power consumption for collection and treatment system as a measure of system performance.

Measure: The Chief Plant Operator will review monthly operating reports and review all permit regulated values including the percent removal which should be 95% or higher. If it is not the Chief Plant Operator will work with the Wastewater Superintendent to determine the cause.

Long Term Goals:

Goal: **Reduce infiltration and inflow into the collection system.**

Objective: Reduce the expenses associated with treating rain and ground water by continued relining of old gravity mains, manhole restoration and relining of sewer laterals.

Measure: Continue annual projects to reduce I&I while extending service life of collection system. Develop and implement a collection system action plan to prioritize improvements and maintenance to reduce I&I and associated treatment costs.

This Page Intentionally Left Blank

This Page Intentionally Left Blank

Water Department Mission Statement

The Water Division is a professional, community organization serving the needs of residents, businesses, and visitors by providing an affordable water service that protects the environment while providing for future growth of our community.

The Water Department shall manage and maintain the water plants and collection and transmission system to achieve the following:

-Compliance with regulatory permit requirements
-Protection of public health and environment
-Provide sufficient capacity to meet projected community growth
-Maintain level of service and efficient and safe operation

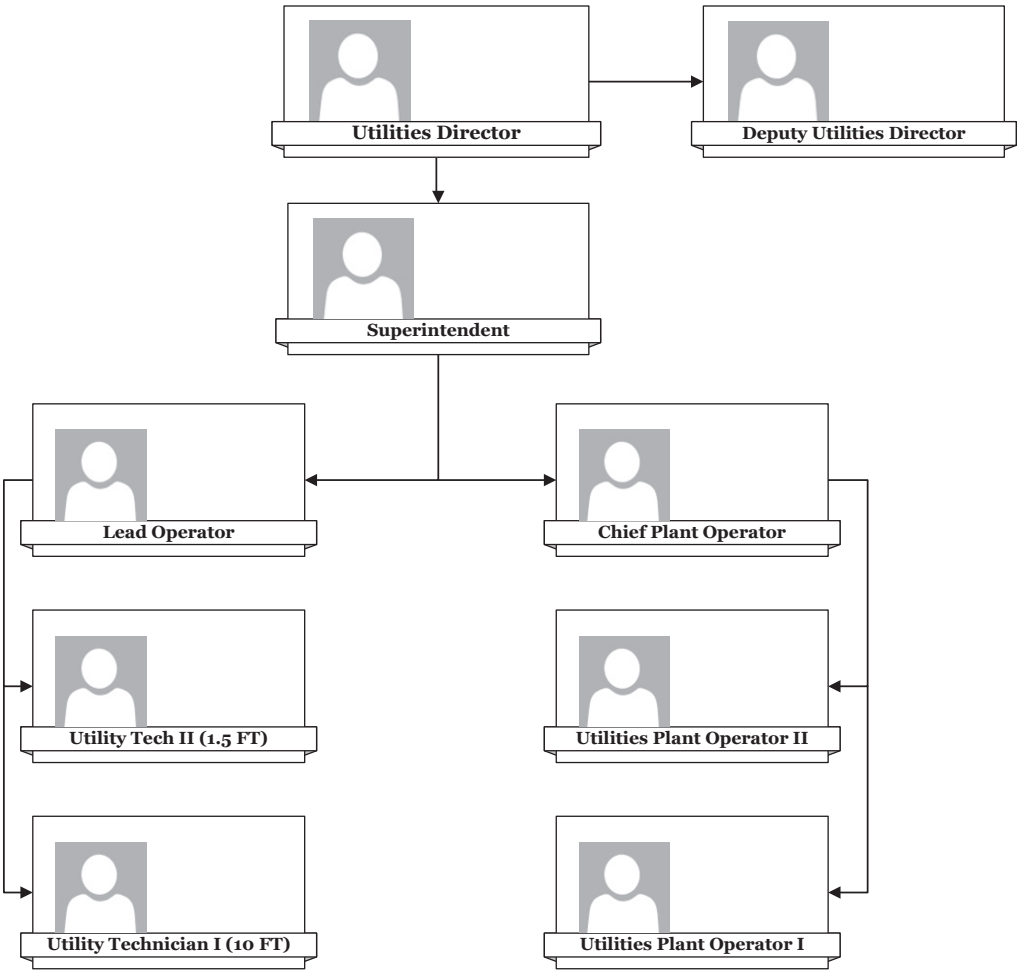
The Water Department shall develop plans and budget for potential future regulatory changes.

The department shall develop and maintain an asset management plan that will ensure that the water system operates at the established level of service.

The department shall establish and collect a fee sufficient to operate and maintain the water system as well as budget for identified system improvements.

The department shall review plans for system expansion necessary for development to ensure consistency with anticipated future developments and efficient system operation.

Organization Chart
Water



Full-Time: 16.5 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Water Operations

Position/Title		2025-2026 Budget
Full-Time		
Utilities Operations Superintendent	1.00	94,016
Lead Operator	1.00	69,187
Utilities Chief Plant Operator	1.00	84,377
Utilities Plant Operator II	1.00	67,762
Utilities Plant Operator I	1.00	60,476
Utility Technician II	1.50	76,829
Utility Technician I	10.00	411,189
PTO Buyout		11,426
Total FT	16.50	875,262
Total Budgeted Positions	**16.50**	**875,262**

460 WATER FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	PROJECTION 2025	BUDGET 2026	INCREASE / DECREASE
GRANTS							
460 33120 FEMA FED GRANT	-	-	-	-	-	-	0.0%
460 33420 FEMA STATE	-	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	-	0.0%
CHARGES FOR SERVICES							
460 34346 WATER CHARGES	4,696,574	5,050,802	4,841,570	5,073,965	5,073,965	5,332,590	5.1%
460 34610 WATER TAP CHARGES	108,250	98,500	53,560	53,560	53,560	53,560	0.0%
460 34620 WATER METER INSTALLATION FEES	36,737	26,758	37,801	37,801	37,801	30,000	-20.6%
460 34621 WATER NONPAY RECONNECT FEE	62,176	60,810	30,000	30,000	30,000	50,000	66.7%
460 34634 WATER OVERPAYMENT	-	-	-	-	-	-	0.0%
460 34910 WATER MISCELLANEOUS FEES	6,530	2,850	10,712	10,000	10,000	5,000	-50.0%
TOTAL	4,910,267	5,239,719	4,973,643	5,205,326	5,205,326	5,471,150	5.1%
OTHER REVENUES							
460 36110 INTEREST	70,398	113,072	79,745	79,745	79,745	79,745	0.0%
460 36120 UNREALIZED GAIN/LOSS	2,430	6,247	-	-	-	-	0.0%
460 36310 IMPACT FEES- INCORPORATED AREA	-	-	-	-	-	-	0.0%
460 36323 EXTENSION CHARGES	30,703	30,129	24,720	24,720	24,720	30,000	21.4%
460 36420 INSURANCE PROCEEDS	-	-	-	-	-	-	0.0%
460 36800 CAPITAL CONTRIBUTION	-	124,617	-	-	-	-	0.0%
460 36990 OTHER REVENUE	236	762	-	-	-	-	0.0%
460 36992 GAIN ON SALE OF ASSET	61,040	22,226	-	-	-	-	0.0%
460 36995 LATE FEES	20,470	21,549	16,322	20,000	20,000	20,000	0.0%
TOTAL	185,277	318,602	120,787	124,465	124,465	129,745	4.2%
TRANSFERS IN							
460 38145 FROM WASTEWATER	600,000	1,000,000	1,000,000	-	-	-	0.0%
TOTAL	600,000	1,000,000	1,000,000	-	-	-	0.0%
CASH BALANCE FORWARD							
460 38910 CASH BALANCE FORWARD	6,977,146	7,239,045	5,748,316	5,737,239	6,812,186	4,964,785	-13.5%
460 38912 RESERVE - R & R FUND	200,000	200,000	200,000	200,000	200,000	200,000	0.0%
TOTAL REVENUE AND CASH BALANCES	12,872,690	13,997,367	12,042,746	11,267,030	12,341,977	10,765,680	-4.4%

460 WATER FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	PROJECTION 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL							
460 51200 SALARIES	770,784	891,157	950,939	959,560	959,560	875,262	-8.8%
460 51210 WC REIMB	-	-	-	-	-	-	0.0%
460 51300 SEASONAL/TEMPORARY	-	-	-	-	-	-	0.0%
460 51350 PART TIME SALARIES	-	-	-	-	-	-	0.0%
460 51400 OVERTIME	148,618	171,840	150,000	154,500	154,500	162,225	5.0%
460 52100 FICA	67,793	77,245	69,826	81,018	81,018	63,666	-21.4%
460 52200 RETIREMENT	184,429	215,104	205,092	235,391	235,391	180,985	-23.1%
460 52300 HEALTH INSUR	150,175	201,333	211,275	272,281	272,281	228,374	-16.1%
460 52301 LIFE INSUR	2,852	3,360	3,679	3,899	3,899	2,605	-33.2%
460 52350 OPEB COSTS	14,483	14,483	14,483	14,483	14,483	14,483	0.0%
460 52400 WORKERS' COMP	15,717	18,382	18,382	18,984	18,984	19,000	0.1%
460 52500 UNEMPLOYMENT	-	-	-	-	-	-	0.0%
TOTAL	1,354,851	1,592,905	1,623,676	1,740,116	1,740,116	1,546,600	-11.1%
OPERATING EXPENSES							
460 53100 PROFESSIONAL SERVICES	19,215	11,120	140,000	140,000	65,000	106,000	-24.3%
460 53200 AUDITING	10,647	10,673	10,673	10,673	10,673	7,833	-26.6%
460 53400 CONTRACTUAL	90,628	86,251	147,104	134,230	134,230	64,690	-51.8%
460 54000 TRAINING/TRAVEL	16,231	14,691	41,058	39,558	20,000	32,365	-18.2%
460 54100 COMM - PHONE/FAX/ALARM	1,493	1,899	2,896	2,646	2,646	3,255	23.0%
460 54101 COMMUNICATIONS-CELLULAR	6,057	9,806	10,000	15,000	10,000	10,000	-33.3%
460 54103 COMMUNICATIONS-INTERNET	3,969	6,145	10,500	6,144	9,250	9,250	50.6%
460 54200 POSTAGE	14	139	1,825	1,825	700	700	-61.6%
460 54300 UTILITIES ELECTRIC	237,444	242,911	220,000	220,000	220,000	235,000	6.8%
460 54310 UTILITIES-WATER & WASTEWATER	791	922	1,000	1,000	1,000	1,000	0.0%
460 54320 UTILITIES-PROPANE/OTHER	4,040	1,640	6,000	1,000	1,230	2,000	100.0%
460 54400 RENTALS/LEASES	-	-	-	-	-	15,000	0.0%
460 54440 LAND RENT	19,250	19,876	25,000	25,000	25,000	21,600	-13.6%
460 54500 INSURANCE	21,170	54,717	54,717	55,575	55,575	66,580	19.8%
460 54610 R/M BLDG & GROUNDS	74,730	83,030	98,000	173,000	183,000	448,000	159.0%
460 54611 R/M FACILITIES	20,559	10,841	18,500	31,300	7,500	16,300	-47.9%
460 54620 R/M EQUIPMENT	63,714	103,063	114,000	114,000	114,000	114,000	0.0%
460 54630 R/M VEHICLES-LABOR	7,972	13,125	12,000	12,000	11,500	13,000	8.3%
460 54640 R/M VEHICLES-PARTS	27,282	28,736	25,000	23,000	20,000	25,000	8.7%
460 54700 PRINTING	-	-	-	-	225	250	0.0%
460 54800 PROMOTIONAL	200	500	10,000	5,000	5,000	7,000	40.0%
460 54902 BAD DEBT EXPENSE	-	-	-	-	-	-	0.0%
460 54910 BILLING COSTS	200,000	200,000	200,000	200,000	200,000	200,000	0.0%
460 54920 UTILITY ADMIN COSTS	294,330	330,585	330,585	330,585	330,585	491,322	48.6%
460 55100 OFFICE SUPPLIES	5,774	1,456	2,500	2,500	2,500	2,500	0.0%
460 55200 OPERATING SUPPLIES	261,215	323,842	277,430	269,230	289,230	77,330	-71.3%
460 55210 UNIFORMS	7,725	7,992	10,875	11,900	11,900	11,900	0.0%
460 55220 JANITORIAL SUPPLIES	1,070	2,806	3,000	3,000	3,000	3,000	0.0%
460 55230 GAS/OIL	43,813	51,313	50,000	52,000	52,000	54,000	3.8%
460 55240 CHEMICALS	78,400	36,000	76,000	76,000	76,000	76,000	0.0%
460 55300 ROAD MATERIALS	7,623	7,273	8,000	12,000	12,000	-	-100.0%
460 55400 BOOKS/SUBS/DUES	2,221	933	6,140	4,040	4,040	7,240	79.2%
TOTAL	1,527,577	1,662,285	1,912,803	1,972,206	1,877,784	2,122,115	7.6%
CAPITAL OUTLAY							
460 56200 BUILDING	-	-	-	-	-	40,000	0.0%
460 56300 IMPROVEMENTS	703,121	1,492,715	1,375,000	1,692,000	1,709,958	1,320,433	-22.0%
460 56400 EQUIPMENT	240,307	126,000	120,000	205,000	203,422	493,450	140.7%
460 56401 NON CAP EQUIP	8,472	5,602	17,500	24,700	10,000	16,500	-33.2%

460 WATER FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	PROJECTION 2025	BUDGET 2026	INCREASE / DECREASE
TOTAL	951,900	1,624,317	1,512,500	1,921,700	1,923,380	1,870,383	-2.7%
TRANSFERS							
460 59100 TRANSFER TO GENERAL FUND	180,000	120,000	120,000	120,000	120,000	120,000	0.0%
460 59230 TRANSFER TO UTIL ACQ DS	1,991,895	1,991,895	1,991,895	1,515,912	1,515,912	1,542,325	1.7%
TOTAL	2,171,895	2,111,895	2,111,895	1,635,912	1,635,912	1,662,325	1.6%
460 59910 CONTINGENCY R & R	200,000	200,000	200,000	200,000	200,000	200,000	0.0%
460 59990 RESERVE	6,666,467	6,805,966	4,681,872	3,797,096	4,964,785	3,364,257	-11.4%
TOTAL EXPENDITURES AND RESERVES	12,872,690	13,997,368	12,042,746	11,267,030	12,341,977	10,765,680	-4.4%

Department Description & Function

1. Department: Utilities **Division:** Water

2. Department/Division Function Summary:

The Water Department has the responsibility to supply safe potable water meeting all standards required by the State of Florida Department of Environmental Protection (FDEP) and St. Johns River Water Management (SJRWMD) and always provide fire protection to public, commercial and industrial customers. This service will be provided by the operation and maintenance of three (3) water plants and the associated distribution system. Our water is withdrawn from the Floridan Aquifer under our 5-year consumptive use permit issued by SJRWMD. All our plants are primary treatment only which includes aeration, detention, disinfection using chlorine, and stabilization. No other chemicals are added to our water other than chlorine as a disinfection, which is mandated by FDEP.

3. Department/Division Description:

This division services 10,000+ customer connections consisting of residential, commercial, and industrial customers. Adequate flows, pressure, and quality of the water is accomplished by the dedication of the employees who respond 24 hours a day, 7 days a week, and 365 days a year with coverage of this important resource the city now controls. To ensure that all these needs are met, the following employees are listed:

Number of Funded Employees	**Actual 2022-23**	**Actual 2023-24**	**Budget 2024-25**	**Budget 2025-26**
Utility Operations Superintendent	1 FT	1 FT	1 FT	1 FT
Utilities Supervisor	0 FT	1 FT	0 FT	0 FT
Utilities Chief Plant Operator	1 FT	1 FT	1 FT	1 FT
Lead Operator	1 FT	1 FT	1 FT	1 FT
Utilities Plant Operator I	4 FT	5 FT	4 FT	1 FT
Utilities Plant Operator II	0 FT	0 FT	1 FT	1 FT
Utility Technician I	3 FT	6 FT	7 FT	10 FT
Water Meter Reader	.5 FT	0 FT	0 FT	0 FT
Utility Technician II	.5 FT	.5 FT	.5 FT	.5 FT
Locator	.5 FT	0 FT	0 FT	0 FT
Maintenance Technician III (Irrigation)	0 FT	0 FT	1 FT	0 FT
Total	**13.5 FT 0 PT**	**16.5 FT 0 PT**	**16.5 FT 0 PT**	**16.5 FT 0 PT**

4. Performance Indicators:

Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Gallons Pumped	1,322,141,590	1,308,920,174	1,348,187,779	1,414,248,980
Gallons Sold	1,199,182,422	1,187,156,000	1,222,770,680	1.282,686,443
Water loss audit	6.79%*	4.94%*	9.3%*	9.3%*
Water Revenue	$4,687,073	$5,050,802	$5,073,965	$5,332,590

*Calendar Year

Program Goals & Objectives

1. Department: Utilities **Division:** Water

2. Principal Programs:

A. Provide New Water Services
B. Reduce Electric Power Consumption
C. Promote Water Conservation
D. Accurately Measure Water Consumption
E. Reduce TTHM
F. Provide Quality Water
G. Provide Fire Protection Devices

Goal: **To provide new water services requested in a timely manner.**

Objective: Installation of the most economical water facilities that will provide adequate flow, pressure and quality to the customer.

Measure: Operations Superintendent to prepare quarterly report on monthly totals and length of time from payment to installation the average should be less than 10 business days.

Goal: **To reduce electric power consumption at all water plants.**

Objective: Use all methods possible to reduce energy waste including new Dataflow Automation system, employee education, and variable frequency drive installations.

Measure: The Operations Superintendent will review monthly expenses as provided by the Utilities Administration Division and determine if a 5% or better reduction has been accomplished when compared to the previous year month.

Goal: **To promote the conservation of water.**

Objective: To provide educational tours of our water plants and utilize all materials provide by St. Johns River Water Management District by distributing this information to our customers through bill stuffers and hand-outs in our bill collection area.

Measure: Operations Superintendent to review our consumptive use permit on January 2nd and determine if previous years withdrawal rates are under permitted allowance.

Goal: **To accurately measure water consumption and keep unaccounted for water to a minimum.**

Objective: Test and calibrate all 4-inch meters yearly, 3-inch meters every two years, 2-inch meters every three years, 1-inch meters every four years and replace all 5/8 meters on a 10-year cycle.

Measure: Operations Superintendent to work with Utilities Director on the completion of the water audit as required by SJRWMD and target a value of less than 5% for unaccounted for water.

Goal: **To reduce the TTHM (Total Trihalomethane) levels.**

Objective: Continue flushing program, plants aerators are cleaned regularly, and recommend cast iron main replacements when needed.

Measure: Operations Superintendent to review quarterly testing results with Chief Plant Operator and compare them to previous year. If the value at any one time is greater than 80 ppb further analysis will be completed, and a report generated to the Utilities Director by the Water Superintendent.

Goal: **To provide constant quality water that meets or exceeds all standards.**

Objective: Follow the current procedures as outlined in the cross connection policies, which include the documentation of annual testing of all back flow preventers.

Measure: Operations Superintendent to review annual records concerning testing of back flow devices and send out notices for any that are in violation. Success would be less than 10% of total back flow devices requiring violation notice.

Goal: **To provide fire protection devices that are in excellent working condition for Fire Department usage.**

Objective: Perform flow testing; maintain a record of available flows and locations of all hydrants.

Measure: Operations Superintendent to verify that all hydrants have been flowed yearly.

This Page Intentionally Left Blank

This Page Intentionally Left Blank

Stormwater Management Department Mission Statement

The mission of the Stormwater Management Department is to operate, maintain, and improve the storm drainage system within the City of Fernandina Beach and provide dependable, cost-effective management of those systems.

The Stormwater Management Department shall manage and maintain the collection and transmission system to achieve the following:

-Compliance with regulatory permit requirements

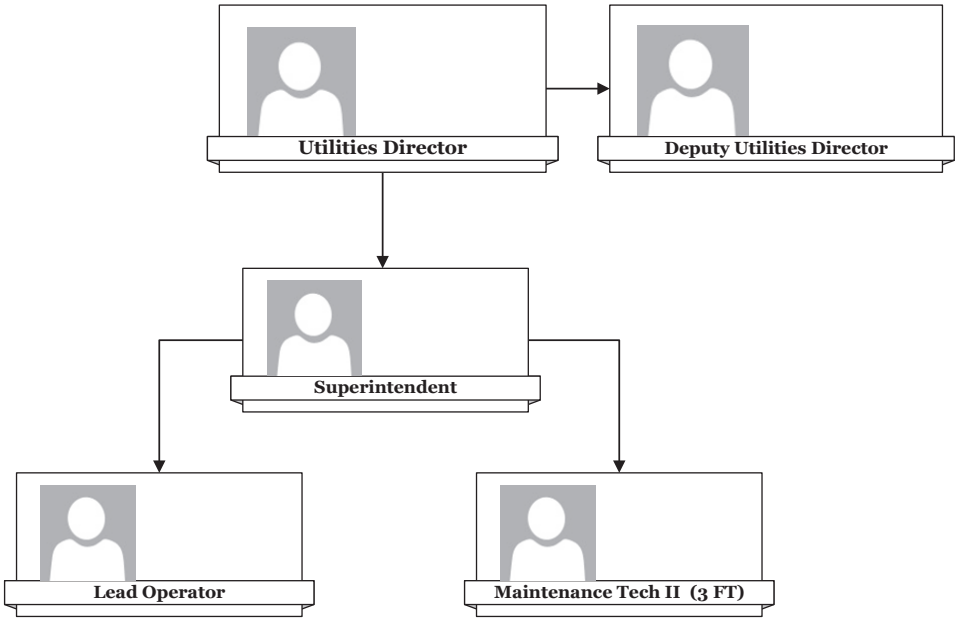
-Protection of public health and environment

-Provide sufficient capacity to meet projected community growth

-Maintain level of service and efficient and safe operation

The Stormwater Management Department's function is to control and limit the flooding of roads and structures within the City by identifying and implementing critical capital improvements, by maintaining the existing stormwater systems and by providing guidance to new developments to minimize the impacts of their stormwater runoff; To reduce stormwater pollution, promote clean water and protect the unique resources of the Amelia River and its surrounding estuaries by effectively managing stormwater runoff; To support efforts of State and Federal agencies in protecting natural resources from damage by implementing best management practices in the control of stormwater runoff.

Organization Chart
Stormwater



Full-Time: 5 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Stormwater Management

Position/Title		2025-2026 Budget
Full-Time		
Utilities Superintendent	1.00	92,636
Lead Operator	1.00	74,802
Maintenance Technician III	2.00	92,634
Maintenance Technician II	1.00	43,688
PTO Buyout		9,406
Total FT	5.00	313,166
Total Budgeted Positions	**5.00**	**313,166**

470 STORMWATER MANAGEMENT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
GRANTS						
470 33120 FEMA FED GRANT	-	-	-	-	-	0.0%
470 33400 STATE GRANT	-	31,288	775,625	775,625	525,625	-32.2%
470 33420 FEMA STATE	-	-	-	-	-	0.0%
470 33700 SJRWMD GRANT	-	-	-	-	-	0.0%
TOTAL	-	31,288	775,625	775,625	525,625	-32.2%
CHARGES FOR SERVICES						
470 34347 WATER DRAINAGE FEES	931,249	1,021,992	970,000	1,016,560	1,065,355	4.8%
470 34910 WASTEWATER MISCELLANEOUS FEES	-	-	-	-	-	0.0%
TOTAL	931,249	1,021,992	970,000	1,016,560	1,065,355	4.8%
OTHER REVENUES						
470 36110 INTEREST	-	-	-	-	-	0.0%
470 36800 CAPITAL CONTRIBUTION	-	-	-	-	-	0.0%
470 36990 OTHER REVENUE	6,178	13,345	-	-	-	0.0%
470 36992 GAIN ON SALE OF ASSET	(643)	(30,906)	-	-	35,000	0.0%
470 38410 LOAN PROCEEDS	-	-	-	-	321,440	0.0%
TOTAL	5,535	(17,561)	-	-	356,440	0.0%
TRANSFERS IN						
470 38101 FROM GENERAL FUND	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
CASH BALANCE FORWARD						
470 38910 CASH BALANCE FORWARD	205,423	124,588	(180,568)	(462,812)	(326,612)	-29.4%
TOTAL REVENUE AND CASH BALANCES	1,142,207	1,160,307	1,565,057	1,329,373	1,620,808	21.9%

470 STORMWATER MANAGEMENT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL						
470 51200 SALARIES	271,662	213,946	260,456	268,153	313,166	16.8%
470 51210 WORKERS COMP REIMB	-	-	-	-	-	0.0%
470 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
470 51400 OVERTIME	8,702	22,709	25,000	20,000	45,000	125.0%
470 52100 FICA	21,638	17,615	20,007	21,634	26,508	22.5%
470 52200 RETIREMENT	57,294	52,166	56,144	60,188	72,790	20.9%
470 52300 HEALTH INSUR	42,390	38,902	40,413	43,253	60,755	40.5%
470 52301 LIFE INSUR	925	780	831	606	848	39.9%
470 52350 OPEB COSTS	2,194	2,194	2,194	2,194	2,194	0.0%
470 52400 WORKERS' COMP	4,527	7,612	7,612	7,968	9,681	21.5%
TOTAL	409,332	355,924	412,657	423,996	530,942	25.2%
OPERATING EXPENSES						
470 53100 PROFESSIONAL SERVICES	36,961	1,315	95,000	245,000	20,000	-91.8%
470 53200 AUDITING	6,552	6,568	6,568	6,568	2,311	-64.8%
470 53400 CONTRACTUAL	54,584	511,515	65,234	72,127	71,916	-0.3%
470 54000 TRAINING/TRAVEL	5,449	1,319	15,618	6,118	6,100	-0.3%
470 54100 COMM - PHONE/FAX/ALARM	-	264	264	262	330	26.0%
470 54101 COMMUNICATIONS-CELLULAR	2,904	3,013	2,525	3,100	4,000	29.0%
470 54103 COMMUNICATIONS-INTERNET	1,161	1,231	1,854	1,854	1,854	0.0%
470 54200 POSTAGE	-	-	50	50	300	500.0%
470 54300 UTILITIES ELECTRIC	4,862	4,539	3,600	5,800	5,000	-13.8%
470 54310 UTILITIES-WATER & WASTEWATER	763	710	1,000	1,000	1,000	0.0%
470 54400 RENTALS/LEASES	12,686	52	15,000	15,000	20,000	33.3%
470 54500 INSURANCE	6,665	16,346	16,346	20,553	24,623	19.8%
470 54610 R/M BLDG & GROUNDS	1,388	14,372	51,500	76,500	-	-100.0%
470 54611 R/M FACILITIES	3,207	8,073	12,500	2,700	2,500	-7.4%
470 54620 R/M EQUIPMENT	1,122	620	7,500	10,000	10,000	0.0%
470 54630 R/M VEHICLES-LABOR	4,297	7,358	7,500	7,500	8,000	6.7%
470 54640 R/M VEHICLES-PARTS	9,435	18,059	12,000	12,000	17,000	41.7%
470 54700 PRINTING	122		500	500	500	0.0%
470 54800 PROMOTIONAL	-		1,500	1,500	1,500	0.0%
470 54910 BILLING COSTS	35,000	35,000	35,000	35,000	35,000	0.0%
470 54920 UTILITY ADMIN COSTS	30,000	220,390	220,390	220,390	109,183	-50.5%
470 55100 OFFICE SUPPLIES	894	646	1,000	1,000	1,000	0.0%
470 55200 OPERATING SUPPLIES	94,403	151,306	168,380	175,465	20,965	-88.1%
470 55210 UNIFORMS	3,350	3,283	3,050	3,500	6,300	80.0%
470 55220 JANITORIAL SUPPLIES	-	597	1,000	1,000	1,000	0.0%
470 55230 GAS/OIL	10,502	15,898	12,000	14,000	16,000	14.3%
470 55300 ROAD MATERIALS	-	7,273	8,000	12,000	12,000	0.0%
470 55400 BOOKS/SUBS/DUES	779	759	1,285	1,285	1,035	-19.5%
TOTAL	327,086	1,030,507	766,164	951,772	399,417	-58.0%

470 STORMWATER MANAGEMENT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
CAPITAL OUTLAY						
470 56100 LAND	-	-	-	-		0.0%
470 56200 BUILDING	-	-	-	20,000		-100.0%
470 56300 IMPROVEMENTS	99,815	231,581	1,400,486	1,330,486	-	-100.0%
470 56400 EQUIPMENT	197,639	35,186	37,000	-	321,440	0.0%
470 56401 NON CAP EQUIP	2,141		-	5,000	2,500	-50.0%
470 56500 INFRASTRUCTURE	-	-	-	-		0.0%
TOTAL	299,595	266,766	1,437,486	1,355,486	323,940	-76.1%
DEBT SERVICE						
470 57100 PRINCIPAL	104,608	107,828	107,829	103,938	103,938	0.0%
470 57200 INTEREST	10,354	7,083	8,745	5,422	5,422	0.0%
470 57300 FINANCING COSTS	-		-	-	-	0.0%
TOTAL	114,962	114,912	116,574	109,360	109,360	0.0%
470 59990 RESERVE	(8,768)	(607,802)	(1,167,824)	(1,511,241)	257,149	-117.0%
TOTAL EXPENDITURES AND RESERVES	1,142,207	1,160,307	1,565,057	1,329,373	1,620,808	21.9%

Department Description & Function

1. Department: Utilities **Division:** Stormwater Management

2. Department/Division Function Summary:

A Stormwater Management Enterprise Fund was first created in the Fiscal Year 2006-2007 budget. This Fund was formed due to the critical need for improvements to and maintenance on the City's drainage system and the development of a comprehensive plan for stormwater so that the City would be prepared to comply with future State and Federal requirements. Under the direction of the Utilities Administration Department, stormwater staff respond to and evaluate drainage concerns, identify and implement solutions to improve drainage system performance and minimize impact to public and private property. The department provides a high level of customer service and technical capability. The department is funded through the collection of stormwater fees as established by ordinance.

3. Storm Water Management Staffing:

Number of Funded Employees	Actual 2022-23	Budget 2023-24	Budget 2024-25	Actual 2025-26
Stormwater Supervisor	1 FT	1 FT	1 FT	1 FT
Lead Operator	0 FT	1 FT	1 FT	1 FT
Foreman	1 FT	0 FT	0 FT	0 FT
Maintenance Technician	2 FT	1 FT	0 FT	3 FT
Heavy Equipment Operator	1 FT	0 FT	0 FT	0 FT
Office Assistant	1 FT	0 FT	0 FT	0 FT
Total	6 FT 0 PT	5 FT 0 PT	5 FT 0 PT	5 FT 0 PT

4. Program Performance Indicators:

Program Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Drainage Improvements Projects Completed	8	9	12	12
Material removed from roadways & storm drains	477.95 Tons	452.99 Tons	500 Tons	500 Tons
Maintenance / Service Calls	37	160	100	100

Program Goals & Objectives

1. Department: Utilities **Division:** Stormwater Management

2. Principal Goals
   A. Implement a Comprehensive Stormwater Management Plan
   B. Correct Existing Drainage System Deficiencies and Implement
   C. Review Development Code to Ensure Compliance with Land Development Code

3. Program Goals and Objectives

A. Implement a comprehensive Stormwater Management Plan

Objectives:

- Update the Stormwater Management Plan as field inspections or surveys verify previously unknown conditions
- Research alternative methods of financing and/or funding the stormwater management plan
- Review and prioritize stormwater projects in updated Master Plan.
- Implement a pro-active maintenance program for critical stormwater infrastructure.
- Collect and organize data utilizing GIS to better understand and evaluate drainage system needs and prioritize improvements.
- Coordinate with all City departments on maintenance and improvements of drainage systems.

Measures:

- Begin in-house design and permitting of minor stormwater master plan improvements.
- Update capital improvement project information in the Local Mitigation Strategy system.
- Utilize available grants and cost share funding sources as available.
- Update and maintain drainage system map and inventory.
- Coordinate with SJRWMD, Nassau County, FDOT and other agencies as necessary to evaluate and improve interconnected drainage systems.

B. Correct Existing drainage system deficiencies and implement best management practices to improve water quality.

Objectives:

- Collect and evaluate data on flooding issues and areas of concern

- Develop recommendations to correct existing drainage problems
- Identify areas to implement BMP for water quality improvement

Measures:

- Increased maintenance and cleaning of existing stormwater conveyance systems (pipes and ditches)
- Develop maintenance and inspection schedule and identify critical repairs
- Construct interim improvements to minimize flooding
- Provide training for Stormwater staff on the function of stormwater treatment system maintenance and implementation of best management practices.
- Respond to citizen inquiries and complaints to resolve drainage issues, coordinating with the Code Enforcement Department and the Building Department as required.
- Educate the public and coordinate with home owners associations to improve understanding of drainage system function and improve maintenance and performance of privately owned drainage systems.

C. Review development and construction plans to ensure compliance with Land Development Code requirements, and research and implement new standards to promote water quality and flood reduction.

Objectives:

- Develop review process for development plan review and enforce stormwater code requirements
- Provide information and guidance to promote drainage awareness and code compliance
- Review drainage codes and ordinances and recommend amendments.
- Work with CRS coordinator and floodplain consultant to document maintenance and improvements and evaluate regulatory programs to improve City storm readiness.

Measures:

- Require and review drainage plans for all residential development in accordance with Land Development Code requirements
- Review development drainage plans submitted through the Technical Review Committee for code compliance
- Inspect construction projects for code compliance
- Develop low impact development manual and other guidance to promote stormwater awareness and compliance

This Page Intentionally Left Blank

Marina Department Mission Statement

At Fernandina Harbor Marina, the Marina staff is dedicated to offering unparalleled experiences in boating and hospitality, embodying the essence of world-class concierge services amidst a backdrop of historical charm and breathtaking sunset vistas.

As a premier destination, the Marina staff strives to exceed expectations by seamlessly blending modern amenities with the timeless allure of our historic surroundings.

Fernandina Harbor Marina is committed to fostering the economic growth and development for the City of Fernandina Beach community. The Marina staff achieves this by operating with the utmost efficiency and maintaining a strong financial discipline. Through strategic management and responsible stewardship of resources, the Marina aims to not only enhance the marina experience but also contribute positively to the prosperity of our local area. By aligning goals with the broader interests of the community, the Marina staff strives to create a symbiotic relationship where the success of Fernandina Harbor Marina translates into tangible benefits for all.

480 MARINA FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
GRANTS						
480 33120 FEMA FED GRANT	226,581		-	-	-	0.0%
480 33210 FEDERAL GRANT	-	-	-	-	-	0.0%
480 33400 STATE GRANT	-	-	-	93,859	93,859	0.0%
480 33410 FL INLAND NAVIGATION(FIND)	(5,738)	326,000	326,000	326,000	326,000	0.0%
480 33420 FEMA STATE	37,763		-	-	-	0.0%
TOTAL	258,606	326,000	326,000	419,859	419,859	0.0%
CHARGES FOR SERVICES						
480 34750 SLIP RENTALS - PERMANENT	414,031	420,924	424,425	430,000	518,800	20.7%
480 34755 SLIP RENTALS - TRANSIENT	1,046,002	1,102,492	1,068,250	1,058,000	1,069,580	1.1%
480 34757 SLIP RENTALS - NON-TAXABLE	24,143	11,569	20,000	12,000	13,000	8.3%
480 34759 DOCK STORE RENT	8,796	5,126	7,000	6,500	3,537	-45.6%
480 34760 BUSINESS RENTALS	47,149	25,731	28,656	30,625	29,930	-2.3%
480 34762 MOORINGS-TAXABLE	57,557	39,058	55,000	50,000	40,000	-20.0%
480 34763 MOORINGS-NON-TAXABLE	2,237					
480 34765 MERCHANDISE FOR RESALE	-	-	-	-	-	0.0%
480 34766 SERVICES-NON TAXABLE	-	-	-	-	-	0.0%
480 34767 SERVICES-TAXABLE	967	1,464	6,010	5,400	5,606	3.8%
480 34770 FUEL-DIESEL	933,245	1,433,509	1,500,000	1,347,000	1,255,000	-6.8%
480 34771 FUEL-GAS	173,717	268,205	426,000	391,348	375,000	-4.2%
480 34773 FUEL-DIESEL NON-TAXABLE	-	-	-	-	-	0.0%
480 34775 FUEL-DISCOUNTS DIESEL	(7,703)	(22,147)	(13,200)	(20,000)	(20,284)	1.4%
480 34776 FUEL-DISCOUNTS GAS	(1,438)	(2,266)	(6,000)	(6,000)	(3,716)	-38.1%
480 34777 FUEL-DISCOUNTS DIESEL NON-TAX	-	-	-	-	-	0.0%
480 36210 RENTS	(20,397)		-	-	-	0.0%
480 36215 RENTS NON-TAXABLE	(2,243)	(1,683)	5,556	-	-	0.0%
TOTAL	2,676,063	3,281,980	3,521,697	3,304,873	3,286,453	-0.6%
OTHER REVENUES						
480 36110 INTEREST	21,070	40,615	-	-	-	0.0%
480 36980 CREDIT CARD CONVENIENCE FEE	-	-	-	-	69,000	0.0%
480 36990 OTHER REVENUE	5,240	176,757	672	80,672	470	-99.4%
480 36992 GAIN ON SALE OF ASSET	-	-	-	31,287	37,680	20.4%
480 38410 LOAN PROCEEDS	-	-	-	-	-	0.0%
TOTAL	26,310	217,372	672	111,959	107,150	-4.3%
TRANSFERS IN						
480 38101 FROM GENERAL FUND	726,101	686,660	686,660	770,062	654,589	-15.0%
480 38145 FROM WASTEWATER	3,014,418	-	-	-	-	0.0%
TOTAL	3,740,519	686,660	686,660	770,062	654,589	-15.0%
CASH BALANCE FORWARD						
480 38910 CASH BALANCE FORWARD	(2,327,590)	794,314	786,066	1,055,087	245,445	-76.7%
TOTAL REVENUE AND CASH BALANCES	4,373,908	5,306,326	5,321,095	5,661,840	4,713,496	-16.7%

480 MARINA FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL						
480 51200 SALARIES	-	-	-	-	-	0.0%
480 51210 WC REIMB	-	-	-	-	-	0.0%
480 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
480 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
480 51400 OVERTIME	-	-	-	-	-	0.0%
480 52100 FICA	-	-	-	-	-	0.0%
480 52200 RETIREMENT	-	-	-	-	-	0.0%
480 52300 HEALTH INSUR	-	-	-	-	-	0.0%
480 52301 LIFE INSUR	-	-	-	-	-	0.0%
480 52400 WORKERS' COMP	-	-	-	-	-	0.0%
480 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
OPERATING EXPENSES						
480 53100 PROFESSIONAL SERVICES	36,639	28,593	37,600	29,500	31,561	7.0%
480 53200 AUDITING	7,371	7,453	7,371	7,371	3,217	-56.4%
480 53400 CONTRACTUAL	542,592	552,987	577,667	641,176	692,455	8.0%
480 54000 TRAINING/TRAVEL	1,212	305	1,960	3,160	2,000	-36.7%
480 54100 COMM - PHONE/FAX/ALARM	4,972	3,142	4,296	3,217	3,341	3.9%
480 54101 COMMUNICATIONS-CELLULAR	-	-	-	-	-	0.0%
480 54103 COMMUNICATIONS-INTERNET	4,672	3,853	13,980	6,180	6,180	0.0%
480 54200 POSTAGE	162	35	120	120	130	8.3%
480 54300 UTILITIES ELECTRIC	8,965	5,926	10,000	7,400	7,400	0.0%
480 54310 UTILITIES-WATER & WASTEWATER	16,645	17,322	17,640	17,640	17,640	0.0%
480 54400 RENTALS/LEASES	-	-	-	-	-	0.0%
480 54500 INSURANCE	579,042	581,795	596,112	591,234	676,384	14.4%
480 54610 R/M BLDG & GROUNDS	109,009	33,613	27,000	44,500	253,900	470.6%
480 54611 R/M FACILITIES	9,269	10,444	15,000	57,800	8,300	-85.6%
480 54620 R/M EQUIPMENT	52,570	113,037	19,300	52,300	77,550	48.3%
480 54630 R/M VEHICLES-LABOR	960	2,100	500	500	1,000	100.0%
480 54640 R/M VEHICLES-PARTS	536	1,371	1,000	1,000	1,000	0.0%
480 54675 R/M MOORING FIELD	-	-	12,000	24,000	40,600	69.2%
480 54700 PRINTING	-	-	-	-	395	0.0%
480 54800 PROMOTIONAL	42,038	51,330	62,100	49,734	48,610	-2.3%
480 54900 MISC EXPENSE	18,877	400	-	-	1,000	0.0%
480 54902 BAD DEBT EXPENSE	-	181	-	-	190	0.0%
480 55100 OFFICE SUPPLIES	4,559	4,016	3,750	3,250	3,250	0.0%
480 55200 OPERATING SUPPLIES	140,841	194,150	218,750	199,876	92,158	-53.9%
480 55201 CREDIT CARD FEES	-	-	-	-	175,000	0.0%
480 55210 UNIFORMS	4,046	3,680	4,200	4,410	4,410	0.0%
480 55220 JANITORIAL SUPPLIES	246	1,539	4,800	2,200	2,266	3.0%
480 55230 GAS/OIL	-	-	-	-	-	0.0%
480 55400 BOOKS/SUBS/DUES	310	1,073	-	3,115	2,956	-5.1%
480 55500 MERCHANDISE FOR RESALE	-	-	-	-	-	0.0%

480 MARINA FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
480 55510 FUEL FOR RESALE	714,017	1,115,849	1,361,000	1,236,500	1,097,083	-11.3%
TOTAL	2,299,550	2,734,195	2,996,146	2,986,183	3,249,976	8.8%
CAPITAL OUTLAY						
480 56100 LAND	-	-	-	-	-	0.0%
480 56200 BUILDING	-	16,667	6,000	-	38,000	0.0%
480 56300 IMPROVEMENTS	-	-	150,000	577,245	86,147	-85.1%
480 56301 NON CAP IMPROVEMENTS	-	-	-	-	32,816	0.0%
480 56328 DREDGING-MARINA	-	915,500	500,000	700,000	339,600	-51.5%
480 56400 EQUIPMENT	-	-	50,000	220,708	280,400	27.0%
480 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	-	932,167	706,000	1,497,953	776,963	-48.1%
DEBT SERVICE						
480 57100 PRINCIPAL	673,840	602,179	603,685	704,722	630,790	-10.5%
480 57200 INTEREST	96,248	82,930	82,975	65,340	55,767	-14.7%
480 57300 FINANCING COSTS	-	-	-	-	-	0.0%
TOTAL	770,088	685,109	686,660	770,062	686,557	-10.8%
480 59990 RESERVE	1,304,270	954,855	932,289	407,642	-	-100.0%
TOTAL EXPENDITURES AND RESERVES	4,373,908	5,306,326	5,321,095	5,661,840	4,713,496	-16.7%

Department Description & Function

1. Department: Marina

2. Department Function Summary:

The Marina Department is responsible for the operations and maintenance of the Fernandina Harbor Marina. The Marina Department operates as an enterprise fund where revenues are intended to fund department operations.

3. Department Description:

The Fernandina Harbor Marina is a full-service marina located in Downtown Fernandina Beach. The operation and management of the Fernandina Harbor Marina service is contracted to Oasis Marinas. Some functions of the Marina are performed by City staff which include the replacement of capital assets. The Marina is structured as an enterprise fund. Operations include the management of permanent slip holders, transient boaters, mooring field operations, fueling, and the maintenance of docks and support infrastructure. The marina staff assists boaters in various ways, from providing local knowledge about navigation and weather conditions, to assisting with safety and environmental compliance.

Program Goals & Objectives

1. Department: Marina

2. Operating Programs:

A. Dockage and Moorings
B. Marketing
C. Environmental Compliance
D. Security
E. Facility Maintenance

3. Goals and Objectives:

A. Dockage & Moorings
Person responsible: Marina Manager/Assistant Marina Manager
Goal: Drive all dockage revenue streams to ensure budgeted targets are met or exceeded.
Objective: Maximize dockage utilization for transient and long term slip holders.
Measure: Total wet slip revenue and fuel sales increase year over year.

B. Marketing
Person responsible: Marina Manager/Oasis Marketing Team
Goal: Drive transient dockage and fuel sales both in and out of season.
Objective: Market to boaters along the entire eastern seaboard, coordinate group rendezvous, events and drive new boaters to Fernandina Harbor.
Measure: Increase in yacht club rendezvous/events. Increase in off season traffic.

C. Environmental Compliance
Person responsible: Marina Manager/Assistant Marina Manager
Goal: Maintaining environmental compliance
Objective: Adhering to all local, state and federal laws and regulations
Measure: Maintaining Clean Marina status and percentage of inspections passed

D. Security
Person responsible: Marina Manager/Assistant Marina Manager
Goal: Maintaining security and mandated equipment compliance
Objective: Adhering to all Dept. of Homeland Security/U.S. Coast Guard Requirements/DEP requirements
Measure: Percentage of inspections passed

E. Facility Upkeep and Maintenance
Person responsible: Marina Manager/Assistant Marina Manager
Goal: Keep docks and facilities in pristine condition to reduce risk of loss.
Objective: Maintain monthly dock inspection and maintenance records and complete routine maintenance and upkeep tasks to preserve the marina.
Measure: Completed records of inspections and maintenance. Zero loss.



SPECIAL FUNDS

This Page Intentionally Left Blank

Table of Contents-Special Funds

Section	Description	Page #	
Special Funds	Special Funds Contents	Special	289
	Law Enforcement Trust Fund		290
	Federal Forfeiture Fund		292
	Tree Trust Fund		294
	Historic District Trust Fund		297
	CDBG-Economic Development Fund		299
	Land Conservation Fund		301
	Building Fees Fund		303
	Wastewater Impact Fees Fund		313
	Water Impact Fees Fund		315
	Utility Tax Fund		317
	Cemetery		319
	Community Redevelopment Area Fund		323
	Law Enforcement Recovery Fund		325

Law Enforcement Trust Fund

This fund was created in compliance of Section 932.705, Florida Statues, and is used to account for property seized in violation of the law dealing with contraband. Since this revenue is restricted for certain law enforcement expenditures, it is accounted for in a Special Revenue Fund. There are no expenditures planned for this account during the 2025-2026 budget year.

100 LAW ENFORCEMENT TRUST FUND (LETF)

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
100 35110 FINES/FORFEITURES	-	-	-	-	-	0.0%
100 35120 POLICE EDUCATION	695	-	-	-	-	0.0%
TOTAL	695	-	-	-	-	0.0%
OTHER REVENUES						
100 36110 INTEREST	28	51.86	25	25	55	0.0%
100 36990 OTHER REVENUE	-	538	-	-	-	0.0%
100 36992 GAIN ON SALE OF ASSET	-	-	-	-	-	0.0%
TOTAL	28	590	25	25	55	0.0%
CASH BALANCE FORWARD						
100 38910 CASH BALANCE FORWARD	2,804	3,527	3,522	4,052	4,190	0.0%
TOTAL REVENUE AND CASH BALANCES	3,527	4,117	3,547	4,077	4,245	0.0%
OPERATING EXPENSES						
100 54000 TRAINING/TRAVEL	-	-	-	-	-	0.0%
100 55200 OPERATING SUPPLIES	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
CAPITAL OUTLAY						
100 56200 BUILDING	-	-	-	-	-	0.0%
100 56400 EQUIPMENT	-	-	-	-	-	0.0%
100 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	-	-	-	-	-	0.0%
100 59990 RESERVE	3,527	4,117	3,547	4,077	4,245	0.0%
TOTAL EXPENDITURES AND RESERVES	3,527	4,117	3,547	4,077	4,245	0.0%

Federal Forfeiture Trust Fund

This fund is similar in nature to the Law Enforcement Trust Fund but is used to account for property seized in violation of federal law dealing with contraband. Since this revenue is restricted for certain law enforcement expenditures, it is accounted for in a Special Revenue Fund.

Cash Balance Forward plus the anticipated revenue from seized contraband will be expended in Fiscal Year 2025-2026 for operating supplies for the Investigation Bureau.

110 FEDERAL FORFEITURE FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
110 33400 STATE GRANT	-	-	-	-	-	0.0%
110 35110 FINES/FORFEITURES	-	-	-	-	-	0.0%
110 35120 POLICE EDUCATION	-	-	-	-	-	0.0%
110 35121 SEIZED CONTRABAND	13,336	25,986	2,500	2,500	2,500	0.0%
TOTAL	13,336	25,986	2,500	2,500	2,500	0.0%
OTHER REVENUES						
110 36110 INTEREST	560	997	300	300	300	0.0%
110 36990 OTHER REVENUE	-	-	-	-	-	0.0%
110 36992 GAIN ON SALE OF ASSET	14,703	19,650	-	-	-	0.0%
TOTAL	15,263	20,647	300	300	300	0.0%
CASH BALANCE FORWARD						
110 38910 CASH BALANCE FORWARD	69,457	77,272	51,355	58,819	89,050	51.4%
TOTAL REVENUE AND CASH BALANCES	98,056	123,905	54,155	61,619	91,850	49.1%
OPERATING EXPENSES						
110 54000 TRAINING/TRAVEL	-	528	-	-	6,500	0.0%
110 54900 MISC EXPENSE	-	-	-	-	-	0.0%
110 55200 OPERATING SUPPLIES	436	7,900	15,000	15,000	15,000	0.0%
110 55210 UNIFORMS	-	-	-	-	-	0.0%
TOTAL	436	8,428	15,000	15,000	21,500	43.3%
CAPITAL OUTLAY						
110 56400 EQUIPMENT	11,048	-	-	-	-	0.0%
110 56401 NON CAP EQUIP	8,397	18,503	-	-	-	0.0%
TOTAL	19,445	18,503	-	-	-	0.0%
TOTAL EXPENDITURES	19,881	26,931	15,000	15,000	21,500	43.3%
110 59990 RESERVE	78,175	96,975	39,155	46,619	70,350	50.9%
TOTAL EXPENDITURES AND RESERVES	98,056	123,906	54,155	61,619	91,850	49.1%

Tree Trust Fund

Purpose: This dedicated fund supports the City's commitment to a healthy urban environment by financing activities related to tree protection, preservation, and the strategic purchase and installation of replacement trees throughout the community.

Funding Sources: The Tree Trust Fund derives its revenue from public donations, as well as penalties and fines assessed in accordance with the City's Land Development Code concerning tree regulations.

Fiscal Year 2025-2026 Budgeted Expenditures: The budget for Fiscal Year 2025-2026 allocates resources from this fund to support key initiatives and operational requirements, including:

- **Tree Planting Programs:** Funding for direct tree planting activities and community tree giveaway events.
- **Education and Training:** Resources for staff development and public education concerning tree care and benefits. (*Note: Annual expenditure for public education is limited to a maximum of $5,000*).
- **Maintenance and Establishment Support:** Acquisition and rental of necessary equipment to ensure the successful establishment and maintenance of newly planted trees.
- **Outreach Activities:** Funding for programs and materials to engage the public on tree-related issues and initiatives.

Position Control Summary
Tree Trust Fund

Position/Title		2025-2026 Budget
Full-Time		
Urban Forestry Inspector Arborist	0.25	26,232
Total FT	0.25	26,232
Temporary/Seasonal		
Intern	1.00	5,500
Total Temp/Seasonal	1.00	5,500
Total Budgeted Positions	**0.25**	**26,657**

125 TREE TRUST FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
125 32219 TREE TRUST FUND RESERVE	88,025	95,050	130,000	75,000	74,847	-0.2%
125 36110 INTEREST	4,278	6,777	5,000	5,000	5,000	0.0%
125 36990 OTHER REVENUE	-	1,000	-	-	-	0.0%
TOTAL	92,303	102,827	135,000	80,000	79,847	-0.2%
TRANSFERS IN						
125 38101 FROM GENERAL FUND	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
CASH BALANCE FORWARD						
125 38910 CASH BALANCE FORWARD	474,313	510,309	255,141	428,427	450,419	5.1%
TOTAL	474,313	510,309	255,141	428,427	450,419	5.1%
TOTAL REVENUE AND CASH BALANCES	566,616	613,136	390,141	508,427	530,266	4.3%
OPERATING EXPENSES						
125 51200 SALARIES	21,572	24,718	24,255	24,983	26,232	5.0%
125 51300 SEASONAL/TEMPORARY	-	-	-	-	5,500	0.0%
125 52100 FICA	1,522	1,775	1,716	1,783	1,854	4.0%
125 52200 RETIREMENT	4,659	5,296	5,195	5,294	5,454	3.0%
125 52300 HEALTH INSUR	4,295	4,481	4,724	5,661	5,598	-1.1%
125 52301 LIFE INSUR	80	94	89	94	77	-18.1%
125 52400 WORKERS' COMP	336	586	586	613	2,900	373.1%
125 53100 PROFESSIONAL SERVICES	-	-	114,100	117,000	117,000	0.0%
125 54970 PROGRAM COSTS	23,574	37,788	162,000	124,350	264,350	112.6%
125 55200 OPERATING SUPPLIES	270	2,619	66,750	50,250	50,250	0.0%
TOTAL	56,308	77,357	379,415	330,028	479,215	45.2%
CAPITAL OUTLAY						
125 56400 EQUIPMENT	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
125 59990 RESERVE	510,308	535,779	10,726	178,399	51,051	-71.4%
TOTAL EXPENDITURES AND RESERVES	566,616	613,136	390,141	508,427	530,266	4.3%

This Page Intentionally Left Blank

Historic District Trust Fund

This fund was established to support the preservation of historic structures deemed significant to the City's cultural fabric and protected by public review. This fund will also enhance the continued vitality of the downtown historic district by offering programs to educate the community.

The Fiscal Year 2025-2026 budget includes disbursements to support programs such as Preservation Rehabilitation Assistance Grants for historic district property owners, training events, anticipated grants, federal tax credits, supplies and other miscellaneous community outreach programs.

126 HDC TRUST FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
126 32924 HDC APPLICATION FEE	13,505	9,730	11,000	7,500	7,500	0.0%
126 32931 HDC VARIANCE	2,500	-	1,700	1,200	1,200	0.0%
126 32934 CHANGE OF USE	-	-	-	-	-	0.0%
126 36110 INTEREST	866	1,465	-	-	1,500	0.0%
126 36990 OTHER REVENUE	3,021	-	-	-	-	0.0%
126 36999 HDC TRUST FUND	-	-	-	-	-	0.0%
TOTAL	19,892	11,195	12,700	8,700	10,200	17.2%
TRANSFERS IN						
126 38101 FROM GENERAL FUND	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
CASH BALANCE FORWARD						
126 38910 CASH BALANCE FORWARD	90,396	-	70,946	94,188	66,940	-28.9%
TOTAL	90,396	-	70,946	94,188	66,940	-28.9%
TOTAL REVENUE AND CASH BALANCES	110,288	11,195	83,646	102,888	77,140	-25.0%
OPERATING EXPENSES						
126 53100 PROFESSIONAL SERVICES	-	-	2,000	2,000	2,000	0.0%
126 54970 PROGRAM COSTS	2,000	4,101	57,000	57,000	57,000	0.0%
TOTAL	2,000	4,101	59,000	59,000	59,000	0.0%
126 59990 RESERVE	108,288	7,094	24,646	43,888	18,140	-58.7%
TOTAL EXPENDITURES AND RESERVES	110,288	11,195	83,646	102,888	77,140	-25.0%

Community Development Block Grant (CDBG)
Economic Development Fund

This fund was created to comply with CDBG #86-DB-68-04-55-02-E47 to account for the repayment of the mortgage for Brett's Restaurant. In Fiscal Year 2016-2017, the Cash Balance Forward in this fund was allocated for a study on Brett's understructure improvements and repairs.

In the Fiscal Year 2022-2023, the funds were reappropriated to improve the railroad crossings in the Downtown District. The businesses in this area attest that this project will help their businesses thrive and support jobs and economic growth. The final balance that was paid from this fund was $107,079.

130 CDBG ECONOMIC DEVELOPMENT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
130 33110 CDBG FEDERAL GRANT	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
OTHER REVENUES						
130 36110 INTEREST	915	466	500	-	-	0.0%
TOTAL	915	466	500	-	-	0.0%
CASH BALANCE FORWARD						
130 38910 CASH BALANCE FORWARD	106,164	-	106,914	-	-	0.0%
TOTAL	106,164	-	106,914	-	-	0.0%
TOTAL REVENUE AND CASH BALANCES	107,079	466	107,414	-	-	0.0%
EXPENDITURES						
130 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
130 56300 IMPROVEMENTS	106,613	-	107,414	-	-	0.0%
TOTAL	106,613	-	107,414	-	-	0.0%
130 59990 RESERVE	466	466	-	-	-	0.0%
TOTAL EXPENDITURES AND RESERVES	107,079	466	107,414	-	-	0.0%

Land Conservation Trust Fund

Established under Ordinance 2018-13, the City of Fernandina Beach's Land Conservation Trust Fund is dedicated to acquiring, protecting, and managing vital environmentally sensitive lands. Its scope includes natural upland and wetland communities, native plant habitats, and areas crucial for rare, endangered, and endemic species. Concurrently, the Fund aims to preserve lands offering significant community benefits such as natural resource-based recreation, water resource protection, flood control, ecological awareness, and enhancing the City's aesthetic character.

Over the last five years, the City, in partnership with the North Florida Land Trust, has actively pursued these objectives, investing just over $1.9 million to acquire approximately 28 acres. A key focus has been securing properties adjacent to the Ron Sapp Egans Creek Greenway, thereby expanding protective buffers and mitigating threats from residential development encroaching on these sensitive areas.

The Fund began the Fiscal Year 2024-2025 with a balance of $88,577 available for land purchases. Recognizing the need for additional resources, a matching funds opportunity was pursued in late 2024, successfully generating an additional $150,000 for conservation efforts. This has brought the current total of available funds to $238,577.

While this fundraising success represents a significant step forward, the financial challenge persists. Land costs within the City continue their upward trend, and the City strategically focuses on acquiring parcels that remove development potential from its most vulnerable areas – often meaning these key properties carry a high price tag. Therefore, even with the recent infusion of funds, resources remain limited compared to the scale of ongoing conservation needs and market realities.

As readily developable vacant land becomes increasingly scarce, the focus necessarily shifts towards acquiring parcels with development constraints, such as wetlands. Purchasing these lands proactively is not only crucial for conservation but also serves as a vital strategy to preempt costly legal disputes and avoid significant drains on City staff time that can arise from contested development proposals. This reinforces the need for conservation funding to be a consistent, planned component of the City's budget.

The City anticipates further opportunities this fiscal year, including potential land donations and properties becoming available for purchase. Financial readiness is essential to capitalize on these opportunities. To address the need for long-term stability, staff strongly recommends that a dedicated funding source be identified to support land conservation and that the Commission allocate a minimum of $125,000 on an annual basis to sustain these critical acquisition efforts city-wide.

Alongside direct acquisition, the City Commission should continue to explore complementary tools like conservation easements. Staff also plans to introduce revisions to the governing ordinance (2018-13) to ensure its continued effectiveness. Collaboration remains a key element, highlighted by the ongoing work with Nassau County, which has resulted in the nomination of 230.66 acres for the County's Conservation Land Acquisition and Management (CLAM) program over the past two years.

135 LAND CONSERVATION FUND

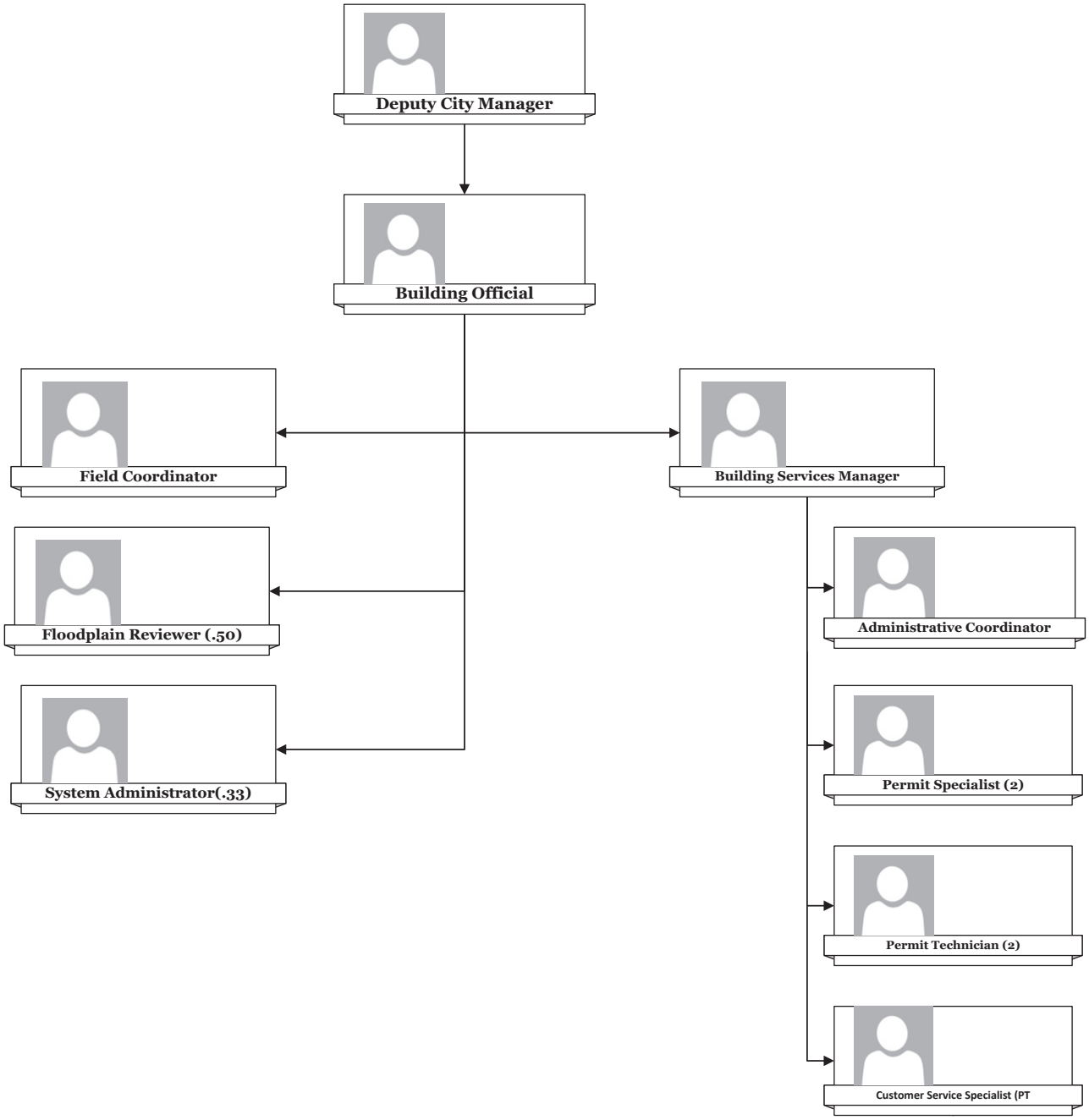
	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
135 31110 PROPERTY TAXES	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
OTHER REVENUES						
135 36110 INTEREST	1,067	1,045	1,000	400	2,625	556.3%
135 36601 DONATIONS/LAND CONSERVATION	-	50,950	-	-	-	0.0%
135 36800 CAPITAL CONTRIBUTION	82,831	-	-	-	-	0.0%
TOTAL	83,898	51,995	1,000	400	2,625	556.3%
TRANSFERS IN						
135 38101 FROM GENERAL FUND	-	-	-	50,000	-	-100.0%
TOTAL	-	-	-	50,000	-	-100.0%
CASH BALANCE FORWARD						
135 38910 CASH BALANCE FORWARD	151,177	-	83,647	38,177	257,318	574.0%
TOTAL	151,177	-	83,647	38,177	257,318	574.0%
TOTAL REVENUE AND CASH BALANCES	235,075	51,995	84,647	88,577	259,943	193.5%
EXPENDITURES						
135 53100 PROFESSIONAL SERVICES	1,000	-	-	-	3,500	0.0%
135 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
135 54700 PRINTING	3,877	-	-	-	-	0.0%
TOTAL	4,877	-	-	-	3,500	0.0%
CAPITAL OUTLAY						
135 56100 LAND	146,764	45,854	84,647	88,577	256,443	189.5%
135 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
135 56400 EQUIPMENT	-	-	-	-	-	0.0%
TOTAL	146,764	45,854	84,647	88,577	256,443	189.5%
DEBT SERVICE						
135 57100 PRINCIPAL	-	-	-	-	-	0.0%
135 57200 INTEREST	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
135 59990 RESERVE	83,434	6,141	-	-	-	0.0%
TOTAL EXPENDITURES AND RESERVES	235,075	51,995	84,647	88,577	259,943	193.5%

This Page Intentionally Left Blank

Building Department Mission Statement

The Mission of the Building Department provides a full range of public safety services related to building including building permit review, building inspections, Insurance Services Building Effectiveness Grading Schedule, Community Rating System Program and Floodplain management. The Department achieves its commitment to professional, efficient, and responsive public service through emphasis on citizen safety, quality employees, and adherence to responsible building principles. Adhering to department best practices, City Code, the Florida Building Code, and utilizing current technologies provides a safe environment for the citizens of Fernandina Beach. The Building Department's vision is to become the premier Building Department in Northeast Florida, modeling best practices of timeliness, accuracy and exceptional customer services in all activities while developing and maintaining positive relationships with our stakeholders.

Organization Chart
Building



Full-Time: 8.83 **Part-Time: 1** **Seasonal: 0**

Position Control Summary
Building and Permits

Position/Title		2025-2026 Budget
Full-Time		
Building Official	1.00	149,896
Field Coordinator	1.00	74,482
Building Services Manager	1.00	67,606
Floodplain Reviewer	0.50	36,745
Permit Specialist	2.00	97,858
Permit Technician	2.00	89,372
Administrative Coordinator	1.00	61,589
Programmer Analyst	0.33	29,474
PTO Buyout		14,719
Total FT	8.83	621,741
Part-Time		
Customer Service Specialist	1.00	30,314
Total PT	1.00	30,314
Total Budgeted Positions	**9.83**	**652,055**

140 BUILDING FEES FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
140 31610 LOCAL BUSINESS TAX	-	-	-	-	-	0.0%
140 31620 LOCAL BUSINESS TAX - PENALTIES	-	-	-	-	-	0.0%
140 31630 LOCAL BUSINESS TAX-OTHER FEES	-	-	-	-	-	0.0%
140 31640 LOCAL BUSINESS TAX-PAST DUE FE	-	-	-	-	-	0.0%
140 32200 BUILDING PERMITS	1,026,248	722,944	600,000	650,000	710,000	9.2%
140 32202 BUILDING PERMIT-CONSTRUCTION	100	2,820	229,048	230,000	3,000	-98.7%
140 32203 BUILDING PERMIT-DEMOLITION	2,656	383	2,000	2,000	2,000	0.0%
140 32206 BUILDING PERMIT-AFTER THE FACT	6,876	10,864	2,000	2,000	10,000	400.0%
140 32207 BUILDING PERMIT-REINSPECTION	9,925	3,850	10,000	10,000	4,000	-60.0%
140 32208 BUILDING PERMIT-2ND REINSPECT	-	-	1,000	1,000	-	-100.0%
140 32209 BUILDING PERMIT-3RD REINSPECT	-	-	-	-	-	0.0%
140 32211 BUILDING PERMIT-FENCING	-	-	1,000	1,000	-	-100.0%
140 32903 SIGN PERMITS	3,145	3,548	2,000	2,000	2,000	0.0%
140 32905 ELECTRICAL PERMITS-GENERAL	-	75	60,000	40,000	-	-100.0%
140 32906 ELECTRICAL PERMITS-TEMPORARY P	7,050	75	8,500	8,500	-	-100.0%
140 32908 GAS PERMITS-GENERAL	17,280	14,244	14,000	14,000	14,000	0.0%
140 32909 GAS PERMITS-LP INSTALLATION	4,500	3,300	5,000	5,000	4,000	-20.0%
140 32910 GAS PERMITS-TANK FEES	-	-	-	-	-	0.0%
140 32911 MECHANICAL	5,325	15,800	38,285	38,000	12,000	-68.4%
140 32912 PLUMBING PERMITS	5,290	4,850	5,000	20,000	4,000	-80.0%
140 32913 PLUMBING-FIXTURE FEES	-	-	-	-	-	0.0%
140 32914 PERMIT/REVIEW FEES	-	-	-	-	-	0.0%
140 32920 CDD COPIES MADE FEE	3	-	-	-	-	0.0%
140 32940 ADMIN COST/IMPACT FEES	-	-	-	-	-	0.0%
140 32960 ADMINISTRATION COST BLDING SU	2,945	2,012	4,500	6,000	3,000	-50.0%
140 32980 OTHER MISC PERMITS	23,990	26,695	25,000	25,000	30,000	20.0%
TOTAL	1,115,333	811,461	1,007,333	1,054,500	798,000	-24.3%
OTHER REVENUES						
140 36110 INTEREST	29,288	33,559	30,000	30,000	30,000	0.0%
140 36990 OTHER REVENUE	-	5,431	-	-	1,000	0.0%
140 36992 GAIN ON SALE OF ASSET	12,033	80,000	80,000	-	-	0.0%
140 38101 FROM GENERAL FUND	-	-	-	-	-	0.0%
TOTAL	41,321	118,990	110,000	30,000	31,000	3.3%
CASH BALANCE FORWARD						
140 38910 CASH BALANCE FORWARD	3,335,475	1,031,968	2,165,369	1,713,571	1,194,007	-30.3%
TOTAL REVENUE AND CASH BALANCES	4,492,129	1,962,418	3,282,702	2,798,071	2,023,007	-27.7%

140 BUILDING FEES FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL						
140 51200 SALARIES	635,225	476,672	483,578	564,773	590,946	4.6%
140 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
140 51350 PART TIME SALARIES	-	26,272	18,959	29,736	30,314	1.9%
140 51400 OVERTIME	1,404	3,229	12,000	14,000	-	-100.0%
140 52100 FICA	47,535	37,437	37,912	44,188	45,931	3.9%
140 52200 RETIREMENT	137,382	102,915	104,993	116,478	119,865	2.9%
140 52300 HEALTH INSUR	93,267	82,750	79,469	119,187	111,742	-6.2%
140 52301 LIFE INSUR	2,501	1,836	1,863	2,098	1,665	-20.6%
140 52400 WORKERS' COMP	8,974	8,213	8,213	8,469	4,051	-52.2%
140 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	926,288	739,324	746,987	898,929	904,514	0.6%
OPERATING EXPENSES						
140 53100 PROFESSIONAL SERVICES	284,839	502,051	485,200	611,200	531,695	-13.0%
140 53400 CONTRACTUAL	44,969	106,005	330,716	282,619	172,951	-38.8%
140 54000 TRAINING/TRAVEL	6,845	5,186	38,745	46,014	42,400	-7.9%
140 54100 COMM - PHONE/FAX/ALARM	208	1,056	1,356	914	1,600	75.1%
140 54101 COMMUNICATIONS-CELLULAR	8,425	8,364	9,000	9,000	8,000	-11.1%
140 54103 COMMUNICATIONS-INTERNET	-	-	5,500	-	-	0.0%
140 54500 INSURANCE	7,251	35,071	35,071	30,501	36,540	19.8%
140 54610 R/M BLDG & GROUNDS	-	-	-	-	-	0.0%
140 54611 R/M FACILITIES	-	2,500	2,500	5,100	2,600	-49.0%
140 54620 R/M EQUIPMENT	-	-	685	685	-	-100.0%
140 54630 R/M VEHICLES-LABOR	1,087	633	1,000	1,000	1,000	0.0%
140 54640 R/M VEHICLES-PARTS	1,756	171	1,500	1,500	1,500	0.0%
140 54700 PRINTING	349	2,919	8,000	8,000	5,000	-37.5%
140 59430 COLLECTIONS/LITIGATION COST	-	358	-	-	-	0.0%
140 54934 LEGAL/CONTRACTUAL	13,617	12,529	20,825	20,825	20,825	0.0%
140 54935 OTHER - PR YR PERMIT REFUND	-	444,781	-	-	2,000	0.0%
140 55100 OFFICE SUPPLIES	1,378	3,899	8,000	8,000	4,000	-50.0%
140 55200 OPERATING SUPPLIES	5,335	7,165	14,840	11,560	5,530	-52.2%
140 55210 UNIFORMS	2,650	1,143	1,100	3,400	3,400	0.0%
140 55230 GAS/OIL	4,051	2,976	3,000	4,500	4,200	-6.7%
140 55400 BOOKS/SUBS/DUES	8,740	4,329	25,000	25,000	12,000	-52.0%
TOTAL	391,500	1,141,135	992,038	1,069,818	855,241	-20.1%
CAPITAL OUTLAY						
140 56300 IMPROVEMENT	-	20,943	130,000	64,500	-	-100.0%
140 56400 EQUIPMENT	29,077	-	-	45,000	-	-100.0%
140 56401 NON CAP EQUIP	3,539	6,017	17,400	9,150	5,500	-39.9%
140 56410 SOFTWARE	209,106	54,999	470,000	283,825	254,719	-10.3%
TOTAL	241,722	81,959	617,400	402,475	260,219	-35.3%
140 59990 RESERVE	2,932,619	-	926,277	426,849	3,033	-99.3%
TOTAL EXPENDITURES AND RESERVES	4,492,129	1,962,419	3,282,702	2,798,071	2,023,007	-27.7%

Department Description & Function

1. **Department: Building** Department

2. **Department Function Summary:**

   The Building Department strives to protect life, health, safety, and the welfare of the public, as it relates to construction, and to provide the highest level of customer service by a fully trained team dedicated to serving the public. The Building Department provides building plan review, permitting and inspections for the built environment, in compliance with the Florida Building Code, State Statutes, and City Ordinances. The Building Department is responsible for administering the City's flood management ordinance and coordinates the City's participation in FEMA's National Flood Insurance Program and Community Rating Service (CRS) and Insurance Services (ISO) Building Effectiveness Grading Services.

Number of Funded Employees	**Actual 2022-23**	**Actual 2023-24**	**Budget 2024-25**	**Budget 2025-26**
Deputy City Manager	.5 FT	-	-	-
Building Official	1 FT	1 FT	1 FT	1 FT
Deputy Building Official	1 FT	-	-	-
Plans Examiner	1 FT	-	-	-
Building Inspector III	1 FT	-	-	-
Building Inspector II	2 FT	-	-	-
Systems Administrator	.33FT	.33 FT	.33 FT	.33 FT
Permit Specialist	2 FT	3 FT	3 FT	2 FT
Permit Technician	1 FT	-	-	2 FT
Administrative Specialist	1 FT	1 FT, 1 PT	1 FT	-
Administrative Coordinator	-	-	1 FT	1 FT
Customer Service Specialist	-	-	1PT	1 PT
Floodplains Plans Examiner	-	.30 FT	.50 FT	.50 FT
Field Coordinator	-	1 FT	1 FT	1 FT
Code Enforcement Manager	1 FT	-	-	-
Building Services Manager	1 FT	1 FT	1 FT	1 FT
Accounting Clerk	.5 FT	-	-	-
Total:	13.33 FT 0 PT	8.13 FT 1 PT	8.83 FT 1 PT	8.83 FT 1 PT

The Building Department contracted with a Private Provider Plans Reviewer whose services includes review of all building plans and conducts structural inspections for compliance with the Florid Building Code. Inspectors are provided access to the City's permitting and inspection software, and a City owned vehicle.

3. Program Performance Indicators:

Program Performance Indicators *Customer Service*	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Return e-mails and phone messages within one (1) business day	90%	95%	95%	98%
Initiate follow-up on all Public Records Requests and complaints within one (1) business day	90%	95%	95%	98%
Develop and publish series of how-to guides to include checklist	4	25	25	60

Program Performance Indicators *Core Functions*	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Process complete permit applications in accordance with internal schedules (30-day, 7-day, cross-counter)	100%	100%	90%	100%
Process/issue single-family residential permits within 10 business days	80%	95%	98%	100%
Process/issue minor building projects (fences, sheds, re-roofs) within 2 business days	100%	100%	100%	100%
Report plan review sufficiency within 10 days of application	99%	100%	100%	100%
Number of training hours (BO, Inspector, Plan Reviewer)	80	120	160	160
Number of training hours (Support Administrative, Permit Specialist, Permit Techs, Customer Service Specialist and CFMs)	60	80	80	80

Program Performance Indicators *Special Functions*	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Flood plain administration / NFIP / CRS outreach, ISO activities	13 activities	21 activities	25 activities	25 activities

Program Goals & Objectives

Department: Building Department

Division: Building

A. Goal: Increase staff knowledge and networking resources. Continuing Department training programs to provide cross-training in all procedural requirements.

Objective: Ensure Building Department personnel are properly trained and credentialed. Provide opportunities to advance through advanced training. Foster growth through professional networking at regional and state level conferences. Bring in industry experts for staff and contractor training opportunities and coordinate with County for cross-training opportunities. Maintain monthly/bi-monthly meetings with counterparts to share information and maintain professional relationships. Have administration staff accompany building inspectors in field for on-the-job training. Offer the staff more opportunities to increase skills and to reduce or eliminate job monotony. Provide staff with a deeper understanding of how their knowledge contributes to the success of the department.

Measurement: Regular City presence at monthly BOAF chapter meetings by plans examiner, inspectors and/or Building Official alike. Continuing education for all certified staff. We have two Permit Techs that have obtained ICC Permit Tech and ICC Zoning Inspectors Certifications, and admin staff will be taking the exams this year. This requires an exam through ICC for each discipline. We have three staff members that are working on their Certification of Business Tax. Currently we have one Master Business Tax Official and one Senior Business Tax Official, and one Certified Business Tax Official on staff. Attend monthly Northeast Florida Building Association (NEFBA) Monthly meetings. Business Services Manager or staff will attend NEFBA socials and provide outreach for professionals in the building field. Through CRS the department will provide several outreach opportunities for the citizens/contractors.

Deadline: Ongoing

Responsibility: Building Director / Building Department Staff

B. Goal: Maintain and improve turnaround on 90% of small building plans submitted for review & 5-day turnaround on single family residence plans submitted for review (provided accurate applications are submitted.)

Objective: Process minor plans within two (2) working days. Process plans for new single-family residences, multifamily and commercial structures within ten (10) working days. Prepare monthly reports summarizing turnaround time for building plans.

Measurement: Once all other departments review the project plans are then routed to the Building Plan Reviewer who is turning around projects within one to two days for smaller projects and within a week for larger projects.

Deadline: Ongoing

Responsibility: Building Department Staff

C. Goal: Maintain or increase NFIP Community Rating System rating.

Objective: Offer the staff more opportunities to increase skills and to reduce or eliminate job monotony. With all the changes being made through FEMA, FDEM, CRS and ISO staff is consistently looking for opportunities to increase skills and knowledge.

Measurement: October 2024, all flood insurance policies will receive a 25% discount throughout the City on Flood Insurance policies. The only exception will be those structures that appear on FEMA's National Violation List. We are preparing outreach materials to submit for approval from FEMA for those properties.

Deadline: Ongoing

Responsibility: Building Official/Floodplain Manager

D. Goal: Lower Building permitting fees to meet the intent of F.S. 553 which benefits the citizens and building community.

Objective: Budget building department essentially as a hybrid enterprise fund to ensure full accountability for use of permitting fees to support administration of the Florida Building Code. Develop capital plan for equipment, software maintenance and upgrades. Develop and maintain a minimum of four-years' operating reserve to pay for future obligated expenditures and capital needs. We have added a Floodplain Plan Reviewer to staff as a part-time position.

Measurement: Develop budget which demonstrates objective.

Deadline: Ongoing

Responsibility: Building Director - /Building Official and Building Staff/IT

E. Goal: Developing and implementing a new electronic permitting system

along with procedures to better serve the building community.

F. Objective: Simplify permitting process for online users and back-office.

Measurement: Building staff have been working with CityView to build out a permitting system that would be user-friendly and provide an efficient way of work for staff and record keeping for staff and the community.

Deadline: We are looking forward to working with the new permitting system in 2026. We expect to have enhanced feature requests within the first two years of using the system.

Responsibility: Building Official and Building Staff/IT

G. Goal: Education/outreach to community and emphasis on customer service.

Objective: Help the public understand the public safety component of the Building Code/Enforcement Department Floodplain Management.

Measurement: We are currently attending Northeast Florida Building Association six lunch meetings. We are hosting meetings with the Building Community and focusing on Changes in Florida Building Code, Energy Code, Roofing Code, Electrical Code and Flood. We are providing outreach training for the Building Community. We have begun Facetime Friday's which is where the Building Official is in the field conducting inspections and visiting job sites. Provide Flood and Building outreach at six Farmers Market, and Shrimp Festival booth.

Deadline: Ongoing. Timing of meetings will be based on deployment of new offerings and/or significant code modifications or changes.

Responsibility: Building Official and Department Staff

H. Goal: Complete electronic scanning of files to be archived.

Objective: We received plans from the Parks and Rec Department and sent them to DataSavers for scanning. We continue to provide the City Clerk's office with scanned documents for record keeping.

Measurement: Eliminate paper permitting records.

Deadline: Ongoing

Responsibility: Building Official Building Department Staff

This Page Intentionally Left Blank

Wastewater Impact Fee Fund

This fund accounts for the revenues from fees collected at the time of the issuance of building permits. These fees are charged for new line extensions and the funds are used for the repayment of the debt service for sewer extension and may be used to fund line extension expenses.

Monthly transfers to the Utility Debt Service Fund constitute the $470,000 annual budgeted amount derived from approximately 215 equivalent residential units of new connections.

145 WASTEWATER IMPACT FEES FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
145 36310 IMPACT FEES- INCORPORATED AREA	268,632	257,326	196,612	196,612	450,000	128.9%
145 36311 IMPACT FEES- UNINCORPORATED	104,049	14,331	111,772	111,772	20,000	-82.1%
TOTAL	372,681	271,657	308,384	308,384	470,000	52.4%
OTHER REVENUES						
145 36110 INTEREST	9,926	14,377	10,800	10,800	10,800	0.0%
145 36990 OTHER REVENUE	-	-	-	-	-	0.0%
TOTAL	9,926	14,377	10,800	10,800	10,800	0.0%
CASH BALANCE FORWARD						
145 38910 CASH BALANCE FORWARD	1,203,863	1,086,470	1,023,047	1,022,565	970,927	-5.0%
TOTAL	1,203,863	1,086,470	1,023,047	1,022,565	970,927	-5.0%
TOTAL REVENUE AND CASH BALANCES	1,586,470	1,372,504	1,342,231	1,341,749	1,451,727	8.2%
OPERATING EXPENSES						
TOTAL	-	-	-	-	-	0.0%
TRANSFERS OUT						
145 59230 TRANSFER TO UTIL ACQ DS	500,000	312,507	312,507	500,000	500,000	0.0%
TOTAL	500,000	312,507	312,507	500,000	500,000	0.0%
145 59990 RESERVE	1,086,470	1,059,997	1,029,724	841,749	951,727	13.1%
TOTAL EXPENDITURES AND RESERVES	1,586,470	1,372,504	1,342,231	1,341,749	1,451,727	8.2%

Water Impact Fee Fund

This fund accounts for the revenues from fees collected at the time of the issuance of building permits. These fees are charged for new line extensions and the funds are used primarily for debt service related to water capacity.

Monthly transfers to the Utility Debt Service Fund constitute the $86,356 annual budgeted amount derived from approximately 26 equivalent residential units of new connections.

146 WATER IMPACT FEES FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
146 36310 IMPACT FEES- INCORPORATED AREA	101,019	38,039	78,778	78,778	78,778	0.0%
146 36311 IMPACT FEES- UNINCORPORATED	29,913	6,212	30,284	30,284	7,578	-75.0%
TOTAL	130,932	44,252	109,062	109,062	86,356	-20.8%
OTHER REVENUES						
146 36110 INTEREST	27	445	500	500	1,602	220.4%
TOTAL	27	445	500	500	1,602	220.4%
CASH BALANCE FORWARD						
146 38910 CASH BALANCE FORWARD	(86,883)	19,096	(758)	55,076	101,604	84.5%
TOTAL	(86,883)	19,096	(758)	55,076	101,604	84.5%
TOTAL REVENUE AND CASH BALANCES	44,076	63,792	108,804	164,638	189,562	15.1%
OPERATING EXPENSES						
TOTAL	-	-	-	-	-	0.0%
TRANSFERS OUT						
146 59230 TRANSFER TO UTIL ACQ DS	25,000	25,000	25,000	25,000	25,000	0.0%
TOTAL	25,000	25,000	25,000	25,000	25,000	0.0%
146 59990 RESERVE	19,076	38,792	83,804	139,638	164,562	17.8%
TOTAL EXPENDITURES AND RESERVES	44,076	63,792	108,804	164,638	189,562	15.1%

Utility Tax Fund

This Special Revenue Fund is used to account for the collection of utility taxes. This fund was created to comply with debt covenants since this revenue is pledged as a secondary source of repayment.

These revenues are projected at $3,292,168 for Fiscal Year 2025-2026. These revenues are transferred on a monthly basis to the General Fund for operations.

150 UTILITY TAX FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
150 31410 ELECTRIC MUNICIPAL TAX	1,141,821	1,188,620	1,025,000	1,080,000	1,080,000	0.0%
150 31420 TELEPHONE MUNICIPAL TAX	916,225	972,530	920,066	1,010,818	1,010,818	0.0%
150 31430 WATER MUNICIPAL TAX	(504)	(9)	-	-	-	0.0%
150 31440 GAS MUNICIPAL TAX	153,435	193,717	220,500	180,000	180,000	0.0%
TOTAL	2,210,977	2,354,857	2,165,566	2,270,818	2,270,818	0.0%
OTHER REVENUES						
150 36110 INTEREST	8,907	10,769	9,500	9,500	9,500	0.0%
TOTAL	8,907	10,769	9,500	9,500	9,500	0.0%
CASH BALANCE FORWARD						
150 38910 CASH BALANCE FORWARD	1,219,254	1,060,027	809,786	609,935	1,011,850	65.9%
TOTAL	1,219,254	1,060,027	809,786	609,935	1,011,850	65.9%
TOTAL REVENUE AND CASH BALANCES	3,439,138	3,425,653	2,984,852	2,890,253	3,292,168	13.9%
OPERATING EXPENSES						
TOTAL	-	-	-	-	-	0.0%
TRANSFERS OUT						
150 59100 TRANSFER TO GENERAL FUND	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	0.0%
TOTAL	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	0.0%
150 59990 RESERVE	939,138	925,653	484,852	390,253	792,168	103.0%
TOTAL EXPENDITURES AND RESERVES	3,439,138	3,425,653	2,984,852	2,890,253	3,292,168	13.9%

170 CEMETERY FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
170 32970 BURIAL PERMITS	5,415	4,410	3,900	4,300	4,500	4.7%
170 34560 MARKER SETTING FEES	3,935	3,735	2,500	5,200	4,250	-18.3%
170 34570 PERPETUAL CARE	81,985	58,581	50,000	65,000	56,000	-13.8%
170 34580 SALE OF LOTS	156,578	119,918	80,000	115,000	104,000	-9.6%
170 34585 GRAVE OPENINGS	-	-	-	-	-	0.0%
TOTAL	247,913	186,644	136,400	189,500	168,750	-10.9%
OTHER REVENUES						
170 36110 INTEREST	19,712	42,275	13,000	13,000	45,000	246.2%
170 36120 UNREALIZED GAIN/LOSS	13,234	37,232	-	-	-	0.0%
170 36990 OTHER REVENUE	-	-	-	-	-	0.0%
170 36992 GAIN ON SALE OF ASSET	5,250	-	-	-	-	0.0%
TOTAL	38,196	79,506	13,000	13,000	45,000	246.2%
TRANSFERS IN						
170 38101 FROM GENERAL FUND	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
CASH BALANCE FORWARD						
170 38910 CASH BALANCE FORWARD	167,257	245,571	154,120	253,974	261,797	3.1%
170 38913 CASH BAL FOR RESTD CEMET	1,195,406	1,260,246	1,256,436	1,316,246	1,451,034	10.2%
TOTAL REVENUE AND CASH BALANCES	1,648,772	1,771,967	1,559,956	1,772,720	1,926,581	8.7%

170 CEMETERY FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL						
170 51200 SALARIES	-	-	-	-	-	0.0%
170 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
170 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
170 51400 OVERTIME	-	-	-	-	-	0.0%
170 52100 FICA	-	-	-	-	-	0.0%
170 52200 RETIREMENT	-	-	-	-	-	0.0%
170 52300 HEALTH INSUR	-	-	-	-	-	0.0%
170 52301 LIFE INSUR	-	-	-	-	-	0.0%
170 52400 WORKERS' COMP	-	-	-	-	-	0.0%
170 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
OPERATING EXPENSES						
170 53200 AUDITING	2,457	2,463	2,463	2,463	-	-100.0%
170 53400 CONTRACTUAL	125,095	125,015	131,325	139,911	135,384	-3.2%
170 54000 TRAINING/TRAVEL	-	-	-	-	-	0.0%
170 54101 COMMUNICATIONS-CELLULAR	-	-	-	-	-	0.0%
170 54300 UTILITIES ELECTRIC	721	876	3,800	2,000	1,000	-50.0%
170 54310 UTILITIES-WATER & WASTEWATER	156	244	1,000	1,000	250	-75.0%
170 54500 INSURANCE	1,546	-	-	-	-	0.0%
170 54610 R/M BLDG & GROUNDS	3,451	4,528	5,000	7,000	10,000	42.9%
170 54611 R/M FACILITIES	8	1,600	2,500	2,600	10,000	284.6%
170 54620 R/M EQUIPMENT	-	-	-	-	-	0.0%
170 54630 R/M VEHICLES-LABOR	-	-	-	-	-	0.0%
170 54640 R/M VEHICLES-PARTS	-	-	-	-	-	0.0%
170 55200 OPERATING SUPPLIES	-	-	-	5,000	2,500	-50.0%
170 55210 UNIFORMS	-	-	-	-	-	0.0%
170 55230 GAS/OIL	-	-	-	-	-	0.0%
170 55240 CHEMICALS	-	-	-	-	-	0.0%
TOTAL	133,434	134,726	146,088	159,974	159,134	-0.5%
CAPITAL OUTLAY						
170 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
170 56400 EQUIPMENT	-	-	-	-	-	0.0%
170 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
170 59990 RESERVE	255,092	242,209	111,932	233,500	260,413	11.5%
170 59997 RESERVE REST'D FOR CEMETERY	1,260,246	1,395,033	1,301,936	1,379,246	1,507,034	9.3%
TOTAL EXPENDITURES AND RESERVES	1,648,772	1,771,968	1,559,956	1,772,720	1,926,581	8.7%

Department Description & Function

1. Department: Parks and Recreation **Division:** Cemetery

2. Department/Division Description:

The Cemetery Division is responsible for managing the daily operation of Bosque Bello Cemetery, overseeing projects, and submitting recommendations for capital improvement projects. The Cemetery Division maintenance functions are provided by an outside contractor and the Recreation Administration Division provides a full-time Administrative Coordinator who performs administrative duties.

The Administrative Coordinator assists families with funeral arrangements which includes selling, preparing, and coordinating burials. They correspond with funeral directors, monument dealers, lot owners and family members, and other City departments regarding cemetery operations, policies, and procedures. They prepare permits, deeds, reports, and correspondence. The Cemetery Division maintains and updates office files and Bosque Bello records, inputting all records into Pontem Cemetery software which involves mapping and online burial search. Lastly, the Administrative Coordinator processes accounts payable and receivable, purchases materials and supplies, administers the budget and monitors expenditures.
Maintenance preserves the cemetery grounds by routine landscaping, irrigation, lawn mowing, trimming, removing leaves, debris, tree limbs, and general storm clean-up. They provide for safety and accessibility throughout the cemetery, purchase materials, supplies and equipment/parts needed for maintenance operations.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Maintenance Tech (I, II, III)	2 FT	0 FT	0 FT	0 FT
Contractor (Outsourced Maintenance)		1 Contract	1 Contract	1 Contract
Total: Full Time	2 FT	1 Contract	1 Contract	1 Contract

3. Program Performance Indicators:

Program Performance Indicators	Actual 2022-2023	Actual 2023-2024	Budget 2024-2025	Budget 2025-2026
Number of Burials	128	98	90	100
Total Sale of Lots	122	101	150	100
Monument Permits	89	83	75	70

Program Goals & Objectives

1. **Department**: Parks and Recreation **Division:** Cemetery

2. **Principal Programs:**

   A. Cemetery Ground Maintenance
   B. Sale and Marking of Grave Sites
   C. Install a Columbarium
   D. Provide GIS Mapping for Grave Spaces

3. **Programs Goals and Objectives:**

   A. Cemetery Grounds Maintenance
   Goal: To provide pleasant, clean, and well-maintained ground at the Bosque Bello Cemetery.

   Objective: To ensure the grounds are mowed, weeded and free of debris. Also ensure that the trees are maintained.

   Measure: Cemetery maintenance contractor covers the entire cemetery on a routine schedule and mows, weeds and removes items that do not comply with the cemetery, Ordinance Chapter 30.

   B. Sale and Marketing of Grave Sites

   Goal: To provide professional staff with the ability to assist customers during an emotional time and to keep accurate records.

   Objective: Work closely with funeral homes and vault companies to ensure that grave locations are ready for the funeral services.

   Measure: Sell 90 lots and have 90 services.

   C. Install a Columbarium

   Goal: To provide an above ground burial option of cremains

   Objective: Work with stakeholders, budget in the Capital Improvement Account FY26. ensure statistics warrant a columbarium

   Measure: Ensure statistics warrant a columbarium

   D. Provide GIS Mapping of Grave Spaces

   Goal: To provide effective record keeping

   Objective: Continue to use Pontem software for all new burials and add existing burials in the ancient section to the system.

   Measure: Complete the addition of the ancient section by the end of FY27.

Community Redevelopment Area Fund

The Community Redevelopment Area and Plan (CRA) were defined and approved by Resolution in June 2005, and the CRA Fund was established in Fiscal Year 2006-2007. The purpose of the CRA is to improve the City's historic waterfront area. Incremental ad-valorem tax receipts will provide the basis of funding in the future. Funds remaining from the Fiscal Year 2007-2008 transfer from the General Fund were returned to the General Fund in Fiscal Year 2012-2013. Tax revenue of approximately $376,558 is anticipated in the 2025-2026 fiscal year.

180 COMMUNITY REDEVELOPMENT AREA FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
180 31110 PROPERTY TAXES	61,449	90,880	90,880	125,952	149,899	19.0%
180 31117 PROPERTY TAXES-COUNTY	81,857	133,296	133,674	190,451	226,659	19.0%
TOTAL	143,306	224,176	224,554	316,403	376,558	19.0%
OTHER REVENUES						
180 36110 INTEREST	8,895	13,239	7,500	4,500	7,500	66.7%
180 36991 PARKING REVENUE	-	-	-	-	-	0.0%
180 38410 LOAN PROCEEDS	-	-	-	-	-	0.0%
TOTAL	8,895	13,239	7,500	4,500	7,500	66.7%
CASH BALANCE FORWARD						
180 38910 CASH BALANCE FORWARD	1,201,246	971,859	999,715	1,070,825	608,208	-43.2%
TOTAL	1,201,246	971,859	999,715	1,070,825	608,208	-43.2%
TOTAL REVENUE AND CASH BALANCES	1,353,447	1,209,274	1,231,769	1,391,728	992,266	-28.7%
OPERATING EXPENSES						
180 53100 PROFESSIONAL SERVICES	12,900	-	-	-	-	0.0%
180 53200 AUDITING	-	59,000	5,900	5,900	6,600	11.9%
180 53400 CONTRACTUAL	34,347	720	-	-	-	0.0%
180 54000 TRAINING/TRAVEL	-	-	-	-	-	0.0%
180 54700 PRINTING	-	-	-	-	-	0.0%
180 54400 BOOKS/SUBS/DUES	870	-	-	-	-	0.0%
TOTAL	48,117	59,720	5,900	5,900	6,600	11.9%
CAPITAL OUTLAY						
180 56300 IMPROVEMENTS	263,058	58,635	765,542	709,150	-	-100.0%
180 56400 EQUIPMENT	-	-	-	-	-	0.0%
180 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	263,058	58,635	765,542	709,150	-	-100.0%
DEBT SERVICE						
180 57100 PRINCIPAL	49,344	50,304	50,225	51,264	52,224	1.9%
180 57200 INTEREST	21,068	20,191	20,192	19,185	18,217	-5.0%
180 57300 FINANCING COSTS	-	-	-	-	-	0.0%
TOTAL	70,412	70,495	70,417	70,449	70,441	0.0%
TRANSFERS OUT						
180 59100 TRANSFER TO GENERAL FUND	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
180 59990 RESERVE	971,860	1,020,423	389,910	606,229	915,225	51.0%
TOTAL EXPENDITURES AND RESERVES	1,353,447	1,209,273	1,231,769	1,391,728	992,266	-28.7%

Law Enforcement Recovery Fund

The source of revenue for this fund is unclaimed/abandoned cash and/or property as well as Federal contracts. The funds are restricted in the sense that they are used for specific law enforcement functions relating to carrying out the mission of the agency. Fiscal Year 2025-2026 expenditures budget includes new police vehicles assigned to Patrol, additional access points for the control gate system for the police building, drug buy money and additional amounts for operational expenses.

190 LAW ENFORCEMENT RECOVERY FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUE						
190 33125 JUSTICE ASSISTANCE GRANT	-	-	-	-	-	0.0%
190 33400 STATE GRANT	-	-	-	-	-	0.0%
190 34210 FEDERAL LAW ENFORCEMENT SUPP	227,402	287,067	227,402	337,976	458,614	35.7%
190 35910 UNCLAIMED/ABANDONED CASH	-	-	-	-	-	0.0%
TOTAL	227,402	287,067	227,402	337,976	458,614	35.7%
OTHER REVENUES						
190 36110 INTEREST	1,877	2,539	-	-	6,000	0.0%
190 36992 GAIN ON SALE OF ASSET	13,040	12,300	-	-	-	0.0%
190 36993 DONATIONS/CONTRIBUTIONS	-	-	-	-	-	0.0%
TOTAL	14,917	14,839	-	-	6,000	0.0%
TRANSFERS IN						
190 38116 FROM LLEBG	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
CASH BALANCE FORWARD						
190 38910 CASH BALANCE FORWARD	166,795	203,785	112,797	191,342	561,503	193.5%
TOTAL REVENUE AND CASH BALANCES	409,114	505,691	340,199	529,318	1,026,117	93.9%
OPERATING EXPENSES						
190 53400 CONTRACTUAL	5,042	3,355	3,000	-	20,000	0.0%
190 54000 TRAINING/TRAVEL	5,999	6,000	10,500	12,000	30,000	150.0%
190 54100 COMM - PHONE/FAX/ALARM	-	-	-	-	-	0.0%
190 54101 COMMUNICATIONS-CELLULAR	-	-	-	-	-	0.0%
190 54104 COMMUNICATIONS-MOBILE	-	-	-	-	-	0.0%
190 54620 R/M EQUIPMENT	-	-	-	-	-	0.0%
190 54921 UNDERCOVER	-	4,000	4,000	4,000	4,000	0.0%
190 55200 OPERATING SUPPLIES	2,879	16,402	14,000	18,000	28,000	55.6%
TOTAL	13,920	29,757	31,500	34,000	82,000	141.2%
CAPITAL OUTLAY						
190 56400 EQUIPMENT	171,552	234,433	191,000	139,000	278,756	100.5%
190 56401 NON CAP EQUIP	1,453	3,202	-	-	10,000	0.0%
TOTAL	173,005	237,635	191,000	139,000	288,756	107.7%
190 59990 RESERVE	222,189	238,299	117,699	356,318	655,361	83.9%
TOTAL EXPENDITURES AND RESERVES	409,114	505,691	340,199	529,318	1,026,117	93.9%

This Page Intentionally Left Blank



DEBT SERVICE FUNDS

This Page Intentionally Left Blank

Table of Contents-Debt Service Funds

Section	Description	Page #	
Debt Service Funds	Debt Service Funds Contents	Debt	327
	General Obligation Bond		328
	Utility Debt Service		330
	Total City Debt Service		332
	Long Term Debt		333

Department Description & Function

1. Department: Bond Debt Service Fund

2. Department Function Summary:

This fund accounts for the payment of debt service on the City's General Obligation Bonds. These bonds were issued to fund various land preservation and recreation/park projects. In April 2001, the citizens voted to fund the repayment of bonds with ad valorem taxes. The debt in this fund was satisfied in FY2020-2021.

220 BOND DEBT SERVICE FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OTHER REVENUES						
220 36110 INTEREST	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
TRANSFERS IN						
220 38101 FROM GENERAL FUND	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
CASH BALANCE FORWARD						
220 38910 CASH BALANCE FORWARD	6,565	-	-	-	-	0.0%
TOTAL	6,565	-	-	-	-	0.0%
TOTAL REVENUE AND CASH BALANCES	6,565	-	-	-	-	0.0%
DEBT SERVICE						
220 57100 PRINCIPAL	-	-	-	-	-	0.0%
220 57200 INTEREST	-	-	-	-	-	0.0%
220 57300 FINANCING COSTS	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
TRANSFERS						
440 59100 TRANSFER TO GENERAL FUND	6,565	-	-	-	-	0.0%
TOTAL	6,565	-	-	-	-	0.0%
220 59990 RESERVE	-	-	-	-	-	0.0%
TOTAL EXPENDITURES AND RESERVES	6,565	-	-	-	-	0.0%

Department Description & Function

1. Department: Utility Debt Service Fund

2. Department Function Summary:

This fund was renamed from the Utility Acquisition Debt Service Fund to the Utility Debt Service Fund in FY 2013-2014. Payments of all debt service for both the Wastewater and Water operations are accounted for in this fund - the entire Utility System Refunding Revenue Bond, Series 2013A issued in September 2013 and the 2010 subordinate $5,215,000 debt issue for Water “Futures”.

For Budget Fiscal Year 2025-2026, the principal payment is $1,740,000 and interest payments of $756,750 for the new 2013A 20-year Utility System Revenue Bond debt. Transfers from the Water Fund’s operations in the amount of $1,5142,325; $429,425 from the Wastewater Fund’s operations; $500,000 transferred from the Wastewater Impact Fees; and $25,000 transferred from the Water Impact Fees provide the revenue for the debt service.

The Budget for Fiscal Year 2023-2024 included the final principal payment of $1,873,000 and interest payments totaling $40,018 for the Futures debt.

230 UTILITY DEBT SERVICE FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OTHER REVENUES						
230 36110 INTEREST	11,546	14,350	8,000	8,000	8,000	0.0%
TOTAL	11,546	14,350	8,000	8,000	8,000	0.0%
TRANSFERS IN						
230 38140 FROM WW IMPACT FEES	500,000	312,507	312,507	500,000	500,000	0.0%
230 38141 FROM WATER IMPACT FEES	25,000	25,000	25,000	25,000	25,000	0.0%
230 38145 FROM WASTEWATER	236,598	236,598	236,598	428,588	429,425	0.2%
230 38146 FROM WATER	1,991,895	1,991,895	1,991,895	1,515,912	1,542,325	1.7%
TOTAL	2,753,493	2,566,000	2,566,000	2,469,500	2,496,750	1.1%
CASH BALANCE FORWARD						
230 38910 CASH BALANCE FORWARD	305,615	243,784	315,115	139,642	57,033	-59.2%
TOTAL	305,615	243,784	315,115	139,642	57,033	-59.2%
TOTAL REVENUE AND CASH BALANCES	3,070,654	2,824,134	2,889,115	2,617,142	2,561,783	-2.1%
DEBT SERVICE						
230 55910 PRINCIPAL	-	-	-	-	-	0.0%
230 57100 PRINCIPAL	1,803,000	1,873,000	1,873,000	1,655,000	1,740,000	5.1%
230 57200 INTEREST	944,662	877,100	880,519	839,500	756,750	-9.9%
230 57300 FINANCING COSTS	-	-	-	-	-	0.0%
TOTAL	2,747,662	2,750,100	2,753,519	2,494,500	2,496,750	0.1%
230 59990 RESERVE	322,992	74,033	135,596	122,642	65,033	-47.0%
TOTAL EXPENDITURES AND RESERVES	3,070,654	2,824,133	2,889,115	2,617,142	2,561,783	-2.1%

DEBT SERVICE

EXPENDITURES	Actual FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Dollar Chg FY 24/25 to FY 25/26	% Change FY 24/25 to FY 25/26
Community Redevelopment Fund					
2021 Downtown Improvements	70,413	70,385	70,441	(56)	-0.08%
Total	**$ 70,413**	**$ 70,385**	**$ 70,441**	**$ (56)**	**0.00%**
Capital Improvement					
2020 Fire Apparatus	83,102	83,103	83,103	-	0.00%
2021 Fire Rescue Truck	66,014	66,015	-	66,015	100.00%
2022 Fire Aerial Vehicle	-	163,466	161,677	1,789	1.09%
2024 Police & Fire Radios	-	-	258,955	(258,955)	0.00%
Total	**$ 149,116**	**$ 312,584**	**$ 503,735**	**$ (191,151)**	**-61.15%**
Golf					
2023 Golf Cart Fleet	-	154,577	163,408	(8,831)	-5.71%
Total	**$ -**	**$ 154,577**	**$ 163,408**	**$ (8,831)**	**-5.71%**
Airport					
2017 Refinanced & New $	114,317	115,039	114,837	202	0.18%
2021 Airport Firestation	296,035	296,779	296,438	341	0.11%
Total	**$ 410,352**	**$ 411,818**	**$ 411,275**	**$ 543**	**0.13%**
Marina					
2021 Marina Refinancing	617,489	534,062	533,959	103	0.02%
Total	**$ 617,489**	**$ 534,062**	**$ 533,959**	**$ 103**	**0.02%**
Utilities					
2013A Utility Sys Revenue Bond	2,384,230	839,500	2,496,750	(1,657,250)	-197.41%
2015 Futures - Subordinate	284,433	1,914,019	-	1,914,019	100.00%
Total	**$ 2,668,663**	**$ 2,753,519**	**$ 2,496,750**	**$ 256,769**	**9.33%**
Stormwater					
2013/2019 Streetsweeper	42,298	43,213	-	43,213	100.00%
2021 Vacuum Truck	72,664	73,360	-	73,360	100.00%
Total	**$ 114,962**	**$ 116,573**	**$ -**	**$ 116,573**	**100.00%**
TOTAL CITY	**$ 4,030,995**	**$ 4,198,941**	**$ 4,179,568**	**$ 182,781**	**4.35%**

LONG TERM DEBT

	Balance FY 24/25	Additions	Refinancing	Principal Payments	Projected Balance FY 25/26
Community Redevelopment Fund					
2021 Downtown Improvements	961,840		-	52,224	909,616
Total	**$ 961,840**	**$ -**	**$ -**	**$ 52,224**	**$ 909,616**
Capital Improvement					
2020 Fire Apparatus Debt	309,787	-	-	76,317	233,470
2021 Fire Rescue Vehicle #3	-	-	-	-	-
2022 Fire Aerial Vehicle	1,098,204	-	-	124,636	973,568
2024 Police and Fire Radios	912,087	-	-	210,705	701,382
Total	**$ 2,320,078**	**$ -**	**$ -**	**$ 411,658**	**$ 1,908,420**
Golf					
2023 Golf Cart Fleet	591,000			144,000	447,000
Total	**$ 591,000**	**$ -**	**$ -**	**$ 144,000**	**$ 447,000**
Airport					
2017 New Debt + Refi	721,000	-	-	94,000	627,000
2021 Airport Firestation	4,058,160	-	-	219,776	3,838,384
Total	**$ 4,779,160**	**$ -**	**$ -**	**$ 313,776**	**$ 4,465,384**
Marina					
2021A Marina Refinancing	2,141,381			489,000	1,652,381
Total	**$ 2,141,381**	**$ -**	**$ -**	**$ 489,000**	**$ 1,652,381**
Utilities					
2013A Utility Sys Revenue Bond	17,985,000			1,740,000	16,245,000
2015 Futures - Subordinate	-			-	-
Total	**$ 17,985,000**	**$ -**	**$ -**	**$ 1,740,000**	**$ 16,245,000**
Stormwater					
2019 Street Sweeper	-	-	-	-	-
2021 Vacuum Truck	80,745	-			80,745
2025 Street Sweeper	-	321,440	-	-	321,440
Total	**$ 80,745**	**$ 321,440**	**$ -**	**$ -**	**$ 402,185**
TOTAL CITY	**$ 28,859,204**	**$ 321,440**	**$ -**	**$ 3,150,658**	**$ 26,029,986**

This Page Intentionally Left Blank



CAPITAL PROJECTS FUNDS

This Page Intentionally Left Blank

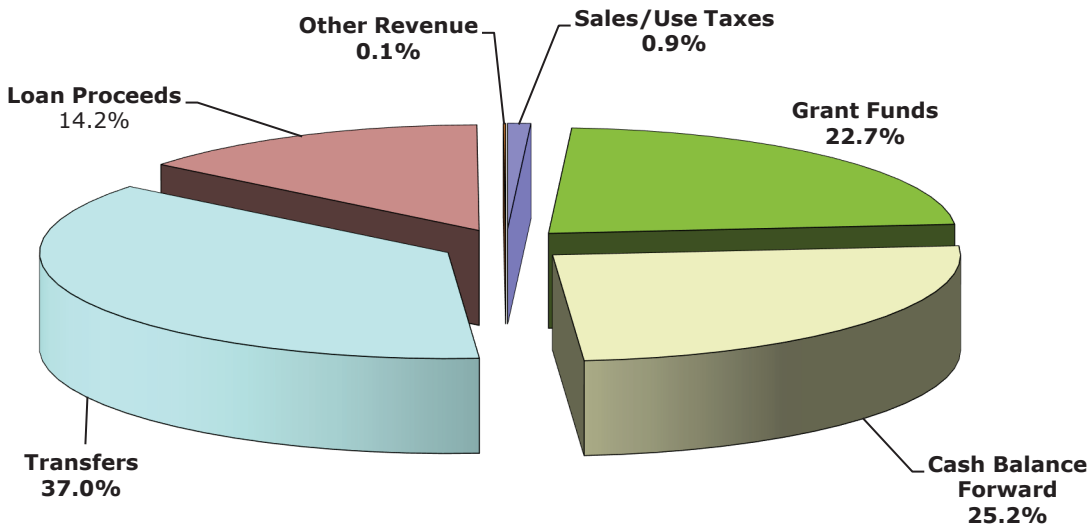
Table of Contents-Capital Funds

Section	Description	Page #	
Capital Projects Funds	Capital Funds Contents	Capital	334
	Capital Funds Graph		335
	Capital Improvement Fund		336
	Capital Expansion Fund		341
	Other Grant Fund (ARPA)		346
	Wastewater Improvement Fund		348
	Five - Year Capital Improvement Plan		350

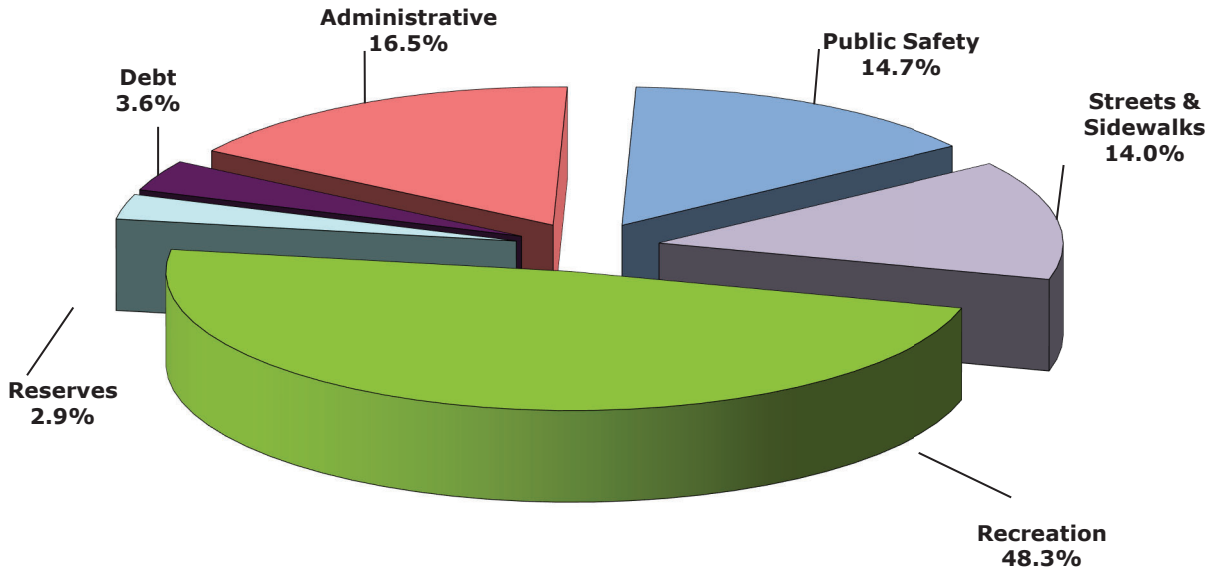
This Page Intentionally Left Blank

City of Fernandina Beach
Capital Improvement Fund

Capital Improvement Fund Revenues & Cash Balances



Capital Improvement Fund Projects
Expenditures, Transfers, & Reserves



Capital Improvement Fund

This fund is comprised of the major capital projects for the General Fund budgeted for Fiscal Year 2025-2026. Revenue sources include local gasoline taxes, grants other and transfers from the General Fund. Revenue of $82,466 is anticipated from gas tax revenues. Grant funding in the amount of $6,150,000 is expected during the fiscal year. These sources along with a cash balance forward of $2,308,731, Other of $533,537 and $2,540,207 transfers in from the other funds sum to the Fund's total available funds of $11,595,741.

Projects proposed include the following:

- **Public Works Projects:** Sidewalks ($150,000), North 2nd Street Paving ($68,816), street repaving ($990,000), new front-end loader ($275,000)

- **Information and Technology Projects:** Renewal and replacement equipment ($170,000) and the ERP Software Payroll Module ($40,000).

- **Public Safety Project:** Tasers for Police ($52,834) and Toughbooks for Police ($71,586), new Rescue Unit for Fire ($435,000)

- **General Government Projects:** Downtown Revitalization Design ($200,000), Harbor Master Plan ($50,000) and Water Resiliency ($6,367,283), Bollard ($100,000) and City Hall building improvements ($125,000).

- **Recreation Projects:** Atlantic Rec Center improvements ($100,000), MLK Center improvements ($200,000), beach walkover ($100,000), Lighthouse rehabilitation ($110,000), beach access improvements (200,000).

- **Debt Service:** includes scheduled debt service for two Fire Apparatus capital lease ($244,780) and new radios for Police and Fire ($258,955) payments.

Capital Improvements Fund 300 Expenditure Recap

DESCRIPTION		Total	County	State	Federal	Loan / Rest'd Donation	General Fund
Expenditures							
General Government							
Downtown Sidewalks /Streetscape		200,000					200,000
Harbor Master Plan		50,000					50,000
North 2nd Street Streetscape		68,816					68,816
	Subtotal	318,816	-	-	-	-	318,816
IT / ERP							
IT - Renewal and Replacement Equipment		170,000					170,000
ERP Software Payroll Module		40,000					40,000
	Subtotal	210,000	-	-	-	-	210,000
Public Safety							
Police Toughbook		207,422					207,422
Police Axxon Tasers		209,815				-	209,815
	Subtotal	417,237	-	-	-	-	417,237
Public Works							
Street Resurfacing		990,000		82,466			907,534
North 2nd Street Paving		68,816					68,816
Repair & Maintain Sidewalks/curbs		150,000					150,000
	Subtotal	1,208,816	-	82,466	-	-	1,126,350
Recreation							
Waterfront Resiliency Segment 1		8,404					8,404
Waterfront Resiliency Segment 2		31,552					31,552
Waterfront Resiliency Segment 3		2,107,376		2,000,000			107,376
Waterfront Resiliency Segment 4		4,158,028		4,000,000			158,028
Waterfront Resiliency Segment 5		69,249					69,249
		-					
	Subtotal	6,374,609	-	6,000,000	-	-	374,609
Library							
Façade Repair		20,000					20,000
		-					
	Subtotal	20,000	-	-	-	-	20,000
Parks							
ThorGuard Upgrades		67,000					27,000
Beach Access Improvement		200,000	50,000				150,000
Lighthouse Restoration-Interior		110,000					110,000
	Subtotal	377,000	50,000	-	-	-	287,000
Atlantic Rec Center							
ARC Window Replacement Ph3		100,000					100,000
	Subtotal	100,000	-	-	-	-	100,000
MLK							
MLK Interior Improvements		125,000					125,000
MLK Windows & Door Improvements		75,000					75,000
	Subtotal	200,000	-	-	-	-	200,000
	Total Improvements	9,226,478	50,000	6,082,466	-	-	3,034,012

300 CAPITAL IMPROVEMENT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
312 SALES/USE AND FUEL TAXES						
300 31240 LOCAL OPTION GAS TAX	-	-	-	-	-	0.0%
300 31260 SMALL COUNTY SURTAX	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
331/334 STATE AND FEDERAL GRANTS						
300 33210 FEDERAL GRANT	39,727	13,689				
300 33140 FEDERAL HOMELAND SECURITY	-	-	-	-	-	0.0%
300 33323 FDOT GRANT	-	-	-	-	-	0.0%
300 33324 USACE REFUND	-	-	-	-	-	0.0%
300 33400 STATE GRANT	(111,263)	363,094	1,901,800	2,800,600	6,000,000	114.2%
300 33410 FIND	-	-	-	-	-	0.0%
300 33438 FRDAP	-	-	-	-	-	0.0%
300 33710 COUNTY GRANT	130,778	41,400	74,700	224,700	100,000	-55.5%
TOTAL	59,242	418,183	1,976,500	3,025,300	6,100,000	101.6%
300 33512 STATE SHARED REVENUE						
300 33544 8TH CENT GAS TAX	96,682	92,460	79,382	82,199	82,466	0.3%
TOTAL	96,682	92,460	79,382	82,199	82,466	0.3%
360's/384 OTHER REVENUE						
300 36110 INTEREST	19,613	37,148	8,000	8,000	30,800	285.0%
300 36600 FOL CONTRIBUTION	-	-	-	-	-	0.0%
300 36800 CAPITAL CONTRIBUTION	-	-	-	-	-	0.0%
300 36990 OTHER REVENUE	-	-	-	-	-	0.0%
300 36993 DONATIONS/CONTRIBUTIONS	-	-	-	-	-	0.0%
300 36997 TDC REVENUE	-	-	-	-	-	0.0%
300 38400 OTHER FINANCING SOURCE	-	-	-	-	-	0.0%
300 38410 LOAN PROCEEDS	-	1,190,811	1,231,855	935,288	533,537	-43.0%
TOTAL	19,613	1,227,959	1,239,855	943,288	564,337	-40.2%
TOTAL REVENUES	175,537	1,738,603	3,295,737	4,050,787	6,746,803	66.6%
381 TRANSFERS IN						
300 38101 FROM GENERAL FUND	3,911,803	3,219,126	3,219,126	1,990,772	2,540,207	27.6%
300 38131 FROM CAPITAL EXPANSION	-	-	-	-	-	0.0%
300 38152 FROM UB	-	-	-	-	-	0.0%
TOTAL	3,911,803	3,219,126	3,219,126	1,990,772	2,540,207	27.6%
389 CASH BALANCE FORWARD						
300 38910 CASH BALANCE FORWARD	1,840,093	2,550,666	2,189,619	2,674,705	2,308,731	-13.7%
300 38911 CASH BAL FORWARD REST'D	-	-	-	-	-	0.0%
TOTAL	1,840,093	2,550,666	2,189,619	2,674,705	2,308,731	-13.7%

300 CAPITAL IMPROVEMENT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
TOTAL REVENUES AND CASH BALANCES	5,927,433	7,508,395	8,704,482	8,716,264	11,595,741	33.0%
BUILDING/IMPROVEMENTS						
3001000 56200 BUILDING	257,651	-	125,000	125,000	-	%
3001000 56300 IMPROVEMENTS	91,843	249,175	1,121,993	3,230,543	318,816	-90.1%
3002100 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
3002200 56300 IMPROVEMENTS	30,200	-	50,000	-	-	0.0%
TOTAL	379,694	249,175	1,296,993	3,355,543	318,816	-90.5%
EQUIPMENT						
3001000 56410 SOFTWARE	62,551	5,860	40,000	2,500	40,000	1500.0%
3001000 56400 EQUIPMENT	-	-	-	-	-	0.0%
3001310 56400 EQUIPMENT	118,794	136,343	150,000	150,000	170,000	13.3%
3002100 56400 EQUIPMENT	-	-	-	488,115	417,237	-14.5%
3002200 56400 EQUIPMENT	282,000	1,190,811	1,231,855	447,173	435,000	-2.7%
3004100 56400 EQUIPMENT	-	-	150,000	535,000	275,000	-48.6%
TOTAL	463,345	1,333,014	1,571,855	1,622,788	1,337,237	-17.6%
SIDEWALKS/STREETS/TRAILS						
3004100 56300 IMPROVEMENTS-CAPITALIZED	-	101,114	125,000	119,400	-	-100.0%
3004100 56310 SIDEWALKS-CAPITALIZED	-	-	-	-	-	0.0%
3004100 56311 SIDEWALKS-GENL/MISC	126,720	-	150,000	150,000	150,000	0.0%
3004100 56312 STREET STRIPING	-	-	-	-	-	0.0%
3004100 56320 STREET PAVING/RESURFACING	799,849	-	770,000	646,000	990,000	53.3%
3004100 56321 STREET RESURFACING/GENERAL	-	-	-	-	-	0.0%
3004100 56500 STREET INFRASTRUCTURE	75,594	29,736	20,000		-	0.0%
TOTAL	1,002,163	130,850	1,065,000	915,400	1,140,000	24.5%
BEACH						
3007200 56327 BEACH MONITORING/REPORTING	16,894	9,935	55,000	55,000	-	-100.0%
3007200 56328 DREDGING-MARINA	-	-	-	-	-	0.0%
3007200 56331 BEACH RENOUR / ENGINEERING	35,000	-	45,000	45,000	-	-100.0%
3007200 56332 BEACH RENOURISHMENT	-	-	-	-	-	0.0%
3007200 56333 HABITAT CONSERVATION PLAN	71,222	-	-	-	-	0.0%
TOTAL	123,116	9,935	100,000	100,000	-	-100.0%
LIBRARY						
3007100 56300 LIBRARY IMPROVEMENTS	-	-	-	-	20,000	-100.0%
TOTAL	-	-	-	-	20,000	-100.0%

300 CAPITAL IMPROVEMENT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PARKS AND RECREATION						
3007200 56315 DUNE WALKOVERS	-	-	-	100,000	150,000	50.0%
3007200 56365 DOWNTOWN WATERFRONT PARKS	-	-	-	-	-	0.0%
3007200 56368 MAIN STREET IMPROVEMENTS	-	-	-	-	-	0.0%
3007200 56300 RECREATION IMPROVEMENT	468,006	631,252	1,772,221	924,981	6,474,609	600.0%
3007200 56400 RECREATION EQUIPMENT	-	-	-	-	27,000	0.0%
3007210 56300 PARK IMPROVEMENT	339,976	80,695	956,900	888,000	160,000	-82.0%
3007210 56400 PARK EQUIPMENT	-	56,175	-	-	-	0.0%
3007220 56300 PECK IMPROVEMENTS	784,995	1,154,652	1,250,750	30,000	-	-100.0%
3007225 56300 MLK IMPROVEMENTS	-	-	85,000	85,000	200,000	135.3%
3007240 56300 AQUATIC IMPROVEMENTS	-	-	40,000	-	-	0.0%
3007400 56300 IMPROVEMENTS	-	-	-	88,000	-	-100.0%
TOTAL	1,592,977	1,922,774	4,104,871	2,115,981	7,011,609	231.4%
DEBT SERVICE						
3001000 57100 PRINCIPAL	132,452	233,708	231,001	404,974	536,078	32.4%
3001000 57200 INTEREST	16,663	77,084	81,583	98,761	92,077	-6.8%
3001000 57310 BOND EXPENSE	-	-	-	-	-	0.0%
TOTAL	149,115	310,792	312,584	503,735	628,155	24.7%
RESERVES						
3001000 59990 RESERVE	2,217,023	3,551,855	253,179	102,817	1,139,924	1008.7%
TOTAL RESERVES	2,217,023	3,551,855	253,179	102,817	1,139,924	1008.7%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES AND RESERVES	5,927,433	7,508,395	8,704,482	8,716,264	11,595,741	33.0%

This Page Intentionally Left Blank

Capital Expansion Fund

This fund accounts for the revenues and expenditures for development impact fees. These fees are collected at the time of the issuance of building permits to partially offset the capital cost of providing certain services due to City growth. Florida law prohibits the use of these funds for repair or maintenance, personnel, or capital replacement. Rather, the funds must only be used for expansion of police, fire, recreation and parks or City administration equipment or facilities that can be attributed to new development.

Projects in the Fiscal Year 2024-2025 budget include: Parks & Rec impact fees are being used for a new Soccer Complex ($1,750,000), Downtown Waterfront Park ($2,000,000), expansion of the MLK Softball Fields ($600,000), the addition of restrooms at Hickory Street Park ($150,000) and the design of a new Skate Park ($90,000). Construction of new sidewalks ($50,000) using Administration impact fees, for the Police Department a new drone ($20,000) and equip vehicles for additional staff ($200,000) using Police impact fees.

CAPITAL EXPANSION FUND 310

Project Title/Justification	Funding Source				
	Category	Other	Impact Fees	Cost	Fixed Asset Category
Drone	Police		100%	30,000	Equipment
Police Equipment	Police		100%	10,000	Equipment
New Sidewalk	Streets		100%	75,000	Improvements
MLK Ball Field Redevelopment	P&R		100%	2,000,000	Improvements
Cemetery Columbarium Design	P&R		100%	65,000	Improvements
Soccer Complex Design	P&R		100%	85,983	Improvements
Waterfront Park	P&R		100%	700,000	Improvements
TOTAL Fund 310				**2,965,983**	

310 CAPITAL EXPANSION FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
GRANTS						
310 33323 FDOT GRANT	-	-	-	-	-	0.0%
310 33400 STATE GRANT	19,879	40,713	-	-	-	0.0%
310 33710 COUNTY GRANT	-	-	-	1,700,000	50,000	-97.1%
310 33440 OTHER GRANT	-	-	960,000			0.0%
TOTAL	19,879	40,713	960,000	1,700,000	50,000	-97.1%
IMPACT FEES						
3101000 32410 IMPACT FEES ADMIN	143,086	98,385	100,000	100,000	100,000	0.0%
3102100 32421 IMPACT FEES POLICE	115,981	59,135	60,000	60,000	60,000	0.0%
3102200 32422 IMPACT FEES FIRE	85,566	79,496	80,000	80,000	80,000	0.0%
3104400 32440 IMPACT FEES SANITATION	-	-	-	-	-	0.0%
3107200 32470 IMPACT FEES RECREATION	667,954	497,940	650,000	650,000	600,000	-7.7%
TOTAL	1,012,587	734,955	890,000	890,000	840,000	-5.6%
360's/384 OTHER REVENUE						
310 36110 INTEREST	76,591	116,663	50,000	50,000	147,000	194.0%
310 38101 TRANSFER FROM GENERAL FUND	-	-	-	-	-	0.0%
310 38410 LOAN PROCEEDS	-	-	-	-	-	0.0%
TOTAL	76,591	116,663	50,000	50,000	147,000	194.0%
TOTAL REVENUES	1,109,057	892,330	1,900,000	2,640,000	1,037,000	-60.7%
389 CASH BALANCE FORWARD						
3101000 38910 IMPACT FEES ADMIN	1,407,583	1,666,185	1,539,290	1,658,029	1,811,109	9.2%
3102100 38910 IMPACT FEES POLICE	459,282	621,023	558,857	598,343	538,336	-10.0%
3102200 38910 IMPACT FEES FIRE	594,526	425,803	306,000	393,217	565,566	43.8%
3104400 38910 IMPACT FEES SANITATION	-	-	-	-	-	0.0%
3107200 38910 IMPACT FEES RECREATION	3,507,431	4,493,190	4,083,527	4,340,980	2,558,157	-41.1%
TOTAL	5,968,822	7,206,201	6,487,674	6,990,569	5,473,168	-21.7%
TOTAL REVENUES AND CASH BALANCES	7,077,879	8,098,531	8,387,674	9,630,569	6,510,168	-32.4%

310 CAPITAL EXPANSION FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING SUPPLIES						
3102100 55200 OPERATING SUPPLIES	-	-	-	-	-	0.0%
3107200 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
ADMINISTRATIVE						
3101000 54935 OTHER-PR YR PERMIT REFUND	-	28,290	-	-	-	0.0%
3101000 56200 BUILDING	-	-	-	-	-	0.0%
3101000 56368 MAIN STREET IMPROVEMENTS	-	-	-	-	-	0.0%
3101000 56400 EQUIPMENT	-	-	-	-	-	0.0%
3101000 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
3101000 56500 INFRASTRUCTURE	-	-	-	50,000	75,000	50.0%
TOTAL	-	28,290	-	50,000	75,000	50.0%
POLICE						
3102100 54935 OTHER-PR YR PERMIT REFUND	-	17,250	-	-	-	0.0%
3102100 56200 BUILDING	-	-	-	-	-	0.0%
3102100 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
3102100 56400 MACHINERY AND EQUIPMENT	11,946	-	10,000	220,000	30,000	-86.4%
3102100 56401 EQUIP NON-CAPITAL	-	-	-	-	15,000	0.0%
TOTAL	11,946	17,250	10,000	220,000	45,000	-79.5%
FIRE						
3102200 54935 OTHER-PR YR PERMIT REFUND	-	22,628	-	-	-	0.0%
3102200 56200 BUILDING	325,110	-	-	-	-	0.0%
3102200 56400 EQUIPMENT			-	-	-	0.0%
TOTAL	325,110	22,628	-	-	-	0.0%
SANITATION						
						0.0%
TOTAL	-	-	-	-	-	0.0%
PARKS AND RECREATION						
3107200 54935 OTHER-PR YR PERMIT REFUND	-	-	-	-	-	0.0%
3107200 56100 LAND	-	100,282	1,800,000	3,500,000	85,983	-97.5%
3007200 56200 BUILDING	-	-	-	-	65,000	0.0%
3107200 56300 IMPROVEMENTS	51,716	206,786	240,000	2,840,000	2,700,000	-4.9%
3107200 56315 DUNE WALKOVERS	-	-	-	-	-	0.0%
3107200 56365 DOWNTOWN WATERFRONT PARKS	-	-	-	-	-	0.0%
3107200 56400 MACHINERY AND EQUIPMENT	-	-	-	-	-	0.0%
TOTAL	51,716	307,068	2,040,000	6,340,000	2,850,983	-55.0%

310 CAPITAL EXPANSION FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
RESERVES						
3101000 59990 IMPACT FEES ADMIN	1,568,730	1,769,162	1,651,154	1,719,888	1,891,886	10.0%
3102100 59990 IMPACT FEES POLICE	569,211	678,359	613,164	442,623	569,915	28.8%
3102200 59990 IMPACT FEES FIRE	362,612	489,671	388,359	476,029	662,984	39.3%
3104400 59990 IMPACT FEES SANITATION		-	-	-	-	0.0%
3107200 59990 IMPACT FEES RECREATION	4,188,554	4,786,104	3,684,997	382,029	414,400	8.5%
TOTAL RESERVES	6,689,107	7,723,295	6,337,674	3,020,569	3,539,185	17.2%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES AND RESERVES	7,077,879	8,098,531	8,387,674	9,630,569	6,510,168	-32.4%

This Page Intentionally Left Blank

Other Capital Grant Fund (ARPA)

This fund was established to account for the revenues and expenditures relating to the American Rescue Plan Act passed by Congress in March of 2021. The American Rescue Plan Act created funding available to state and local governments with a variety of eligible uses such as revenue replacement and infrastructure. The City received $6.5 million disbursed over several years and the Final Rule offered a standard allowance for revenue loss of up to $10 million. Recipients that select the standard loss allowance may use that allocated amount for government services, with streamlined reporting. The City selected this option and in addition allocated the funds for capital projects.

The FY2025-2026 budget has been allocated to the following capital project: Area 6 Drainage (Ash Street, between 2nd and 5th Street), $2,234,959

315 OTHER CAPITAL GRANT FUND (ARPA)

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
331/334 STATE AND FEDERAL GRANTS						
315 33400 STATE GRANT	-	-	-	-	-	0.0%
315 33410 FIND	-	-	-	-	-	0.0%
315 33438 FRDAP	-	-	-	-	-	0.0%
315 33440 OTHER GRANT			-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
360's/384 OTHER REVENUE						
315 36110 INTEREST	36,989	46,526	15,000	15,000	10,000	-33.3%
315 36990 OTHER REVENUE	-	-	-	-	-	0.0%
315 38101 TRANSFER FROM GENERAL FUND			-	-	-	0.0%
TOTAL	36,989	46,526	15,000	15,000	10,000	-33.3%
TOTAL REVENUES	36,989	46,526	15,000	15,000	10,000	-33.3%
389 CASH BALANCE FORWARD						
315 38910 CASH BALANCE FORWARD	4,930,806	3,857,879	3,057,679	3,456,903	2,406,855	-30.4%
TOTAL	4,930,806	3,857,879	3,057,679	3,456,903	2,406,855	-30.4%
TOTAL REVENUES AND CASH BALANCES	4,967,795	3,904,405	3,072,679	3,471,903	2,416,855	-30.4%
315 53400 CONTRACTUAL	-	-	-	-	-	0.0%
BUILDING/IMPROVEMENTS	-	-	-	-	-	0.0%
3151000 56300 IMPROVEMENTS	1,109,917	253,371	2,852,172	3,471,903	2,416,855	-30.4%
3154200 56200 BUILDING	-	-	-	-	-	0.0%
3154700 56300 IMPROVEMENTS			-	-	-	0.0%
3154800 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
3157200 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
TOTAL	1,109,917	253,371	2,852,172	3,471,903	2,416,855	-30.4%
RESERVES						
315 59990 RESERVE	3,857,878	3,651,034	220,507	-	-	0.0%
TOTAL RESERVES	3,857,878	3,651,034	220,507	-	-	0.0%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES AND RESERVES	4,967,795	3,904,405	3,072,679	3,471,903	2,416,855	-30.4%

Wastewater Capital Improvement Fund

This fund was created to monitor compliance of the Rules of the Florida Department of Environmental Regulation Chapter 17-501, section 17-501.610 (2) (b)6 concerning the maintenance of the capital improvement of the wastewater system. Compliance requires that $60,000 be set aside each year for capital improvement. In Fiscal Year 2009-2010 the 2.5 million gallons per day treatment train was completed. In Fiscal Year 2025-2026 $60,000 dollars is being transferred into this fund in anticipation of future wastewater improvements.

330 WASTEWATER IMPROVEMENT FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2023	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OTHER REVENUES						
330 36110 INTEREST	123,614	221,612	44,200	175,500	44,200	-74.8%
330 36120 UNREALIZED GAIN/LOSS	3,985	3,261	-	-	-	0.0%
TOTAL	127,599	224,873	44,200	175,500	44,200	-74.8%
TRANSFERS IN						
330 38145 FROM WASTEWATER	500,000	500,000	500,000	500,000	60,000	-88.0%
TOTAL	500,000	500,000	500,000	500,000	60,000	-88.0%
CASH BALANCE FORWARD						
330 38910 CASH BALANCE FORWARD	9,216,441	9,738,105	9,697,056	10,416,605	12,413,162	19.2%
TOTAL	9,216,441	9,738,105	9,697,056	10,416,605	12,413,162	19.2%
TOTAL REVENUE AND CASH BALANCES	9,844,040	10,462,978	10,241,256	11,092,105	12,517,362	12.8%
CAPITAL OUTLAY						
330 56200 BUILDING	-	-	-	-	-	0.0%
330 56300 IMPROVEMENTS	105,934	117,504	500,000	2,500,000	2,168,830	-13.2%
TOTAL	105,934	117,504	500,000	2,500,000	2,168,830	-13.2%
DEBT SERVICE						
330 57100 PRINCIPAL	-	-	-	-	-	0.0%
330 57200 INTEREST	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
330 59990 RESERVE	9,738,106	10,345,473	9,741,256	8,592,105	10,348,532	20.4%
TOTAL EXPENDITURES AND RESERVES	9,844,040	10,462,977	10,241,256	11,092,105	12,517,362	12.8%

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
General Fund (001)									
Appropriations									
Planning and Conservation (0011501)									
Hickory Street Bridge Re-decking	3	00126161	200,000					200,000	A6, B1, B5
Facilities Maintenance (0011930)									
Vehicle & Equipment Replacement		00126109	57,000	66,000	65,000	100,000	65,000	353,000	A6, B1, B5
Police (0012100)									
Vehicle & Equipment Replacement		00126112	382,000	385,000	276,000	231,000	376,000	1,650,000	A1, A6, B1, B5
								-	
Fire (0012200)									
Vehicle & Equipment Replacement-Fire		00126108		60,000	60,000	65,000	75,000	260,000	A1, B1, B5
Vehicle & Equipment Replacement-Ocean Rescue		00126111	45,000	55,000	140,000	50,000	25,000	315,000	A6
								-	
Streets (0014100)									
Vehicle Replacement Program				765,000	250,000	350,000	315,000	1,680,000	A6, B1, B5
Recreation Department (0017200)									
Vehicle Replacement Program		00126114		135,000	50,000	40,000	175,000	400,000	A6, B1, B5
Parks Department (0017210)									
Vehicle Replacement Program		00126113		217,500	117,000	74,500	172,000	581,000	A6, B1, B5
	Total Appropriations		**$684,000**	**$1,683,500**	**$958,000**	**$910,500**	**$1,203,000**	**$5,439,000**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Building Fees Fund (140)									
Appropriations									
Vehicle & Equipment Replacement		14026107				100,000	50,000	150,000	A6, B1, B5
								-	
Total Appropriations			**$0**	**$0**	**$0**	**$100,000**	**$50,000**	**$150,000**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Law Enforcement Recovery Fund (190)									
Appropriations									
Vehicle and Equipment Replacement		00126112	138,000	70,000	142,000	144,000	146,000	640,000	A1, A6, B1, B5
								-	
	Total Appropriations		**$138,000**	**$70,000**	**$142,000**	**$144,000**	**$146,000**	**$640,000**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Capital Improvement Fund (300)									
Appropriations									
Information Technology									
Router Replacement		30026086	170,000					170,000	A3, B1
ERP Hardware Refresh		30026087	225,000					225,000	A3, B1
Network Switch Replacement		30026088		60,000	60,000	60,000		180,000	A3, B1
Disaster Recovery Backup Storage		30026089					125,000	125,000	A3, B1
Additional Storage		30026090					125,000	125,000	A3,B1
Police Department									
Electronic Control Devices		30026162	52,834	44,567	44,567	44,567	44,567	231,102	A1, A6, B1, B5
Mobile Data Terminal		30026163	45,868	45,868	45,868	45,868	45,868	229,340	A1, A6, B1, B5
Fire Department									
Fire Station #2 Training Tower Expansion		30026120		165,000				165,000	A1, B1
Purvis-Station Alerting System		30026121		50,000				50,000	A1, A4, B1
Fire Station #1 Bay Remodel		30026127		150,000				150,000	A1, A6
Ocean Rescue Facility Roof Replacement		30026030		120,000				120,000	A5, A6, B1, B3
Fire Station #1 Remodel		30026133			60,000			60,000	A5, B1, A6, B3
Ocean Rescue Facility Remodel		30026136				150,000		150,000	A5,, A6, B1, B3
								-	
Vehicle & Equipment Replacement -Fire		30026108	435,000	989,000	445,000	455,000	1,100,000	3,424,000	A1, B1, B5
Waterfront Resiliency Construction									
Seawall Design		23036	374,609					374,609	A4
Seawall Construction	3	23036	6,000,000	3,000,000	4,000,000	4,000,000	5,000,000	22,000,000	A4
Non- Departmental/CRA									
City Hall Design and Construction		30026104				1,300,000	13,000,000	14,300,000	A6, B1, B5
Beach Harmonization		30026166		250,000	150,000	100,000		500,000	A6, B1, B4
Downtown									
Downtown Revitalization	8	24011	200,000	5,000,000	6,000,000	4,000,000		15,200,000	A1, A6, B1
Downtown Streetscape Design		24010	50,000						
North 2nd Street Streetscape Redesign		25073	77,221						
Library									
Nassau County Public Library Repointing		30026059		170,000	23,000			193,000	A1, A6, B1
Nassau County Public Library Roof Replacement		30026060					200,000		
Streets Department									
Street and Parks Building		30026085				100,000	900,000	1,000,000	A2, A3, A6
Vehicle and Equipment Replacement		30026117		765,000	250,000	350,000	315,000	1,680,000	A6, B1, B5
Street Resurfacing		30026027	990,000	850,000	850,000	900,000	950,000	4,540,000	A1, A6, B1
Sidewalk and Curbing		30026028	150,000	160,000	165,000	170,000	175,000	820,000	A1, A6, B5
Amelia Island Trails Continuation Project		3002685B		619,000				619,000	A1, B2
Parks and Recreation Department									
Boardwalk Repairs	1	30026029	200,000	50,000	50,000	50,000	50,000	400,000	B1, B2
Beach Boardwalk Construction-Not Considered		30026030		1,050,000	500,000	550,000	600,000	2,700,000	A6, B1, B2
Central Park Tennis Courts 3 and 4 Resurfacing		30026038		100,000				100,000	A6, B1
Pickleball Court Resurfacing - Central Park		30026039		75,000				75,000	A6, B1
Main Beach Multi-Purpose Court Resurfacing		30026040		65,000				65,000	A6, B1
Main Beach Playground Replacement		30026041			200,000			200,000	A6, B1
Main Beach Shade Structure Replacements		30026044			150,000	100,000	100,000	350,000	A6, B1
Sunrise Park Playground Structure Replacement		30026045		175,000				175,000	A6, B1
Thorguard Lightening Detection System Upgrade		30026068	27,000	66,000				93,000	A1, A4, A6, B1, B2, B3
Lighthouse Rehabilitation (Lighthouse Assoc/Grant)	3	24019		625,000	625,000			1,250,000	A6
ARC Roof Replacement (Fitness Room)		30026047			185,000			185,000	A1, A6, B1, B5

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Capital Improvement Fund (300)									
ARC Roof Rplacement (Aquatics)		30026048				185,000		185,000	A1, A6, B1, B5
ARC Window Replacement (Phase 3)		30026049	100,000					100,000	A1, A6, B1
ARC Façade Repointing (Phase 2)		30026050		100,000	138,000	138,000		376,000	A6, B5
ARC Kitchen and Restroom Renovation		30026051		150,000				150,000	A6, B1
Joe Velardi Field Lights		30026052			200,000				A6, B1
Peck Center Roof Replacement		30026054		80,000				80,000	A1, A6, B1, B5
Peck Center Flooring		30026055			150,000			150,000	A6, B1
Peck Gym Repointing		30026056		240,000	245,000	250,000	255,000	990,000	A6, B5
Peck Gym Window/Door Replacement		30026057		75,000	75,000	75,000	75,000	300,000	A4, A6, B1
MLK, Jr. Center Interior Improvements		30026061	125,000					125,000	A6, B1
MLK, Jr. Center Roof Restoration		30026062		225,000				225,000	A6, B1, B5
MLK, Jr. Center Window replacement (phased)		30026063	75,000	75,000	75,000	75,000		300,000	A6, B1
MLK, Jr. Center Repointing		30026064		110,000	110,000	115,000	115,000	450,000	A6, B5
MLK, Jr. Center Basketball Court Resurfacing		30026065		80,000				80,000	A6, B1
Aquatics									
MLK, Jr. Center Kiddie Pool Redecking		30026069		100,000				100,000	A6, B1, B5
ARC Pool Redecking		30026070			150,000			150,000	A6, B1, B5
Facilities/Fleet									
Recreation Complex Design and Construction		30026164				1,300,000	13,000,000	14,300,000	A6, B1, B5
	Total Appropriations		**$9,297,532**	**$15,879,435**	**$14,946,435**	**$14,513,435**	**$36,175,435**	**$90,285,051**	

Funding

1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025-2026	2026-2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Capital Expansion Fund Fund (310)									
Appropriations									
Streets									
New Sidewalks	9		75,000	75,000	80,000	85,000	85,000	400,000	
Parks and Recreation								-	
MLK, Jr. Field Redevelopment	9, 1	31026066	2,000,000					2,000,000	A4, A6, B1, B2, B3
Ybor Alvarez Sports Complex Redevelopment	9, 1	24043	85,983	2,000,000	2,000,000			4,085,983	A4, A6, B1, B2, B3
North Beach Park Restroom	9	31026037			150,000			150,000	A1, A6, B1
Bosque Bello Cemetery Columbaruim	9	20015	65,000	350,000				415,000	A4, A6, B1, B2, B3
Skate Park Expansion	9	31026043			1,900,000			1,900,000	A4, A6, B1, B2, B3
Beach Access 6	9, 3	31026036			200,000			200,000	A4, A6, B1, B2, B3
								-	
	Total Appropriations		**$2,225,983**	**$2,425,000**	**$4,330,000**	**$85,000**	**$85,000**	**$9,150,983**	

Funding

1. County
2. FRDAP
3. State
4. Federal
5. FIND
6. FDOT
7. FAA
8. Loan
9. Impact Fees
10. Assessments
11. Enterprise
12. Utility Bond
13. FBIP
14. Fines
15. Unclaim Prop

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Other Capital Improvements (ARPA) Fund (315)									
Appropriations									
Area 6 - Ash Street to Elm Street (From River to 6th Street)	4	22013	2,234,959					2,234,959	A1, A6, B1, B3, B5, E1
Total Appropriations			**$2,234,959**	**$0**	**$0**	**$0**	**$0**	**$2,234,959**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Wastewater Capital Improvement Fund (330)									
Appropriations									
Digester Blower System	11	25018	2,000,000					2,000,000	A2,A3,A6,B1
Advanced Treatment	11	33026010		2,000,000			5,000,000	7,000,000	A2,A3,A6,B1
								-	
Total Appropriations			**$2,000,000**	**$2,000,000**		**$0**	**$0**	**$5,000,000**	**$9,000,000**

Funding

1. County	5. FIND	9. Impact Fees	13. FBIP
2. FRDAP	6. FDOT	10. Assessments	14. Fines
3. State	7. FAA	11. Enterprise	15. Unclaim Prop
4. Federal	8. Loan	12. Utility Bond	

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Golf Course Fund (410)									
Appropriations									
Golf Course Wells	11	41026073		150,000				150,000	A6, B1, B5
Golf Course Maintenance Shed	11	41026075		50,000				50,000	A6, B1, B5
Golf Clubhouse Bar Renovation	11	41026076	40,000					40,000	A6, B1
Golf Course Practice Area Renovation	11	41026077		100,000				100,000	A4, A6, B5
Golf Course North 3 Green Renovation	11	41026078		50,000				50,000	A4, A6, B5
Golf Course Bunker Renovation	11	41026079		90,000	95,000	100,000		285,000	A4, A6, B5
Golf Course Parking Lot Resurfacing	11	41026081			160,000			160,000	A1, A4, A6, B1, B5
Golf Course Tee Box Renovations	11	41026080		90,000	90,000	90,000		270,000	A4, A6, B5
Golf Clubhouse Roof Replacement	11	41026083					65,000	65,000	A4, A6, B1, B4, B5, C1
Golf Course Maintenance Building Improvements	11	41026084					200,000	200,000	A4, A6, B1, B4, B5, C1
Golf Course Irrigation-Draining Renovation	11	41026082		600,000	600,000	600,000		1,800,000	A4, A6, B5
Golf Course Irrigation System Upgrade	11	41026084B	105,000					105,000	A1, A6, B1, B5
Total Appropriations			**$145,000**	**$1,130,000**	**$945,000**	**$790,000**	**$265,000**	**$3,275,000**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification Airport Fund (420)	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Appropriations									
New Hangar Design & Construction (Phase 1)	6, 11	23031	1,800,000					1,800,000	B1
Airport Culvert-Drainage Improvements	6	42026092	500,000					500,000	A1
Airport Fire Fighting (ARFF) Vehicle Acquisition	6,11	42026093	530,000					530,000	A1
Hangar B Roof Replacement	11	42026094	95,000					95,000	A6
Runway 13/31 Rehabilitation	6, 7	42026096	175,000	6,000,000				6,175,000	A1
T-Hanger Taxilane and Entrance Road Rehibilitation-Construction Phase	6, 7, 11	25027	724,831					724,831	A1
Taxiway D Extension	11	42026098	1,000,000					1,000,000	B1
Taxiway B Rehabilitation	6, 7, 11	42026098			160,000	1,840,000		2,000,000	A1
New Hanger Design and Construction (Phase 2)	6, 11	42026099			120,000	1,380,000		1,500,000	B1
Airport Road Rehabilitation	6	42026100					1,000,000	1,000,000	A1
Vehicle and Equipment Replacement	11	42026106	50,000	60,000	10,000	70,000	25,000	215,000	A6, B5, B1
	Total Appropriations		**$4,874,831**	**$6,060,000**	**$290,000**	**$3,290,000**	**$1,025,000**	**$15,539,831**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Sanitation Fund (440)									
Appropriations									
Vehicle and Equipment Replacement	11	44026115	250,000				260,000	510,000	A6,B1,B5
								-	
	Total Appropriations		**$250,000**	**$0**	**$0**	**$0**	**$260,000**	**$510,000**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Utilities-Wastewater Fund (450)									
Appropriations									
Wastewater System Laterals	11	45026001	100,000	103,000	106,090	109,273	112,551	530,914	A1, A4, A5, A6, B5, C1
Lift Station #3 Reconstruction	11	45026002B	400,000					400,000	A1, A4, A5, A6, B5, C1, C2
Lift Station #18 Reconstruction	11	45026005	300,000						
Lift Station Upgrades	11	45026002	100,000	103,000	106,090	109,273	112,551	530,914	A1, A4, A5, A6, B5, C1, C2
Lift Station Generators	11	45026003	100,000	103,000	106,090	109,273	112,551	530,914	A1, A4, A5, A6, B5, C1, C2
Manhole Rehabilitation	11	45026003		122,500	65,000	67,500	70,000	325,000	A1,A6,B5,C1
Gravity Reline	11	24027	220,000	230,000	240,000	250,000	260,000	1,200,000	A1,A4,A5,A6,B1,B5,C1,C2
Wastewater Plant Automation	11	45026006	50,000	51,500	53,045	54,626	56,275	265,446	A1, A4, A5, A6, B1, B5, C1, C2
Vehicle & Equipment Replacement	11	45026119	595,000	190,000	310,000	360,000	540,000	1,995,000	A1, B1, B5
Amelia Road Force Main Extension	4	23051	166,433					166,433	A1, A4, A5, A6, B5, C1, C2
Atlantic Avenue Accommodation	11	45026120	200,000						A1, A4, A5, A6, B1, B5, C1, C2
Total Appropriations			**$2,231,433**	**$903,000**	**$986,315**	**$1,059,945**	**$1,263,928**	**$5,944,621**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Utilities-Water Fund (460)									
Appropriations									
Renewal & Replacement Water Srvc, Plant Automation	11	46026011	100,000	100,000	100,000	100,000	100,000	500,000	A1,A3,A4,A5,A6,B1,B4 B5,C1,C2,E1
Water Meter New Accounts and Large Meters	11	46026012	50,000	51,500	53,045	54,636	56,275	265,456	A3, A5, A6, B5, D1, E1
Water Meter Periodics	11	46026013	388,000	230,000				618,000	A3, A5, A6, B5, D1, E1
Reclaim Water Implementation	11	46026014					2,000,000	2,000,000	A1,A3,A4,A5,A6,B1,B4 B5,C1,C2,E1
Water Plant Facility Improvements	11	46026015		50,000				50,000	C1
Water Plant #2 Roof Restoration	11	46026016			160,000			160,000	C1
Water Plant #3 Roof Restoration	11	46026017				150,000		150,000	C1
Vehicle & Equipment Replacement	11	46026118	493,450	147,500	175,000	175,000	112,000	1,102,950	A6, B1, B5
Amelia Road Water Main Extension	11	23052	166,433					166,433	A1, A4, A5, A6, B5, C1, C2
Clinch Drive Water Main Extension	11	23045	350,000					350,000	A1, A4, A5, A6, B5, C1, C2
Atlantic Avenue Accommodation	11	46026119	200,000						A1, A4, A5, A6, B1, B5, C1, C2
	Total Appropriations		**$1,747,883**	**$579,000**	**$488,045**	**$479,636**	**$2,268,275**	**$5,562,839**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Stormwater Management Fund (470)									
Appropriations									
Area 4 Beech Street - 17th to 18th Street	11	24035		55,486				55,486	A1, A6, B1, B2, B3, B5, E1
Area 7 Fir to Gum Street (River to 8th St)	11	47026021		100,000	200,000			300,000	A1, A6, B1, B2, B3, B5, E1
Area 3 Beech Street (west of 16th)	11	47026022		350,000				350,000	A1, A6, B1, B2, B3, B5, E1
Area 9 1st Ave (Allen to Casino)	11	24038		250,000	305,200			555,200	A1, A6, B1, B2, B3, B5, E1
CIP Lining of Stormwater Pipes	11	47026024		169,950	175,049	180,300	185,709	711,008	A1,A6,B1
Vehicle & Equipment Replacement	11	47026116	321,440	50,000	575,000	150,000		1,096,440	B1, B5
	Total Appropriations		**$321,440**	**$219,950**	**$750,049**	**$330,300**	**$185,709**	**$1,807,448**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Marina Fund (480)									
Appropriations									
Marina Fuel Tank Replacement/Relocation	11	25042	41,147	750,000				791,147	A6, B1, B5
Brett's Demolition and Replacement	8, 11	48026148	32,816	2,585,000	1,865,000			4,482,816	A1, A6, B1, E1
Marina Dredging	11	48026150	339,600		1,200,000		1,300,000	2,839,600	A6, B1
Pedestal Replacement	11	48026152	38,000				145,000	183,000	A6, B1
Dock D Transformer Replacement	11	48026155	40,000					40,000	A6, B1, B5
Pumpout Boat	11	48026156	175,000					175,000	A1
								-	
Total Appropriations			**666,563**	**3,335,000**	**3,065,000**	**-**	**1,445,000**	**8,511,563**	

Funding
1. County 5. FIND 9. Impact Fees 13. FBIP
2. FRDAP 6. FDOT 10. Assessments 14. Fines
3. State 7. FAA 11. Enterprise 15. Unclaim Prop
4. Federal 8. Loan 12. Utility Bond

City of Fernandina Beach
Five Year Capital Plan

Project Title / Justification	Funding Source	Project Number	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost	Comp Plan Priority (Per Comp Plan Policy 8.01.02)
Fleet Fund (510)									
Appropriations									
Vehicle & Equipment Replacement	51026110		45,000	45,000		50,000		140,000	
								-	
	Total Appropriations		**$45,000**	**$45,000**	**$0**	**$50,000**	**$0**	**$140,000**	

Funding

1. County	5. FIND	9. Impact Fees	13. FBIP
2. FRDAP	6. FDOT	10. Assessments	14. Fines
3. State	7. FAA	11. Enterprise	15. Unclaim Prop
4. Federal	8. Loan	12. Utility Bond	

This Page Intentionally Left Blank



INTERNAL SERVICE FUNDS

This Page Intentionally Left Blank

Table of Contents

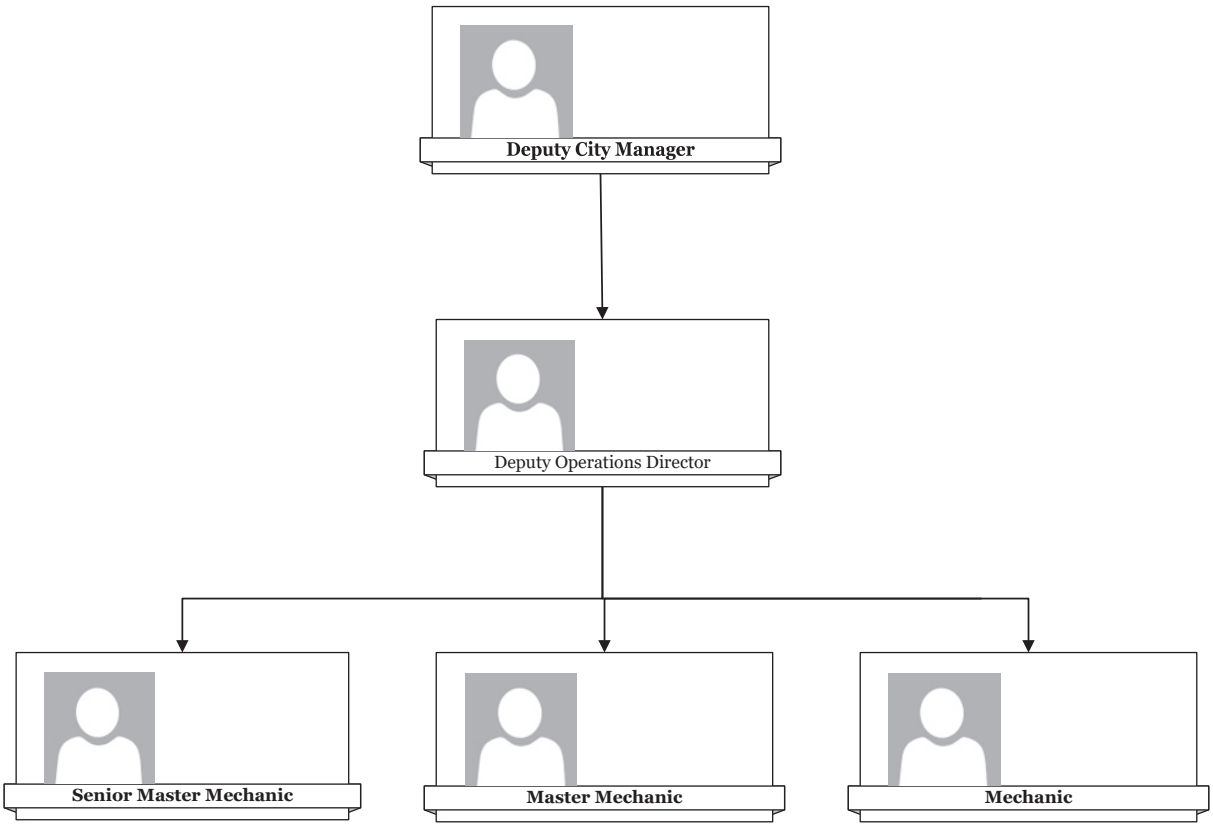
Section	Description	Page #	
Internal Service Funds	Internal Service Funds Contents	Internal	366
	Fleet		367
	Utility Billing		375
	Utility Administration		385

This Page Intentionally Left Blank

Fleet Maintenance Mission Statement

We, the employees of the Fleet Maintenance Division, will strive to perform our duties to the best of our ability in the spirit of professionalism, teamwork, and diligence. As responsible stewards of the citizen's tax dollars, we will strive to work together in the accomplishment of our assigned responsibilities as efficiently and effectively as possible.

Organization Chart
Operations - Fleet



Full-Time: 3.5 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Fleet

Position/Title		2025-2026 Budget
Full-Time		
Deputy City Manager/Operations	0.50	55,125
Senior Master Mechanic	1.00	85,255
Master Machanic	1.00	52,601
Mechanic	1.00	43,275
PTO Buyout		3,180
Total FT	3.50	239,436
Total Budgeted Positions	**3.50**	**239,436**

510 FLEET FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
GRANTS / OTHER REVENUE						
510 33120 FEMA FED GRANT	-	-	-	-	-	0.0%
510 33420 FEMA STATE	-	-	-	-	-	0.0%
510 36110 INTEREST	1,098	114	-	-	-	0.0%
510 36990 OTHER REVENUE	4,210	3,378	4,500	4,500	1,000	-77.8%
510 36992 GAIN ON SALE OF ASSET	52,920	22,116	75,000	65,000	57,000	-12.3%
510 36994 LOANER VEHICLE REVENUE	-	-	-	-	-	0.0%
510 38047 HUMANE SOCIETY-PARTS	-	-	-	-	-	0.0%
510 38048 HUMANE SOCIETY-LABOR	-	-	-	-	-	0.0%
510 38049 HUMANE SOCIETY-FUEL	-	-	-	-	-	0.0%
510 38144 FROM SANITATION	-	-	-	-	-	0.0%
TOTAL	58,228	25,608	79,500	69,500	58,000	-16.5%
INTERFUND REIMBURSEMENTS						
510 38040 PARTS	390,728	354,720	357,100	364,350	399,850	9.7%
510 38045 LABOR	246,425	257,705	266,350	267,350	278,000	4.0%
510 38053 GAS/OIL	457,680	465,286	532,100	523,700	521,300	-0.5%
TOTAL	1,094,833	1,077,712	1,155,550	1,155,400	1,199,150	3.8%
TRANSFERS IN						
510 38101 FROM GENERAL FUND	-	-	-	-	306,753	0.0%
TOTAL	-	-	-	-	306,753	0.0%
CASH BALANCE FORWARD						
510 38910 CASH BALANCE FORWARD	187,550	52,747	62,128	11,646	(174,403)	-1597.5%
TOTAL REVENUE AND CASH BALANCES	1,340,611	1,156,067	1,297,178	1,236,546	1,389,500	12.4%

510 FLEET FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL						
510 51200 SALARIES	215,502	169,454	218,900	241,830	239,436	-1.0%
510 51210 WC REIMB	-	-	-	-	-	0.0%
510 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
510 51400 OVERTIME	11,863	15,257	12,000	15,000	16,000	6.7%
510 52100 FICA	17,313	13,873	16,704	19,613	19,579	-0.2%
510 52200 RETIREMENT	46,855	44,542	47,083	53,464	52,633	-1.6%
510 52300 HEALTH INSUR	31,215	29,212	35,308	45,395	38,303	-15.6%
510 52301 LIFE INSUR	776	733	799	888	686	-22.7%
510 52400 WORKERS' COMP	4,562	3,003	3,003	3,143	4,519	43.8%
510 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	328,086	276,075	333,797	379,333	371,156	-2.2%
OPERATING EXPENSES						
510 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
510 53200 AUDITING	2,457	2,463	2,463	2,463	-	-100.0%
510 53400 CONTRACTUAL	22,281	28,423	25,534	29,229	33,661	15.2%
510 54000 TRAINING/TRAVEL	4,899	1,234	3,250	5,100	9,145	79.3%
510 54100 COMM - PHONE/FAX/ALARM	-	264	264	523	320	-38.8%
510 54101 COMMUNICATIONS-CELLULAR	300	213	650	300	163	-45.7%
510 54103 COMMUNICATIONS-INTERNET	1,345	672	1,854	1,854	1,854	0.0%
510 54200 POSTAGE	-	-	-	-	-	0.0%
510 54300 UTILITIES ELECTRIC	5,624	3,900	3,900	5,500	5,775	5.0%
510 54310 UTILITIES-WATER & WASTEWATER	2,061	2,101	2,400	2,400	2,400	0.0%
510 54500 INSURANCE	17,361	26,275	26,275	25,721	29,511	14.7%
510 54610 R/M BLDG & GROUNDS	474	-	500	-	-	0.0%
510 54611 R/M FACILITIES	10,230	7,755	14,736	23,000	7,500	-67.4%
510 54620 R/M EQUIPMENT	9,105	8,812	10,500	11,000	11,200	1.8%
510 54630 R/M VEHICLES-LABOR	1,327	1,863	2,000	2,000	2,200	10.0%
510 54640 R/M VEHICLES-PARTS	4,520	3,100	4,000	4,500	3,500	-22.2%
510 54700 PRINTING	-	-	-	-	-	0.0%
510 55100 OFFICE SUPPLIES	10	73	250	200	200	0.0%
510 55200 OPERATING SUPPLIES	8,134	7,729	11,630	11,465	11,465	0.0%
510 55210 UNIFORMS	900	1,029	2,175	900	900	0.0%
510 55220 JANITORIAL SUPPLIES	-	-	-	-	-	0.0%
510 55230 GAS/OIL	5,300	6,665	6,500	6,500	4,250	-34.6%
510 55240 CHEMICALS	11	7	500	500	500	0.0%
510 55400 BOOKS/SUBS/DUES	70	-	-	250	450	80.0%
TOTAL	96,409	102,578	119,381	133,405	124,994	-6.3%
CAPITAL OUTLAY						
510 56200 BUILDING	-	-	-	-	-	0.0%
510 56300 IMPROVEMENTS	107,798	-	10,000	-	-	0.0%
510 56400 EQUIPMENT	20,488	62,113	55,000	65,500	45,000	-31.3%
510 56401 NON CAP EQUIP	-	4,200	4,000	3,500	-	-100.0%
TOTAL	128,286	66,313	69,000	69,000	45,000	-34.8%

Department Description & Function

1. Department: Operations **Division:** Fleet

2. Department/Division Function Summary:

The Division of Fleet Maintenance is responsible for the purchasing, maintenance, fueling, and disposal of the City fleet. This diverse fleet consists of approximately 250 rolling units, at a valuation of $19 million.

3. Department/Division Description:

The Fleet Division operates within the Public Works yard. The majority of the operations involves the maintenance and repair to the City's vehicular fleet. Approximately 60% of maintenance activities are performed internally with the remaining 40% being outsourced. Work is shouldered by three mechanics. Administrative support is provided to the Fleet Division and is shared among other departments. Fleet Maintenance is structured as an internal service fund.

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Operations Director	.5 FT	.5 FT	.5 FT	.5 FT
Senior Master Mechanic	1 FT	1 FT	1 FT	1 FT
Master Mechanic	0 FT	1 FT	1 FT	1 FT
Mechanic	2 FT	1 FT	1 FT	1 FT
Total	3.5 FT	3.5 FT	3.5 FT	3.5 FT

4. Program Performance Indicators:

Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Surplus Revenue	$161,577	$126,000	$140,000	$170,000
Annual fleet purchase plan	$1.6million	$1.4million	$1.9million	$3.2 million
Fleet Inventory	245	247	249	250

510 FLEET FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
DEBT SERVICE						
510 57100 PRINCIPAL	-	-	-	-	-	0.0%
510 57200 INTEREST	-	-	-	-	-	0.0%
510 57300 FINANCING COSTS	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
FUEL AND MERCHANDISE FOR RESALE						
510 58600 GAS/OIL COSTS	358,047	356,812	455,000	445,000	445,000	0.0%
510 58700 VEHICLE PARTS/SRVS COSTS	375,591	344,607	320,000	330,000	403,350	22.2%
TOTAL	733,638	701,419	775,000	775,000	848,350	9.5%
510 59100 TRANSFER TO GENERAL FUND	-	-	-	-	-	
510 59990 RESERVE	54,192	9,681	-	(120,192)	-	-100.0%
TOTAL EXPENDITURES AND RESERVES	1,340,611	1,156,066	1,297,178	1,236,546	1,389,500	12.4%

Program Goals and Objectives

1. Department: Operations **Division:** Fleet

2. Principal Programs:

A. Facility and Equipment Maintenance
B. Right size Fleet Review

3. Programs Goals and Objectives:

A. Program: Facility and Equipment Maintenance

Goal: Began proactively replacing aged fleet and facility maintenance equipment

Objective: Proactively replace aging facility and fleet maintenance equipment to efficiently continue operations in a cost-effective way

Deadline: Ongoing

Measure: Monitoring age of Fleet Operating fixed assets

B. Program: Right size Fleet Review

Goal: Review fleet needs and adjust inventory and assignments

Objective: Structure fleet that fits the needs of the various City departments to ensure the fleet inventory is sized correctly

Deadline: Ongoing

Measure: Compare with previous fleet inventory

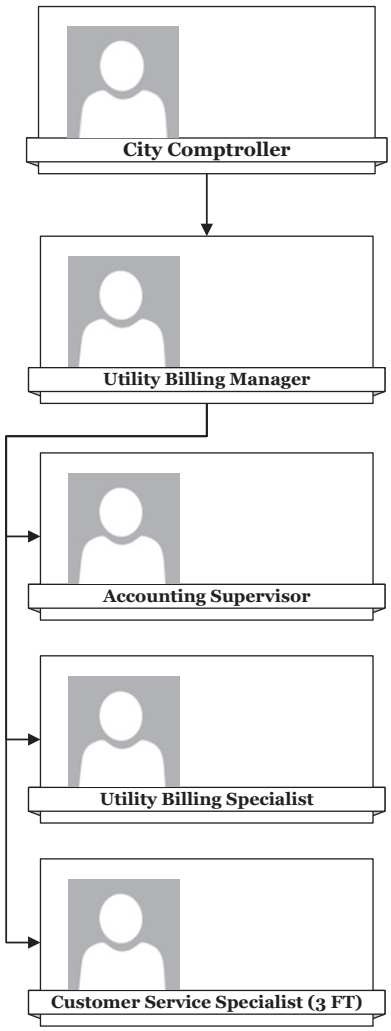
This Page Intentionally Left Blank

This Page Intentionally Left Blank

Utility Billing Mission Statement

The Utility Billing Department provides residential and commercial billing for water, sewer, stormwater, sanitation, airport hangars and storage units, and other City property leases. We strive to render accurate billing on a timely basis to all our customers and to provide excellent customer service in a professional and courteous manner.

Organization Chart
Utility Billing



Finance Full-Time:	**7**	**Finance Part-Time:**	**1**	**Finance Seasonal:**	**0**
Utility Billing Full-Time:	**6**	**Utility Billing Part-Time:**	**0**	**Utility Billing Seasonal:**	**0**
Total Full-Time:	**13**	**Total Part-Time:**	**1**	**Total Seasonal:**	**0**

Position Control Summary
Utility Billing

Position/Title		2025-2026 Budget
Full-Time		
Accounting Manager	1.00	89,266
Accounting Supervisor	0.50	79,693
Utility Billing Specialist	1.00	48,149
Customer Service Specialist	3.00	128,625
Vacation Buyout		5,408
Total FT	5.50	351,141
Total Budgeted Positions	**5.50**	**351,141**

520 UTILITY BILLING FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
GRANTS / OTHER REVENUE						
520 34300 UB ADMIN FEES	22,268	21,263	32,000	32,000	32,000	0.0%
520 36110 INTEREST	2,666	3,197	-	-	-	0.0%
520 36990 OTHER REVENUE		25	-	-	-	0.0%
520 36992 GAIN ON SALE OF ASSET	-	1,225	-	-	-	0.0%
520 38040 PARTS	1,756	-				
5204200 38052 CHARGES FOR UB SERVICES	534,300	7,300	534,300	534,300	10,000	-98.1%
5204400 38052 CHARGES FOR UB SERVICES	-	92,000	-	-	92,000	0.0%
5204500 38052 CHARGES FOR UB SERVICES	-	200,000	-	-	200,000	0.0%
5204600 38052 CHARGES FOR UB SERVICES	-	200,000	-	-	200,000	0.0%
5204700 38052 CHARGES FOR UB SERVICES	-	35,000	-	-	35,000	0.0%
520 38410 LOAN PROCEEDS	-	-	-	-	-	0.0%
TOTAL	560,990	560,011	566,300	566,300	569,000	0.5%
TRANSFERS IN						
520 38130 FROM CAPITAL IMPROV	-	-	-	-	-	0.0%
520 38146 FROM WATER	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
CASH BALANCE FORWARD						
510 38910 CASH BALANCE FORWARD	308,946	285,797	257,623	181,116	129,807	-28.3%
TOTAL REVENUE AND CASH BALANCES	869,936	845,808	823,923	747,416	698,807	-6.5%

520 UTILITY BILLING FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
PERSONNEL						
520 51200 SALARIES	312,792	329,479	322,458	337,356	351,141	4.1%
520 51210 WC REIMB	-	-	-	-	-	0.0%
520 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
520 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
520 51400 OVERTIME	1,836	1,583	2,000	-	2,000	0.0%
520 52100 FICA	23,671	24,653	24,207	25,246	26,706	5.8%
520 52200 RETIREMENT	66,846	69,467	69,156	70,654	73,030	3.4%
520 52300 HEALTH INSUR	59,984	66,207	65,239	83,058	82,156	-1.1%
520 52301 LIFE INSUR	1,130	1,193	1,139	1,199	991	-17.3%
520 52400 WORKERS' COMP	345	338	338	353	564	59.8%
TOTAL	466,604	492,920	484,537	517,866	536,588	3.6%
OPERATING EXPENSES						
520 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
520 53200 AUDITING	-	-	-	-	-	0.0%
520 53400 CONTRACTUAL	32,687	64,546	58,892	67,104	53,815	-19.8%
520 54000 TRAINING/TRAVEL	1,397	1,046	3,575	3,575	3,945	10.3%
520 54100 COMM - PHONE/FAX/ALARM	579	1,375	1,392	1,502	1,648	9.7%
520 54101 COMMUNICATIONS-CELLULAR	-	-	-	-	-	0.0%
520 54103 COMMUNICATIONS-INTERNET	1,344	1,264	1,854	1,854	1,854	0.0%
520 54200 POSTAGE	58,778	51,157	54,000	54,000	54,000	0.0%
520 54300 UTILITIES ELECTRIC	3,408	3,546	3,675	3,675	3,950	7.5%
520 54310 UTILITIES-WATER & WASTEWATER	737	943	1,100	1,100	1,200	9.1%
520 54500 INSURANCE	-	9,439	9,439	9,948	11,917	19.8%
520 54610 R/M BLDG & GROUNDS	-	-	750	750	750	0.0%
520 54611 R/M FACILITIES	183	4,325	7,500	6,750	3,500	-48.1%
520 54620 R/M EQUIPMENT	118	-	700	700	700	0.0%
520 54630 R/M VEHICLES-LABOR	-	-	-	-	-	0.0%
520 54640 R/M VEHICLES-PARTS	-	-	-	-	-	0.0%
520 54700 PRINTING	9,088	-	8,490	800	800	0.0%
520 54902 BAD DEBT EXPENSE	2,935	2,085	2,000	2,000	2,500	25.0%
520 55100 OFFICE SUPPLIES	1,451	821	4,115	1,600	1,600	0.0%
520 55200 OPERATING SUPPLIES	8,000	6,988	7,230	6,295	8,895	41.3%
520 55210 UNIFORMS	800	400	1,200	1,400	1,000	-28.6%
520 55220 JANITORIAL SUPPLIES	364	236	685	685	685	0.0%
520 55230 GAS/OIL	-	-	-	-	-	0.0%
520 55240 CHEMICALS	-	-	-	-	-	0.0%
520 55400 BOOKS/SUBS/DUES	-	-	-	-	-	0.0%
TOTAL	121,869	148,171	166,597	163,738	152,759	-6.7%
CAPITAL OUTLAY						
520 56200 BUILDING	-	-	-	-	-	0.0%
520 56300 IMPROVEMENTS	19,827	-	-	-	-	0.0%
520 56400 EQUIPMENT	-	-	-	-	-	0.0%
520 56401 NON CAP EQUIP	-	-	-	2,000	-	-100.0%
TOTAL	19,827	-	-	2,000	-	-100.0%

520 UTILITY BILLING FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
DEBT SERVICE						
520 57100 PRINCIPAL	-	-	-	-	-	0.0%
520 57200 INTEREST	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	0.0%
520 59300 TRANSFER TO CAP IMP	-	-	-	-	-	0.0%
520 59990 RESERVE	261,636	204,717	172,789	63,812	9,460	-85.2%
TOTAL EXPENDITURES AND RESERVES	869,936	845,808	823,923	747,416	698,807	-6.5%

Department Description & Function

1. Department: Utility Billing **Division:** Finance

2. Department/Division Function Summary:

To provide excellent customer service to all internal and external customers. To assist customers by phone, in person, or via email with their water, sewer & garbage billing questions, new or disconnection of service, change in customer account information, complaints, adjustments, etc. To post all payments delivered by mail, in person, or electronically to customer's accounts as received daily. Balance all revenue received daily to the cash receipts report. Audit, compute, print, and mail bills by cycles weekly. Audit delinquent accounts weekly by cycle and mail the customers disconnect notices if applicable. If delinquent balance is not paid within 10 days of notice, meter is disconnected for nonpayment.

3. Department Description:

This department provides monthly billing to approximately 9,873 accounts for water, sewer, stormwater, garbage, airport hanger and storage unit rent, and city property leases consisting of residential, commercial, and industrial customers. We maintain billing by auditing each designated area after the water meters have been read by the meter reader and imported into our billing system via Invensys Metering Systems. To provide professional customer service, the following employees are listed:

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Utility Billing Supervisor	1 FT	1 FT	1 FT	1 FT
Accountant	1 FT	1 FT	1 FT	1 FT
Utility Billing Specialist	1 FT	1 FT	1 FT	1 FT
Customer Service Specialist	2 FT	3 FT	3 FT	3 FT
Total	5 FT 0 PT	6 FT 0 PT	6 FT 0 PT	6 FT 0 PT

4. Performance Indicators

Performance Indicators	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
New service connections (new meter sets, daily turn on, & read only)	1,190	1,186	984	1,120
Service disconnects (daily turn offs, turn off & remove meter, & disconnects for nonpay)	1,610	1,566	1,056	1,411
All other service orders	2,331 Radio read meter conversion (4 phase project thru FY 25) began 8/2022	2,747 Radio read meter conversion (4 phase project thru FY 25) began 8/2022	2,494 Radio read meter conversion (4 phase project thru FY 25) began 8/2022	2,524 Radio read meter conversion (4 phase project thru FY 25) began 8/2022
Active account bills mailed and emailed (Including disconnect for nonpayment notices)	120,915	123,742	114,784	119,814
Final account bills mailed and emailed	960	995	992	983
Payments received & posted to customer accounts (Including cash, check, credit cards, electronic (non-direct debit), collection agency	82,886 Number corrected due to total included Energov (non-UB) payments in error.	80,867	80,915	81,556
Direct debit account payments	32,659	35,953	33,003	33,872
Accounts with billing adjustments (Including transfers of unpaid account balances & charge offs)	926	1,041	894	954
Number of complaints handled	712	712	801	715
Credit balance refunds	179	263	216	220
NSF returns & credit card charge backs – checks, direct debit (auto electronic), & credit card reversals	272	346	305	308
Performance Indicators	**Actual 2022-23**	**Actual 2023-24**	**Budget 2024-25**	**Budget 2025-26**

Number of training hours completed by staff	65	72	175 Implementation of new Payment Solution program, Invoice Cloud	120

Program Goals and Objectives

1. **Department:** Utility Billing **Division**: Finance

2. **Principal Programs:**

   A. Customer Service
   B. Billing
   C. Collection of Delinquent Balances

3. **Program Goals and Objectives:**

A. Enhance Customer Service

Goal: To provide excellent customer service to our citizens in a timely and professional manner.

Objective: Increase customer satisfaction by decreasing response time from Customer Service Specialist through education and training.

Deadline: Ongoing

Measure: The number of customers requests, inquires, suggestions, and complaints made on a weekly basis verses average response time.

B. Billing Procedures

Goal: Improve billing procedures and resolve any issues with the Munis Software.

Objective: Revise procedures according to improved methods.

Deadline: Ongoing

Measure: The functionality of the software's processes.

C. Collection of Delinquent Balances

Goal: Report 90-day delinquent accounts to our contracted collection agency quarterly.

Objective: Decrease aged accounts and increase revenue.

Deadline: Ongoing and long-term goal

Measure: The number and amount of aged accounts.

This Page Intentionally Left Blank

This Page Intentionally Left Blank

Utility Administration Mission Statement

The Utility Administration Division is dedicated to managing all the utilities of the City of Fernandina Beach in the most effective business manner by maintaining standards and levels of service. It will be a point of contact and coordination across the multiple departments.

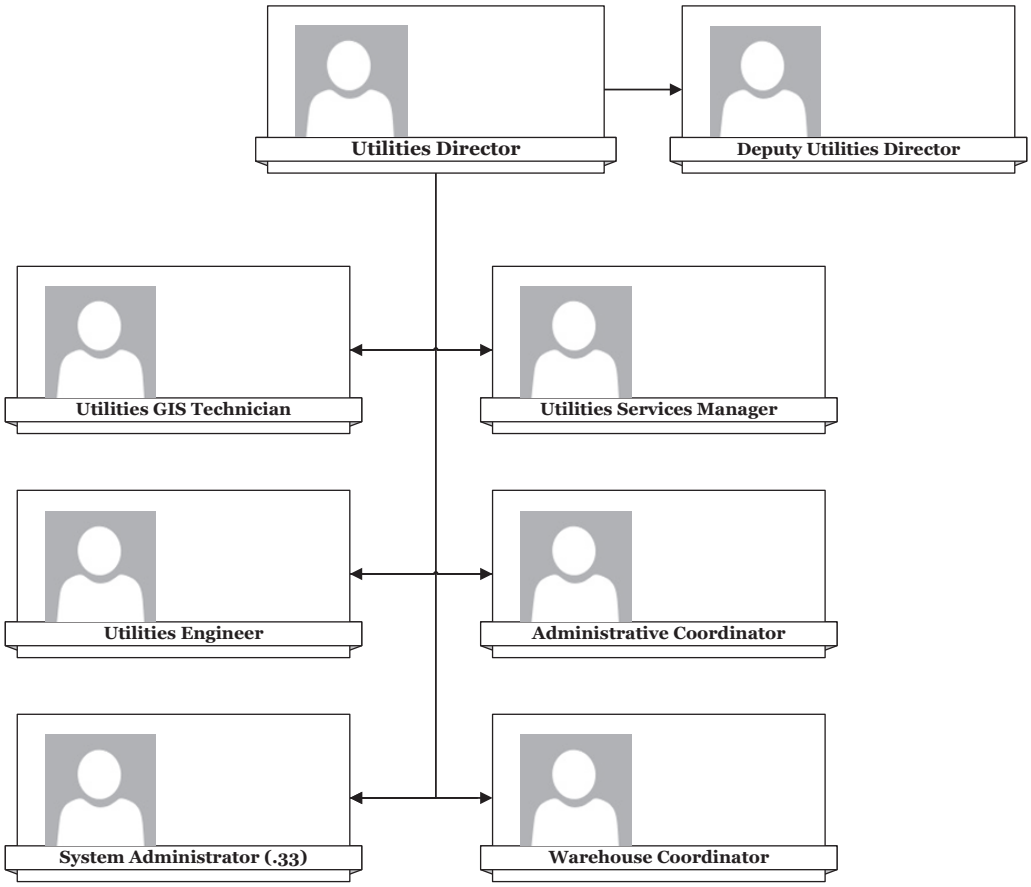
The Utility Administration Division shall manage purchasing, inventory, contract bidding and management service for all Utility departments. This shall include evaluation of new technology, products and techniques to allow departments to maximize performance and efficiency. The division shall also prepare and manage budgets for all the utility departments for potential future regulatory changes.

The Utility Administration Division shall keep up to date on municipal, state, and federal ordinances and regulations to ensure compliance and evaluate future financial and operational impact on Utility Department functions.

The Utility Administration Division shall provide engineering services and long-term planning so that current and future needs of residents, businesses, and visitors are met while safeguarding the public and environment.

The Utility Administration Division shall coordinate engineering and development plan review to verify compliance with local codes and ordinances, verify capacity and evaluate required fees.

Organization Chart
Utilities Adminstration



Full-Time: 7.33 **Part-Time: 0** **Seasonal: 0**

Position Control Summary
Utility Administration

Position/Title		2025-2026 Budget
Full-Time		
Utilities Director	1.00	148,522
Deputy Utilities Director	1.00	114,277
Utilities Engineer	1.00	73,657
Warehouse Coordinator	1.00	77,257
Utilities Services Manager	1.00	68,348
Utilities GIS Technician	1.00	50,337
Program Analyst	0.33	29,474
Administrative Coordinator	1.00	61,589
PTO Buyout		19,620
Total FT	7.33	643,081
Total Budgeted Positions	**7.33**	**643,081**

530 UTILITY ADMINISTRATION FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
GRANTS / OTHER REVENUE						
530 33120 FEMA FED GRANT	-	-	-	-	-	0.0%
530 36110 INTEREST	422	1,806	1,000	1,000	1,000	0.0%
530 36990 OTHER REVENUE	-	-	-	-	-	0.0%
530 36992 GAIN ON SALE OF ASSET	-	-	-	-	-	0.0%
5304500 38054 CHARGES FOR UTIL ADM	618,660	881,560	881,560	881,560	1,091,827	23.9%
TOTAL	619,082	883,366	882,560	882,560	1,092,827	23.8%
CASH BALANCE FORWARD						
530 38910 CASH BALANCE FORWARD	33,826	39,413	43,083	175,564	(17,119)	-109.8%
TOTAL REVENUE AND CASH BALANCES	652,908	922,779	925,643	1,058,124	1,075,708	1.7%
PERSONNEL						
530 51200 SALARIES	374,105	443,886	511,507	554,517	643,081	16.0%
530 51210 WC REIMB	4,548	-	-	-	-	0.0%
530 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
530 51400 OVERTIME	-	16,644	3,000	6,000	10,000	66.7%
530 52100 FICA	26,917	32,152	36,934	40,461	46,323	14.5%
530 52200 RETIREMENT	79,446	97,184	109,759	116,653	129,809	11.3%
530 52300 HEALTH INSUR	68,061	86,187	117,869	133,900	126,969	-5.2%
530 52301 LIFE INSUR	1,377	1,656	2,079	2,646	1,800	-32.0%
530 52400 WORKERS' COMP	4,847	6,439	6,439	6,607	6,616	0.1%
530 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	559,301	684,147	787,587	860,784	964,598	12.1%
OPERATING EXPENSES						
530 53100 PROFESSIONAL SERVICES	-	-	-	-	-	0.0%
530 53200 AUDITING	-	-	-	-	-	0.0%
530 53400 CONTRACTUAL	10,088	35,013	34,844	33,721	43,390	28.7%
530 54000 TRAINING/TRAVEL	4,809	10,263	14,000	20,000	13,500	-32.5%
530 54100 COMM - PHONE/FAX/ALARM	290	952	960	1,208	1,452	20.2%
530 54101 COMMUNICATIONS-CELLULAR	856	1,153	3,000	3,000	7,250	141.7%
530 54103 COMMUNICATIONS-INTERNET	1,370	1,289	1,854	1,854	1,854	0.0%
530 54200 POSTAGE	-	-	1,500	1,500	500	-66.7%
530 54300 UTILITIES ELECTRIC	3,828	3,972	3,000	3,000	3,500	16.7%
530 54310 UTILITIES-WATER & WASTEWATER	737	943	800	800	1,200	50.0%
530 5430 UTILITIES-PROPANE/OTHER	-	-	-	-	100	0.0%
530 54500 INSURANCE	-	10,283	10,283	14,223	17,039	19.8%
530 54610 R/M BLDG & GROUNDS	-	-	500	500	500	0.0%
530 54611 R/M FACILITIES	216	4,379	7,500	8,250	3,500	-57.6%
530 54620 R/M EQUIPMENT	-	-	-	-	-	0.0%
530 54630 R/M VEHICLES-LABOR	-	-	-	-	-	0.0%
530 54640 R/M VEHICLES-PARTS	-	-	-	-	-	0.0%
530 54700 PRINTING	-	-	-	-	-	0.0%
530 55100 OFFICE SUPPLIES	1,041	2,063	4,000	4,000	4,000	0.0%

Department Description & Function

1. Department: Utilities **Division:** Administration

2. Department/Division Function Summary:

Performs administrative, budgeting, planning, engineering, purchasing, and inventory control for the Stormwater, Water, and Wastewater divisions within the Utilities Department; file permits with various federal, state and county agencies for projects; file monthly operating reports to state agencies; coordinate review and inspection of development plans and other improvements that affect utility systems; manage GIS system; functions as support staff for City Hall; provides courteous service in response to citizen requests/complaints.

3. Department/Division Description:

Number of Funded Employees	Actual 2022-23	Actual 2023-24	Budget 2024-25	Budget 2025-26
Utilities Director	1 FT	1 FT	1 FT	1 FT
Deputy Director	0 FT	1 FT	1 FT	1 FT
Utilities Services Manager	0 FT	0 FT	0 FT	1 FT
Administrative Coordinator	1 FT	1 FT	1 FT	1 FT
Administrative Specialist	0 FT	0 FT	1 FT	0 FT
Purchase Agent/Warehouse Coordinator	1 FT	1 FT	1 FT	1 FT
GIS Technician	1 FT	1 FT	1 FT	1 FT
System Administrator	0 FT	.33 FT	.33 FT	.33 FT
Utilities Engineer	1 FT	1 FT	1 FT	1 FT
Total	5 FT	6.33 FT	7.33 FT	7.33 FT

4. Program Performance Indicators:

Performance Indicators	Actual 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Water O&M/Customer	128.50	138.22	148.30	242.60
Wastewater O&M Exp/customer	196.06	179.78	202.29	402.57

530 UTILITY ADMINISTRATION FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
530 55200 OPERATING SUPPLIES	1,459	1,015	4,030	4,165	3,065	-26.4%
530 55210 UNIFORMS	1,200	1,497	2,700	3,100	3,500	12.9%
530 55220 JANITORIAL SUPPLIES	364	257	2,000	2,000	500	-75.0%
530 55230 GAS/OIL	-	-	-	-	-	0.0%
530 55240 CHEMICALS	-	-	-	-	-	0.0%
530 55400 BOOKS/SUBS/DUES	622	846	3,000	3,000	3,000	0.0%
TOTAL	26,880	73,923	93,971	104,321	107,850	3.4%
CAPITAL OUTLAY						
530 56200 BUILDING	-	-	-	-	-	0.0%
530 56300 IMPROVEMENTS	19,826	-	-	-	-	0.0%
530 56400 EQUIPMENT	-	-	-	5,500	-	-100.0%
530 56401 NON CAP EQUIP	1,730	4,441	-	2,750	2,750	0.0%
TOTAL	21,556	4,441	-	8,250	2,750	-66.7%
530 59990 RESERVE	45,171	160,268	44,085	84,769	510	-99.4%
TOTAL EXPENDITURES AND RESERVES	652,908	922,779	925,643	1,058,124	1,075,708	1.7%

Program Goals & Objectives

1. Department: Utilities **Division:** Utility Administration

2. Principal Programs:

Administration
Inventory Control and Purchasing
Plan Review and Inspection
Long-term planning of facilities
Engineering Services
Budget preparation
GIS system
Fiscal review of Water, Wastewater and Stormwater budgets
Project Management and Coordination

Short Term Goals:

Goal: **Provide effective and efficient management of the Water, Wastewater and Stormwater Divisions.**

Objective: Ensure that safety, quality of service, and maximum returns by the Department are achieved through proper management of personnel, projects, and equipment.

Measure: The Utilities Director will evaluate all lost time incidents, equipment damage reports, and projects to determine if they are meeting industry standards.

Goal: **Ensure that appropriate maintenance for wastewater collection and treatment systems are budgeted to ensure efficient operation and maintain a level of service.**

Objective: Prepare and maintain asset management program to accurately track system maintenance.

Measure: The Utilities Director will evaluate the O & M expenses per customer and compare them to the average monthly revenues collected per customer.

Goal: **Ensure that appropriate maintenance for water distribution and treatment systems are budgeted to ensure efficient operation and maintain level of service.**

Objective: Prepare and maintain asset management program to accurately track system maintenance.

Measure: The Utilities Director will evaluate the O & M expenses per customer and compare it to the average monthly revenues collected per customer. Asset Management System will be developed and implemented to schedule and track system maintenance.

Goal: **Ensure that appropriate maintenance and improvements for stormwater collection and treatment systems are budgeted to ensure efficient operation and maintain a level of service.**

Objective: Prepare and maintain asset management program to accurately track system maintenance.

Measure: The Utilities Director will evaluate the O & M expenses per customer and compare it to the average monthly revenues collected per customer. Asset Management System will be developed and implemented to schedule and track system maintenance.



TRUST FUNDS

This Page Intentionally Left Blank

Table of Contents-Trust Funds

Section	Description	Page #	
Trust Funds	Trust Funds Contents	Trust	393
	Pension Trust Funds – General Employees		394
	Pension Trust Funds – Police & Fire		396

Pension Funds:
General Employees Pension Fund
Police/Fire Pension Fund

The City's Pension Plans, General Employees and Police & Fire, are accounted for in these Trust Funds. Each Plan has a Board of Trustees that directs the investment and expenditures of these monies.

For the General Employees Fund, revenue projections for Fiscal Year 2025-2026 total $48,812,511 including the Cash Balance Forward of $44,812,511. The sources of funding include interest budgeted at $500,000 and $2,971,303 projected from City and employee contributions.

The projected expenditures of the General Employees Fund include retiree benefit payments of $2,000,000, and administrative/investment fees of $318,400 leaving a reserve balance of $46,630,414.

For the Police & Fire Fund, revenue projections for Fiscal Year 2024-2025 total $57,025,509 including the Cash Balance Forward of $52,172,896. The sources of funding include interest budgeted at $450,000, casualty and fire insurance premium tax of $225,000, and $3,022,613 projected from City and employee contributions.

Projected expenditures include retiree benefit payments of $1,900,000, and administrative/investment fees of $226,700 leaving a reserve balance of $57,025,509.

610 GENERAL EMPLOYEES PENSION TRUST FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OTHER REVENUES						
610 36110 INTEREST	520,739	772,050	375,000	375,000	500,000	33.3%
610 36120 UNREALIZED GAIN/LOSS	(480,220)	5,195,951	55,000	55,000	100,000	81.8%
610 36130 REALIZED GAIN/LOSS	76,170	97,082	60,000	60,000	60,000	0.0%
610 36700 FID TRUST-INCOME&REALIZED G/L	2,684,595	8,329,856	500,000	500,000	500,000	0.0%
610 36990 OTHER REVENUE	13,785	8,086	-	-	5,000	0.0%
TOTAL	2,815,069	14,403,025	990,000	990,000	1,165,000	17.7%
CITY / EMPLOYEE CONTRIBUTIONS						
610 36840 CONTRIBUTIONS FROM CITY	2,401,650	2,084,921	2,116,754	2,116,754	2,263,591	6.9%
610 36850 CONTRIBUTIONS FROM EMPLOYEES	581,709	632,684	642,339	642,339	707,712	10.2%
TOTAL	2,983,359	2,717,605	2,759,093	2,759,093	2,971,303	7.7%
CASH BALANCE FORWARD						
610 38910 CASH BALANCE FORWARD	24,513,764	43,231,234	25,274,554	29,814,985	44,812,511	50.3%
TOTAL REVENUE AND CASH BALANCES	30,312,192	60,351,864	29,023,647	33,564,078	48,948,814	45.8%
OPERATING COSTS						
610 53400 CONTRACTUAL	126,648	83,774	117,435	180,500	250,000	38.5%
610 53401 CONTRACTUAL AMERICAN CORE REA	32,135	28,311	26,400	26,400	28,400	7.6%
610 53404 INVESTMENT EXPENSE	49,771	99,000	35,765	35,765	40,000	11.8%
610 53600 RETIREE BENEFITS	1,634,316	1,961,830	1,921,652	1,942,880	2,000,000	2.9%
610 53610 REFUND OG CONTRIBUTIONS	91,259	94,544	-	-	-	0.0%
TOTAL	1,934,129	2,267,459	2,101,252	2,185,545	2,318,400	6.1%
610 59990 RESERVE	28,378,063	58,084,405	26,922,395	31,378,533	46,630,414	48.6%
TOTAL EXPENDITURES AND RESERVES	30,312,192	60,351,864	29,023,647	33,564,078	48,948,814	45.8%

620 POLICE AND FIRE PENSION TRUST FUND

	ACTUAL 2023	ACTUAL 2024	BUDGET 2024	BUDGET 2025	BUDGET 2026	INCREASE / DECREASE
OPERATING REVENUES						
620 31251 STATE/FIRE INSURANCE TAX	268,352	330,550	115,000	115,000	115,000	0.0%
620 31252 STATE/POLICE INSURANCE TAX	173,604	195,706	110,000	110,000	110,000	0.0%
TOTAL	441,956	526,256	225,000	225,000	225,000	0.0%
OTHER REVENUES						
620 36110 INTEREST	518,386	657,873	450,000	450,000	450,000	0.0%
620 36120 UNREALIZED GAIN/LOSS	(549,938)	6,485,881	55,000	55,000	55,000	0.0%
620 36130 REALIZED GAIN/LOSS	87,228	111,177	70,000	70,000	100,000	42.9%
620 36700 FID TRUST-INCOME&REALIZED G/L	3,579,295	10,802,850	500,000	500,000	1,000,000	100.0%
620 36990 OTHER REVENUE	(5,787)	(273)	-	-	-	0.0%
TOTAL	3,629,184	18,057,508	1,075,000	1,075,000	1,605,000	49.3%
CITY / EMPLOYEE CONTRIBUTIONS						
6202100 36840 CONTRIBUTIONS FROM CITY	1,787,382	1,015,432	1,794,259	1,866,029	1,146,290	-38.6%
6202200 36840 CONTRIBUTIONS FROM CITY	-	797,839	-	-	1,248,481	0.0%
620 36850 CONTRIBUTIONS FROM EMPLOYEES	395,083	433,171	420,435	439,663	627,842	42.8%
TOTAL	2,182,465	2,246,442	2,214,694	2,305,692	3,022,613	31.1%
CASH BALANCE FORWARD						
620 38910 CASH BALANCE FORWARD	28,007,639	48,992,495	28,784,379	32,856,317	52,172,896	58.8%
TOTAL REVENUE AND CASH BALANCES	34,261,244	69,822,701	32,299,073	36,462,009	57,025,509	56.4%
OPERATING COSTS						
620 53400 CONTRACTUAL	125,224	36,391	120,700	120,700	125,000	3.6%
620 53401 CONTRACTUAL AMERICAN CORE REA	36,801	32,422	40,000	40,000	35,000	-12.5%
620 53404 INVESTMENT EXPENSE	60,325	109,280	65,000	65,000	66,000	1.5%
620 53600 RETIREE BENEFITS	1,586,420	1,765,747	1,980,000	1,980,000	1,900,000	-4.0%
620 53610 CONTRIBUTION REFUNDS	498,519	34,555	-	-	-	0.0%
TOTAL	2,307,289	1,978,395	2,205,700	2,205,700	2,126,000	-3.6%
620 59990 RESERVE	31,953,955	67,844,853	30,093,373	34,256,309	54,899,509	60.3%
TOTAL EXPENDITURES AND RESERVES	34,261,244	69,823,248	32,299,073	36,462,009	57,025,509	56.4%



GLOSSARY

This Page Intentionally Left Blank

GLOSSARY

A

Account – A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control or fund balance.

Ad Valorem Taxes – Property taxes which are computed by applying the millage rate to the assessed value of property after all exemptions have been subtracted. Property taxes are paid to the various local governments through a single payment to the county tax collector.

Amendment – Change to an adopted budget which may increase or decrease a fund total.

Assessed Valuation – County Property Appraiser's estimation of the fair market value of real or personal property.

Asset – Resources, owned or held by a government, which have monetary value. Assets may be tangible or intangible and are expressed in terms of cost or some other value.

B

Budget – A financial statement listing a governmental agency's expected incomes and expenditures for a 12-month period. Florida law requires that governments have a balanced budget, with expenses not exceeding revenues. A proposed budget is prepared by the City Manager, and it becomes formal when adopted by the City Commission. If changes occur during the year, local governments can transfer funds within a budget or raise fees, etc., to keep the budget in balance.

Budget Hearing – Public Hearing conducted to consider and adopt the annual budget.

C

Capacity Fee – A fee to fund the cost of a new development's impact on various City services. This fee is charged to those responsible for the new development as a condition for obtaining a building permit.

Capital Improvement Program – Governmental agencies set up five-year programs for major long-term costs such as the purchase of fire trucks, buildings, and land. Capital expenses are listed separately from operating expenses within the budget document.

Capital Outlay: - Costs for the purchase or additions to the land, buildings, vehicles, or other equipment with a useful life greater than one year. The asset value must meet or exceed the following thresholds:

Buildings	$5,000 General Fund; $2,500 Enterprise Funds
Building Improvements	$5,000 General Fund: $2,500 Enterprise Funds
Machinery & Equipment	$5,000 General Fund; $2,500 Enterprise Funds
Infrastructure	$5,000

Contingency Fund – Money set aside for emergencies or unexpected expenses that were not anticipated when the budget was being prepared.

D

Deficit – A term generally applied to the budget as a whole, reflecting real or projected revenue shortages, meaning there are insufficient funds to cover expenses.

Department – Organizational unit of the City under the guidance of a director.

E

Enterprise Fund – A fund established to support a single service from which revenues are received from charges for services to fund the delivery of that service.

Expenditures – Expenditures include current operating expenses requiring the present or future use of net current assets, debt service, capital outlays, intergovernmental grants, entitlements, and shared revenues.

F

Fiscal Year – The budget year. For municipal and county governments, the fiscal year runs from October 1 to September 30. For school districts and state agencies, it runs from July 1 to June 30.

Franchise Fees – Money collected, usually from a private utility, in exchange for use of a governmental agency's easements and rights-of-way. Cities and counties authorize the use of these and collect a fee in return.

Full Time Position – Position that qualifies for full city benefits, usually 40 hours.

Fund – A listing within the budget, indicating the revenues and expenditures for a specific category of operation. The largest fund is the General Fund. This fund includes subcategories that support most of the city's operation. Other funds include those for sewer and garbage, capital projects, State and Federal grants, etc.

G

General Obligation Bond – A general obligation bond is a common type of municipal bond in the United States that is secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

Governmental Accounting Standards Board (GASB) – The authoritative accounting and financial reporting standard-setting body for governmental entities.

Governmental Funds – Funds used to account for tax- supported activities. Such funds are usually classified as one of seven different types of governmental finds: (1) General Fund; (2) Enterprise Fund; (3) Special Funds; (4) Debt Service Funds; (5) Capital Projects Funds; (6) Internal Service Funds; and (7) Trust Funds.

Grant – Contributions by one organization to another for a specific purpose.

L

Liabilities – Debts or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

M

Mill – A tax rate of one dollar ($1) per one thousand ($1,000) of taxable property value.

Millage – A figure assigned to each governmental unit with ad valorem taxing authority for use in determining taxes. It determines how much revenue the government will receive from property taxes and how much an individual property owner pays by applying the millage rate to the value of property within the City.

O

Objective – A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objectives should simply be a specific standard of performance for a given program.

Operating Expenses – The costs associated with day-to-day activities of a government not including personal services or capital outlay costs.

Ordinance – A law set forth by a governmental entity, usually a municipal government.

Over Budget – Over budget in revenue means that more income was received than budgeted. Over budget in expenses means costs were more than budgeted figures, and generally, necessitates that spending must stop or money be transferred into the appropriate account to balance the budget by year-end.

P

Personnel – Costs for employee salaries, wages, and fringe benefits.

Prior Year Carryover – Money not spent on one fiscal year but carried forward to the next budget. Cash carried forward can be used to pay operating expenses at the beginning of a fiscal year before tax revenue are collected, or during a fiscal year if anticipated revenues have not yet been collected.

Proposed Budget - The budget proposed by the City Manager to the City Commission for review and approval.

R

Recurring Revenues - Revenues that can be expected to be received each year unless specific action is taken to eliminate the source.

Referendum – A question voted on by the citizens of the local government.

Resolution – An expression of a governing body concerning matters of administration, an expression of a temporary character, or a provision for the disposition of a particular item of the administrative business of the governing body.

Revenue – Income received by the City from a variety of sources including taxes, fees, charges for services, grants, borrowing, or other governmental agencies.

Rolled-Back Millage Rate – A tax rate the county property appraiser determines is necessary to give a governmental agency the same amount of property tax dollars it received during the previous budget year.

S

Special Assessment – A compulsory levy made against certain properties to defray part, or all of the cost of a special improvement or service deemed to primarily benefit those properties.

State-Shared Revenue – Money that cities and counties receive from the state. It includes the local share of cigarette taxes, fuel taxes, mobile home license taxes, liquor taxes and sales taxes based on a distribution formula set by State law.

Statute – A written law enacted by a duly organized and constituted legislative body.

T

Taxable Valuation – The value of property after all allowable exemptions have been subtracted; the value on which ad valorem taxes are computed.

Trim Bill – Florida's Truth in Millage law requires cities to calculate next year's budget on the same tax dollars they received during the current fiscal year.

U

Under Budget – Under budget in expenses means either the agency has been spending at a slower rate than expected, or that expenses were overestimate when the budget was prepared. Under budget in revenues means that money being collected from the various sources is not as much as was anticipated; it might necessitate spending adjustments.

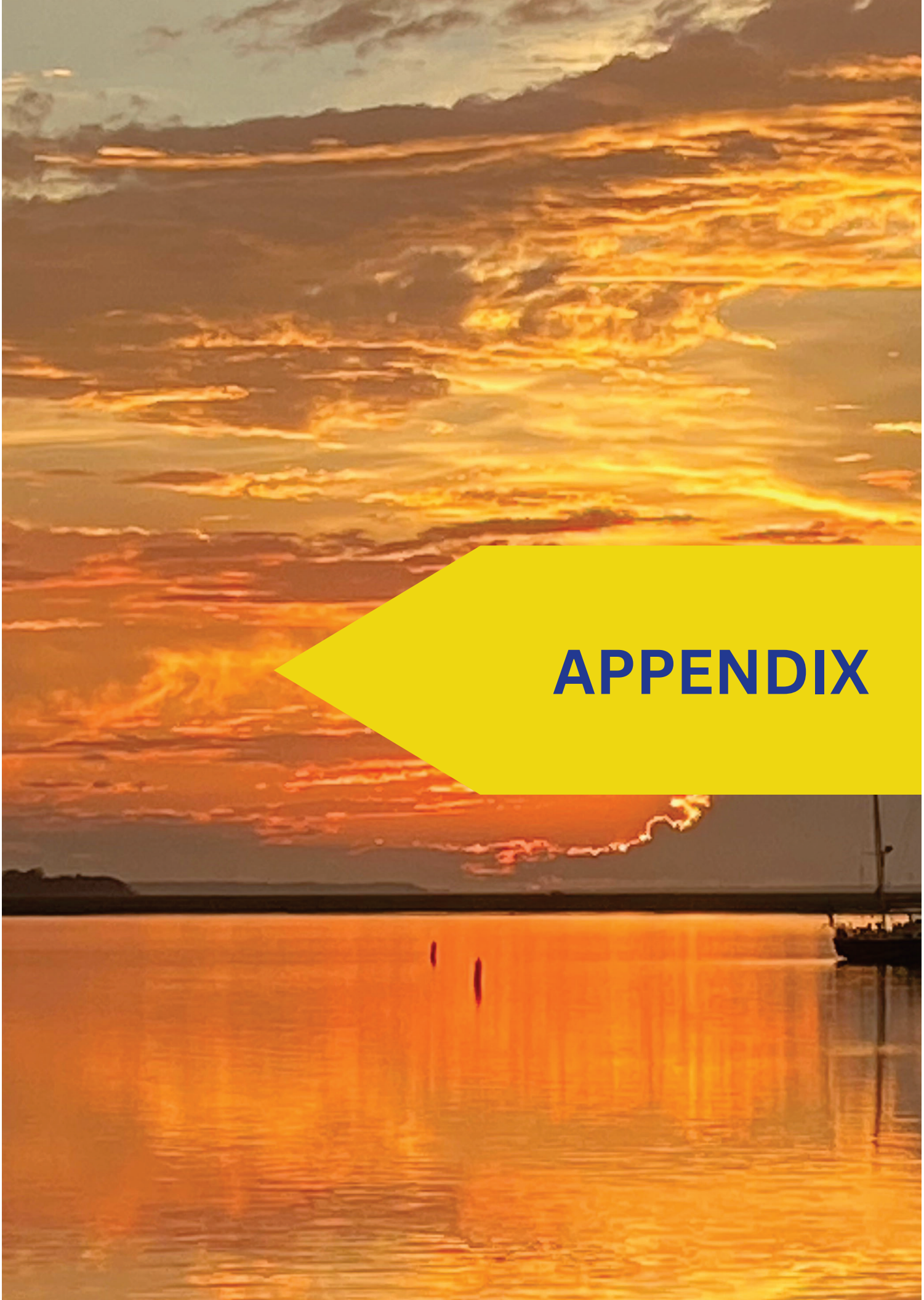
User fee – The charging of fees for the use of services such as recreational, sewer and garbage services.

Utility Taxes – Taxes paid to municipalities by users of telecommunication services, electricity, water, natural gas, bottled gas, and fuel oil.

V

Valuation – The dollar value of property assigned by the county property appraiser.

This Page Intentionally Left Blank



APPENDIX

This Page Intentionally Left Blank

Table of Contents

Section	Description	Page #	
Appendix	User's Guide	Appendix	402
	Understanding the Budget		403
	Frequently Used Acronyms		408
	Resolutions adopting Operating and Voter Approved Debt Millage		410
	Resolution adopting Fiscal Year 2025-2026 Budget		411

City of Fernandina Beach
Adopted Budget
For Fiscal Year 2025-2026
User's Guide

Understanding the Budget

The budget for the City of Fernandina Beach is designed to present financial and service information in a single document. This budget is prepared in conformance with rules and regulations developed for use by local governments and is intended to ensure the meeting of certain criteria established by budget officials from throughout the United States and Canada. The four criteria are:

1. The budget must serve as a policy document.
2. The budget must serve as an operating guide.
3. The budget must serve as a financial plan.
4. The budget must serve as a communication device.

1. ***The Budget as a Policy Document***

As a policy document, the budget indicates the level of services and capital improvements provided by the City during the next fiscal year. The opening message addresses fiscal policy issues for the current and future years and will summarize the changes in programs and capital improvements to be provided during the year.

The budget is the Commission's fiscal policy for the programs and services provided by the City to its residents. The budget identifies the sources of revenue and the expenditures for each department and the capital improvement programs. The budget includes descriptions of the services that will be performed by each department and the goals and objectives for the new budget year.

The budget includes goals and objectives for each department and includes how the organization will deliver services and the constraints under which the city operates.

2. The Budget as an Operations Guide

The budget has been prepared using the line-item approach and indicates how departments are organized to provide services to the community. The budget is grouped by types of funds. The types of funds include General Fund, Enterprise Funds, Special Funds, Debt Service Funds, Capital Project Funds, Internal Service Funds, and Trust Funds.

Each of the operational funds, including General Fund and Enterprise Funds have provided a mission statement, description, goals, and objectives. These funds also include organizational charts and details of personnel services by position control summaries.

The City of Fernandina Beach has included a performance measurement system to provide objective methods for the measurement of results by department or division.

3. ***The Budget as a Financial Plan***

As a financial plan, the budget outlines the cost of City services and how they will be funded. The revenue and expenditures highlights sections provide information regarding major revenues and expenditures, as well as other financing sources and uses for the annual budget.

The Budget Message includes items that have been considered important issues in the community including projects and citizen desires.

The Budget includes graphs that will assist the reader in revenues and expenditures details. We have included graphs that explain the grants that have been received in the prior fiscal year and confirmed sources of grants in the current budget year.

4. The Budget as a Communications Device

The budget is designed to be user-friendly with summary information in text, charts, tables, and graphs. The Table of Contents provides a listing in the order of the sections in this document. There is a glossary section that includes a list of terms that may be helpful to the reader. Any questions regarding the City budget document may be addressed by calling the City Finance Department at (904) 310-3325.

Format of the Budget Document

The Budget document has thirteen tabs that divide the budget information into sections for easy reference. The Table of Contents lists the sections and the important topics or highlights within each section. The General Fund provides general governmental services including administration, finance, legal, public safety, and recreation. These operations are traditionally associated with the government operations of the city which are not required to be accounted for in another fund. The Capital Project Funds account for financial resources to be used for acquisition or construction of major capital facilities and improvements.

Annual Budget Procedures

In accordance with the City of Fernandina Charter, the City Manager must prepare and submit to the City Commission an Annual budget, Budget Message, and Capital Program.

1) Budget Adoption-The Commission shall by Resolution adopt an annual budget pursuant to general law in accordance with the City of Fernandina Beach Charter.

2) Balanced Budget – Each annual budget adopted by the Commission shall be a balanced budget in accordance with the City of Fernandina Beach Charter.

3) Budget Amendments – The annual budget is adopted by Resolution and may only be changed by Resolution. Further changes such as transferring of available funds within a specific department or division may be authorized by the City Manager or the Commission in accordance with the City of Fernandina Beach Charter and Ordinances.

Budget Calendar for 2025-2026

The City Commission adopted a preliminary combined millage rate of 4.6849 on July 29, 2025, for use on the Notice of Proposed Property Taxes (TRIM notice) mailed to all property owners. In accordance with state law, the tentative millage rate is adopted by the Commission at the first budget hearing in September and this rate cannot exceed the preliminary rate adopted by the Commission in July except by re-notifying by mail all affected property owners. Additionally, the tentative rate approved at the first budget hearing cannot be increased at the final budget hearing.

The following budget calendar was sent to all Departments within the City prior to the beginning of the budget process.

February 27, 2025	City Commission Visioning Session
February 28, 2025	Five Year Capital Improvement Plan Project Forms due to Finance
March 14, 2025	Budget Instructions in the Tyler/Munis System
March 20, 2025	Budget Kickoff – Right After the Directors Staff Meeting Department Mission Statements, Department Descriptions, Goals and Objectives, and Performance Measures will be discussed.
April 15, 2025	Five Year Capital Plan is reviewed with Commission
April 25, 2025	Initial Budget Requests, Revenue Projections, Statement of Level of Service, Five-year Capital Improvements Plan (revisions), Department Mission Statements, Goals and Objectives due to Comptroller's Office.
May 5-16, 2025	City Manager and Comptroller meet with Directors to review and discuss departmental budgets.
June 23, 2025	Comptroller and City Manager review requests. Notify Directors at Staff meeting of preliminary cuts and or revisions.
July 1, 2025	Property Appraiser certifies Taxable Value.
July 7-9, 2025	City Manager and City Comptroller meets with City Commissioners individually to discuss preliminary budget proposals.
July 10-18, 2025	City Manager prepares Proposed Budget.
July 22, 2025	Submission of Proposed Budget to City Commission (no meeting)
July 29, 2025	City Commission adopts Proposed Millage Rate
August 4, 2024	Deadline for Proposed Millage Rate to Property Appraiser
September 3, 2025	Tentative Date for Budget Hearing and Commission Reading of Statement regarding Millage Rate
September 12, 2025	Advertise Budget Summary and Hearing Date
September 16, 2025	Commission Final Budget Hearing and Approval of Budget and Millage

Budget Process Responsibilities

Budget preparation, adoption and implementation are a cooperative effort among a number of officials in local government. Responsibilities are divided between the legislative and administrative body.

Legislative Role
The legislative role consists of establishing the overall budgetary and programmatic policy. The City Commission sets the policy and direction the City shall take in its efforts to deliver services to citizens through adoption of its annual budget and program of municipal services. The budgetary process serves as the tool to ensure that the needs of the City are met as much as possible with available resources. Policies and guidelines established by the City Commission serve to focus the efforts of staff on areas of service and priorities by the types of expenditures and activities to be funded. The City Commission has authority for adoption of the final budget for the fiscal year and for any revisions over the course of the year. The City Commission sets all tax rates and charges for services through its legislative authority and policy direction. Through these processes and adoption of the annual budget, the City Commission establishes the disposition of all City revenues and the overall levels of service that are provided to the citizens.

Administrative Role
The administrative role in the budgetary process involves the preparation of a budget estimate (referred to as the Proposed Budget) according to the City's charter and Section 71 of the Code of Ordinances for consideration by the City Commission, as well as information recommending and explaining the current fiscal conditions and needs for the ensuing period.

The City Charter directs that the administrative role in the budgetary process is placed upon the City Manager as chief administrative officer. In conjunction with the Comptroller, the City Manager ensures that the budget calendar is accomplished, and budget information is accurate, complete, and presented in a common and understandable format. The City Manager issues guidelines regarding cost limitations, evaluates departmental requests as they relate to policy guidelines, and balances expenditure requests with available revenues.

The City Manager, with the assistance of the Comptroller, is responsible for the implementation of the approved budget. This task includes: ensuring that departments do not exceed budget limits; conducting periodic projections of expenditures and comparing them to available resources; reviewing and approving requests for transfers from one budget item to another; preparing reports on the financial condition of the City for the City Commission and the general public; and monitoring departmental performance to determine potential problem areas. Finally, the City's compliance with State budgeting and accounting requirements, local, State and Federal regulations and its adopted budget is checked through the services of an independent auditor.

Financial Policies

There are several financial policies followed in the daily operation of the City as distinguished by the source of their authority: those established by City Commission action and Administrative Policies as established by the City Manager. Policy documents passed by the City Commission include purchasing policy, travel policies, and personnel policies. In addition, the City Manager has enacted several administrative policies covering many aspects of the daily operations of the City.

Frequently Used Acronyms

ADA	Americans with Disabilities Act
ALS	Advanced Life Support
ARC	Atlantic Recreational Center
BOA	Board of Adjustment
BOAF	Building Officials Association of Florida
CDBG	Community Development Block Grant
CEAB	Code Enforcement & Appeals Board
CEMP	County Emergency Management Plan
CIP	Capital Improvement Plan
COA	Certificates of Approval
CPI	Coastal Partnership Initiative
CRA	Community Redevelopment Area
DHS	Department of Health Services
DOS	Department of State
DUI	Driving Under the Influence
EMPA	Emergency Management Preparedness and Assistance
EMS	Emergency Medical Services
EPA	Environmental Protection Agency
EPH	Environmental Public Health
ERP	Enterprise Resource Planning
F&B	Food and Beverage
FAA	Federal Aviation Administration
FBIP	Florida Boating Improvement Plan
FBYAC	Fernandina Beach Youth Advisory Committee
FDEP	Florida Department of Environmental Protection
FDOS	Florida Department of State
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FICA	Federal Insurance Contributions Act
FIND	Florida Inland Navigation District
FLUM	Future Land Use Map
FOL	Friends of the Library
FRDAP	Florida Recreation Development Assistance Program
FRPA	Florida Recreation and Parks Association
FT	Full-Time
FTE	Full-Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GEPP	General Employees' Pension Plan
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GOB	General Obligation Bond
HDC	Historic District Council
HVAC	Heating, Ventilating, and Air Conditioning
IAFF	International Association of Fire Fighters
IMS	Information Management Services
ISO	Insurance Services Office
IT	Information Technology
LBTR	Local Business Tax Receipt
LDC	Land Development Code
LIUNA	Laborers' International Union of North America
LDC	Land Development Code

MLK	Martin Luther King
N/A	Not Applicable
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
O & M	Operation and Maintenance
OPEB	Other Post-Employment Benefits
PAB	Planning Advisory Board
PBA	Central Florida Police
PFPP	Board of Trustees Police & Fire Pension Plan
PRAC	Parks and Recreation Advisory Committee
PSA	Public Service Announcements
PBA	Central Florida Police
PT	Part-Time
R/M	Repair/Maintenance
RFI	Request for Information
RFP	Request for Proposal
S	Seasonal
SAFER	Staffing for Adequate Fire and Emergency Response
SBA	Small Business Administration
SEU	Selective Enforcement Unit
SJRWMD	St. Johns River Water Management District
SOP	Standard Operating Procedures
TBD	To Be Determined
TDC	Tourist Development Council
TRC	Technical Review Committee
UB	Utility Billing
UCR	Uniform Crime Report
URL	Uniform Resource Locator
VPN	Virtual Private Network
WAB	Waterfront Advisory Board
WFPP	Waterfronts Florida Partnership Program

RESOLUTION 2025-158

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, ADOPTING THE FINAL LEVY OF AD VALOREM TAXES FOR OPERATING EXPENSES FOR THE CITY OF FERNANDINA BEACH, NASSAU COUNTY FOR FISCAL YEAR 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Fernandina Beach, Nassau County, Florida, on September 16, 2025, adopted Fiscal Year 2025/2026 Final Operating Millage Rate following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City Commission of the City of Fernandina Beach, Nassau County, Florida, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Fernandina Beach, Nassau County, has been certified by the County Property Appraiser to the City of Fernandina Beach as $4,744,257,752.

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

SECTION 1. The FY 2025/2026 operating millage rate for the City of Fernandina Beach is 4.6849 mills, which is greater than the rolled-back rate of 4.3632 mills by 7.37%.

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

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

ADOPTED this 16th day of September, 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

RESOLUTION 2025-159

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE 2025/2026 FISCAL YEAR, INCLUDING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is required by City Charter Section 71 that a Resolution be enacted to establish a budget and appropriation levels to provide for the operations of City government for the fiscal year commencing on October 1, 2025, and ending September 30, 2026; and

WHEREAS, the Annual Budget contains fund appropriations and establishes projected revenue and expenditure levels for all funds and divisions for the current fiscal year and the fiscal year commencing on October 1, 2025; and

WHEREAS, in compliance with Resolution #95-9, an annual review of the Capital Improvements Element of the Comprehensive Plan, and the preparation of a five-year Capital Improvement Plan is required to be a component of the budget process and as an appendix to the budget document; and

WHEREAS, it is appropriate to establish and set forth fiscal and budget policies; and

WHEREAS, Florida Statutes §200.065(2)(c) requires that a public hearing be held on the tentative budget, and Florida Statutes §200.65(2)(d) requires that a public hearing be held to finalize the budget and adopt a millage rate; and

WHEREAS, Florida Statutes §200.065(2)(d) requires that within fifteen days after the meeting adopting the tentative budget, the taxing authority shall advertise in a newspaper of general circulation of its intent to finally adopt a millage rate and budget. The final hearing must be held within two to five days of the advertisement. Sections 129.03 and 200.065, F.S. outlines the exact requirements of said advertisements; and

WHEREAS, the City of Fernandina Beach on September 3, 2025, and September 16, 2025, held public hearings as required by Florida Statutes §200.65; and

WHEREAS, the City of Fernandina Beach set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2025/2026 in the amount of $242,643,890.

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

SECTION 1. The Fiscal Year 2025/2026 Final Budget is hereby adopted.

SECTION 2. The Five-year Capital Improvement Plan, as transmitted as part of the Budget document as an outline of projected capital improvements to serve as a guideline for future planning, is hereby approved and incorporated in the Budget as an appendix.

SECTION 3. The Fiscal Year 2025/2026 Final Budget, as filed with the City Clerk, contains the expenditures and reserves estimate, and the revenues and cash balances of the City of Fernandina Beach,

Florida for the fiscal year from October 1, 2025, to September 30, 2026, both dates inclusive. Said Budget was submitted to the City Commission of the City of Fernandina Beach, Florida, by the City Manager as required by and pursuant to Section 71 of the City Charter of the City of Fernandina Beach, Florida. The 2025/2026 Final Budget is hereby fixed and determined in the amount of $242,643,890 and is hereby in all respects adopted and confirmed as so fixed and determined, and the City Clerk is hereby directed to enter the same upon the Minutes of the City of Fernandina Beach, Florida.

SECTION 4. The City Manager is hereby authorized to expend such sums in accordance with this Resolution and the other applicable provisions of the Charter and Ordinances of the City of Fernandina Beach, Florida and State law.

SECTION 5. Properly advertised Public Hearings have been held on September 3, 2025, at 5:05 P.M. and September 16, 2025, at 5:05 P.M. as required by law. Copies of the budget are on file at the Office of the City Clerk for inspection and on the City of Fernandina Beach website.

SECTION 6. If any provision or portion of the Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Resolution shall remain in full force and effect.

SECTION 7. 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 8. This Resolution shall take effect October 1, 2025.

ADOPTED 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

This Page Intentionally Left Blank



INDEX

This Page Intentionally Left Blank

Index

Department	Section	Page
Airport Fund	Enterprise	239
Bond Debt Service	Debt	328
Building Fees Fund	Special	303
Building & Permitting	General	162
Capital Expansion Fund	Capital	341
Capital Improvement 5-year Plan	Capital	350
Capital Improvement Fund	Capital	336
CDBG – Economic Development Fund	Special	299
Cemetery Fund	Special	319
City Clerk	General	49
City Commission	General	45
City Manager	General	58
Community Redevelopment Area	Special	323
Code Enforcement	General	163
Downtown District	General	178
Facilities Maintenance	General	121
Federal Forfeiture Fund	Special	292
Finance	General	65
Fire	General	145
Fleet	Internal Service	367
Glossary	Glossary	397
Golf Course Operations Fund	Enterprise	224
Historic District Trust Fund	Special	297
Human Resources	General	84
Information Technology	General	76
Land Conservation Fund	Special	301
Law Enforcement Recovery	Special	325
Law Enforcement Trust Fund	Special	290
Legal	General	95
Library	General	183
Long Term Debt	Debt	333
Marina Operations Fund	Enterprise	283
Non-Departmental	General	104
Other Grant Fund (ARPA)	Capital	346
Other Services	General	219
Pension Trust Funds	Trust	394
Planning and Conservation	General	106
Police	General	127
Recreation	General	185
Resolution Adopting Budget	Appendix	411
Resolutions Adopting Millage Rates	Appendix	410
Sanitation Operations Fund	Enterprise	248
Stormwater Management	Enterprise	274
Streets	General	172
Total City Debt Service	Debt	332
Transfers, Contingencies & Reserves	General	221
Tree Trust Fund	Special	294
User's Guide	Appendix	402
Utilities Administration	Internal Service	385
Utility Acquisition Debt Service	Debt	330
Utility Billing	Internal Service	375
Utility Tax Fund	Special	317
Wastewater Impact Fees Fund	Special	313
Wastewater Improvement Fund	Capital	348
Wastewater Operations Fund	Enterprise	255
Water Impact Fees Fund	Special	315
Water Operations Fund	Enterprise	265

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-64
Voluntary Annexation Agreement - 2001 Friendly Road

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-64.

SYNOPSIS: Property owner(s), Aaron P. and Abigail B. Bean, completed the City of Fernandina Beach Voluntary Annexation Agreement/Petition for Annexation application pursuant to Chapter 171.44, Florida Statutes, for one parcel containing approximately 0.32 acres total, located at 2001 Friendly Road, identified as Parcel No. 00-00-30-0860-0001-0000.

- 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?
The 14,245 square feet lot is located in the county's RS-2 zoning district and is assigned a Medium Density Residential future land use designation. The minimum lot size in RS-2 is 8,700 square feet and the maximum allowed residential density is a maximum of three (3) dwelling units an acre (dua). Based on the size of the lot and its current zoning and future land use, the lot is not large enough to be divided into any number of additional lots. In addition, there isn't another residential zoning district, which would allow for single-family residential homes, that has a minimum lot size small enough in order to allow the lot to be subdivided.

- 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.

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 2026-64.

Margaret Pearson, Planning and Conservation Manager	04/26/2026
Glenn Akramoff, Deputy City Manager	04/27/2026
Andre Desilet, Utilities Director	04/27/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/27/2026
Sarah Campbell, City Manager	04/27/2026
Teresa Prince, City Attorney	04/27/2026

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

Date: April 01, 2026

Submitted By: Sylvie McCann, Administrative Coordinator

COMMISSION ACTION: Adopt

RESOLUTION 2026-64

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER AND WASTEWATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.32 ACRES OF LAND LOCATED AT 2001 FRIENDLY ROAD; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owners, Aaron P. and Abigail B. Bean, 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 0.32 acres located at 2001 Friendly Road, identified as Parcel No. 00-00-30-0860-0001-0000; 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 and wastewater 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 and wastewater services to the property owners identified, whose property is located outside the corporate limits of the City at 2001 Friendly Road and identified as Parcel No. 00-00-30-0860-0001-0000, 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 Clerk is hereby directed to record the petition in the public records of Nassau County, Florida, as required by Ordinance No. 2001-01.

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

ADOPTED this 5th day of May, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

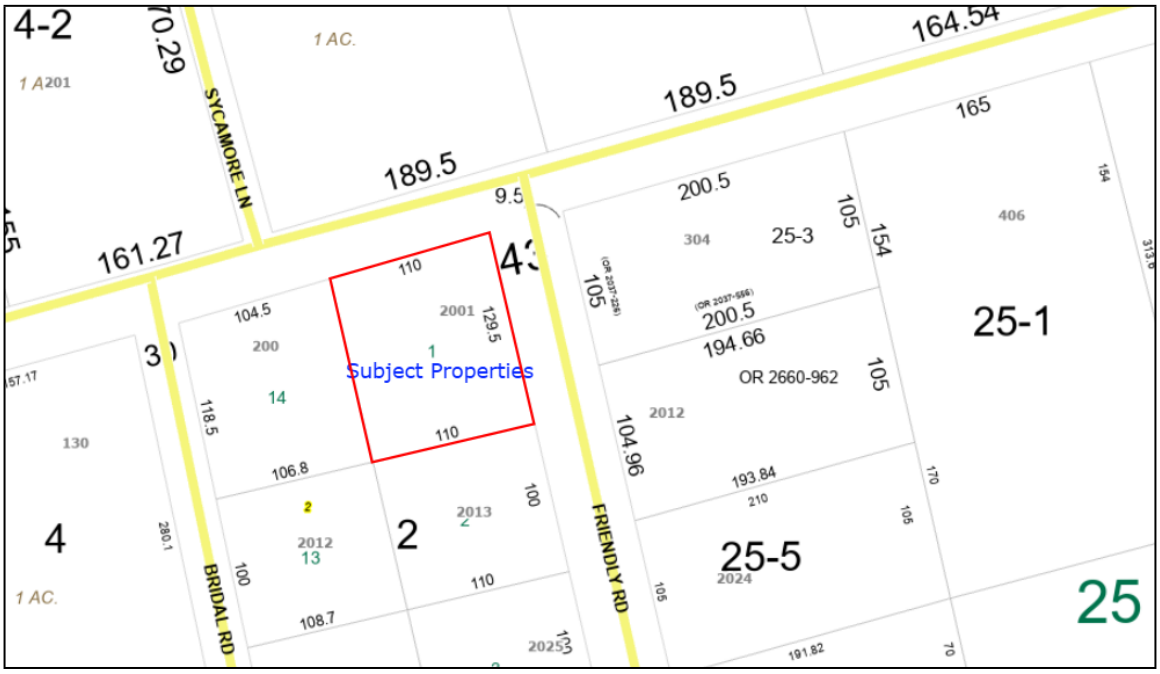
APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2026-64
Exhibit "A"

WATER AND WASTEWATER AGREEMENT/ VOLUNTARY PETITION FOR ANNEXATION OF PARCEL ID NUMBER: 00-00-30-0860-0001-0000 LOCATED AT 2001 FRIENDLY ROAD TOTALING APPROXIMATELY 0.32 ACRES OF LAND

2001 FRIENDLY ROAD





LEGAL DESCRIPTION OF PROPERTY

LOT 1, THOMAS MANOR, ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 3, PAGE 37 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

PARCEL I.D. NO.: 0000-30-0860-0001-0000

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION Revised dated this 30th day of March, 2026 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Abigail and Aaron Bear (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#: 00-00-30-0860-0001-0000

GENERALLY DESCRIBED AS: LOT 1 IN OR 1199/1936 Thomas Manor PB 3/37

ADDRESSED AS: 2001 Friendly Road, Fernandina Beach, FL 32034

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 A. Prince

TERESA PRINCE, ESQ.
City Attorney

APPLICANT(S)

By: Abigail B. Bean
Applicant

By: Aaron Bean
Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

NOTARY PUBLIC STATE OF FLORIDA
YODALIS ACEVEDO SANTOS
Commission # HH 781414
Expires March 22, 2030

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization,

this 30th day of March, 2026,

by Abigail B Bean & Aaron P Bean.

Yodalis Santos
Notary Public

Yodalis A Santos
Printed Name

3/22/2030
My Commission Expires

Personally Known V OR Produced Identification _____ ID Produced: _____

KEVIN J. LILLY A.S.A., C.F.A.
Nassau County Property Appraiser
Consistent, Fair, Efficient

Parcel 00-00-30-0860-0001-0000

https://search.ncpafl.com/parcel/30%200%20000086000010000

2001 FRIENDLY RD

Owners

BEAN AARON P & ABIGAIL B
305 BONNIEVIEW ROAD
FERNANDINA BEACH, FL 32034

Short Legal

LOT 1
IN OR 1199/1936
THOMAS MANOR PB 3/37

Parcel Summary

Situs Address	2001 FRIENDLY RD
Use Code	0100: SINGLE FAMILY
Tax District	8: Nassau County Mid-Island
Acreage	0.000
Section	31
Township	3N
Range	28
Subdivision	THOMAS MANOR PBK3-37
Exemptions	None

Values

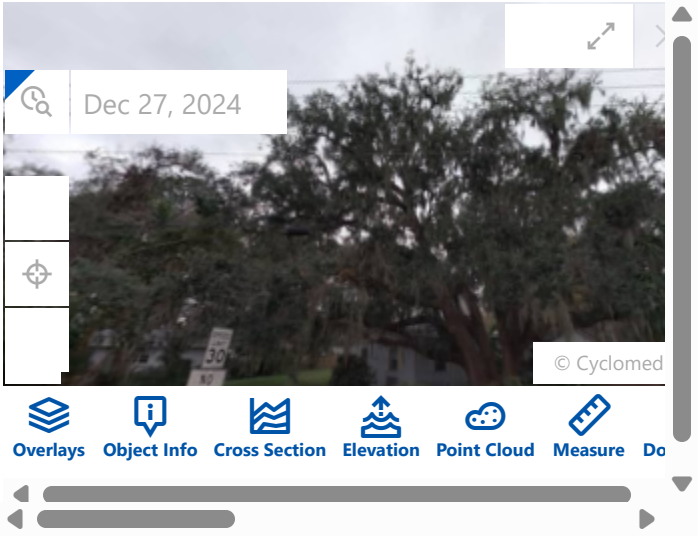
	2024 Certified Values	2025 Certified Values
Land Value *	$127,000	$247,650
(+) Improved Value	$133,100	$139,146
(=) Market Value	$260,100	$386,796
(-) Agricultural Classification	$0	$0
(-) SOH or Non-Hx* Capped Savings **	$36,356	$140,678
(=) School Assessed Value	$260,100	$386,796
County Assessed Value	$223,744	$246,118
(-) School Exemptions	$0	$0
(-) Non-school Exemptions	$0	$0
(=) School Taxable Value ***	$260,100	$386,796
(=) County Taxable Value	$223,744	$246,118

Sales Information

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2004-01-07	1199/1936	$130,000	WD	U	I	HICKEY KATHRYN J	BEAN AARON P & ABIGAIL B
2001-11-02	1017/1065	$105,000	WD	Q	I	FINDLEY BILLY ET AL	HICKEY KATHRYN J
1998-12-31	0860/1966	$100	PR	Q	I	FINDLEY BILLY P/R FOR KATHRYN FINDLEY ESTATE	FINDLEY BILLY L/E
1987-03-06	0512/0239	$100	QC	U	I	LANE ROBERT GLENN	FINDLEY KATHRY S
1986-08-28	0496/1207	$100	WD	U	I	FINDLEY KATHRYN STEWART	LANE ROBERT GLEN
1979-12-21	0309/0239	$100	FS	U	I	CONNER CECIL C & KATHRYN D	CONNER KATHRYN D
1971-01-01	0110/0510	$14,500	TA	Q	I		

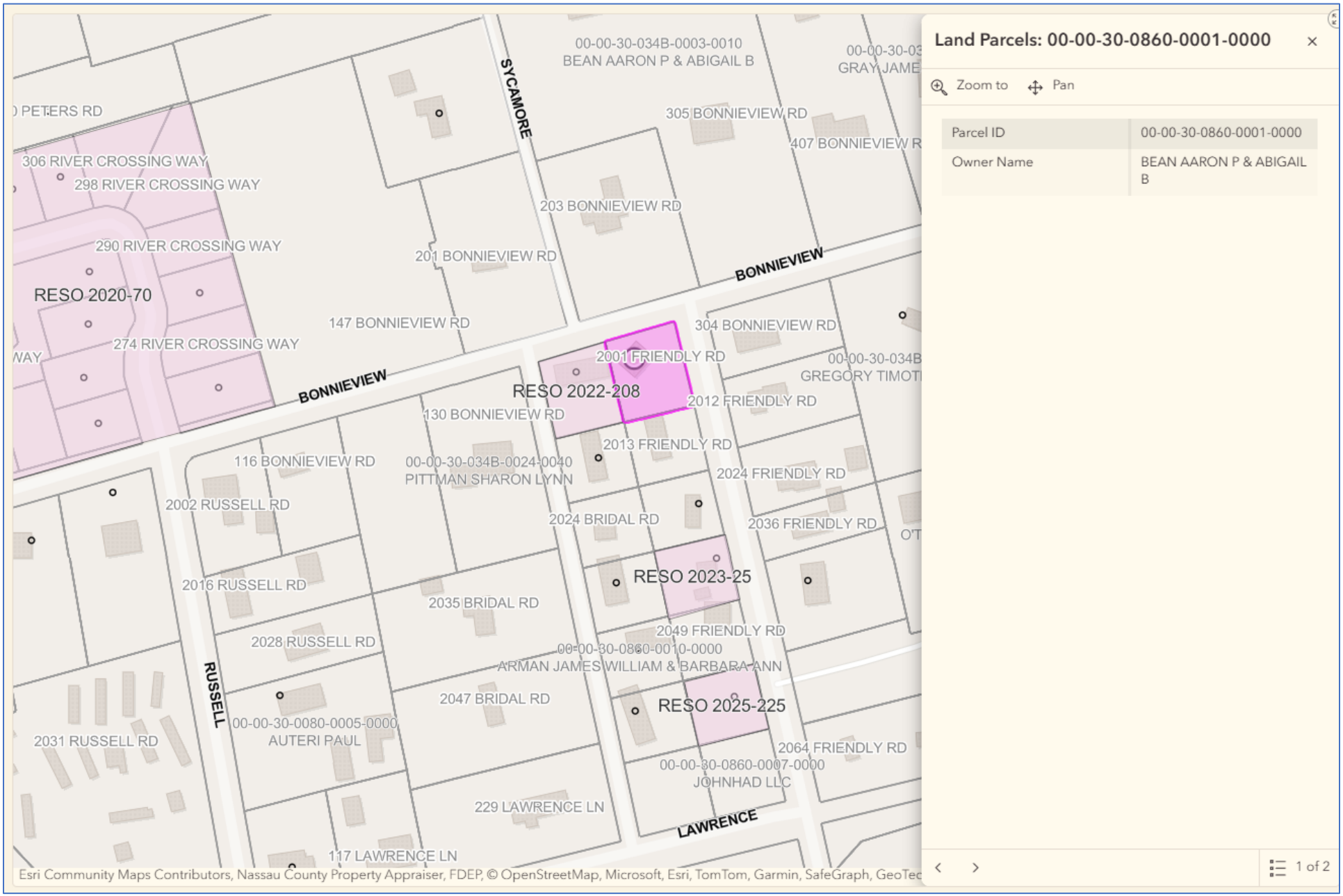
Buildings

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
SINGLE FAM RESIDENTIAL	2078	1480	2.00	2.00	CB STUCCO		AIR DUCTED	CENTRAL	1955


Dec 27, 2024
© Cyclomed
Overlays
Object Info
Cross Section
Elevation
Point Cloud
Measure
Do

MAP OF SURROUNDING AGREEMENTS

2001 FRIENDLY ROAD



CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-65
Grant Agreement — Florida Digital Service Department of Management Services

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-65.

SYNOPSIS: The Florida Department of Management Services, through the Florida Digital Service, has the authority, pursuant to Specific Appropriation 2708, Fiscal Year 2025-2026 General Appropriations Act, to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management grant programs. The City applied for the Local Government Grant Program Contract No. DMS-25/26-144 which was subsequently awarded and adopted via Resolution 2025-90.

This Resolution seeks approval to participate in Year 3 of Local Government Grant Program Contract No. DMS-25/26-144, savings to the City are anticipated to be approximately $100,000 in Fiscal Year 2026/2027.

FISCAL IMPACT: This grant purchases software and services which represents approximately $100,000 savings in Fiscal Year 25/26.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-65.

Dana Whicker, IT Director	04/23/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/23/2026
Alisha Brown, Budget Analyst	04/23/2026
Jeremiah Glisson, Deputy City Manager	04/24/2026
Sarah Campbell, City Manager	04/24/2026
Teresa Prince, City Attorney	04/24/2026

Caroline Best

Date: April 23, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Adopt

RESOLUTION 2026-65

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING A CYBERSECURITY GRANT WITH THE FLORIDA DEPARTMENT OF MANAGEMENT SERVICES FOR CYBERSECURITY SERVICES, MONITORING, AND RESPONSE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Department of Management Services, through the Florida Digital Service, has the authority, pursuant to Specific Appropriation 2708, Fiscal Year 2025-2026 General Appropriations Act, to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management grant programs; and

WHEREAS, the City applied for the Local Government Grant Program Contract No. DMS-25/26-144 which was subsequently awarded and adopted via Resolution 2025-90; and

WHEREAS, this Resolution seeks approval to participate in Year 3 of Local Government Grant Program Contract No. DMS-25/26-144, savings to the City are anticipated to be approximately $100,000 in Fiscal Year 2026/2027; and

WHEREAS, staff recommends approving the grant agreement, 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 accepting the grant agreement, attached as Exhibit A, with Florida Department of Management Services.

SECTION 2. The City Clerk and the City Manager are hereby authorized to execute this agreement, 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 5th day of May 2026.

ATTEST:

_____
CAROLINE BEST
City Clerk

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:



_____
TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2026-65
Exhibit "A"

Ron DeSantis, Florida Governor
Tom Berger, Interim Secretary
Warren Sponholtz, Florida State Chief Information Officer

GRANT AGREEMENT

FOR

LOCAL GOVERNMENT CYBERSECURITY GRANT PROGRAM

CONTRACT NO: DMS-25/26-144

CATALOG OF STATE FINANCIAL ASSISTANCE NUMBER: 72.016

BETWEEN

THE STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

AND

CITY OF FERNANDINA BEACH

This Grant Agreement is made and entered into by and between the Department of Management Services (Department), an agency of the State of Florida (State), and City of Fernandina Beach (Grantee). The Department and the Grantee are sometimes referred to herein individually as a "Party" or collectively as the "Parties."

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

WHEREAS, the Department, through the Florida Digital Service (FL[DS]), has the authority, pursuant to Specific Appropriation 2708, Fiscal Year 2025-2026 General Appropriations Act (GAA), to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs; and

WHEREAS, the Grantee represents that it is fully qualified and eligible to receive the grant identified herein in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, the Parties do mutually agree as follows**:**

A. Deliverables and Performance Requirements:

In accordance with the GAA, the Parties agree that the funds will be utilized as described in Attachment A – Solution Statement of Work. The Grantee shall provide the deliverables specified herein in accordance with the terms and conditions of this Agreement, including its attachments and exhibits.

B. Agreement Period:

The performance period for this Agreement begins upon execution and ends upon the expiration of the applicable cybersecurity technical assistance services or commodities awarded or purchased pursuant to the Agreement, or in accordance with the final implementation plan(s), unless terminated earlier in accordance with the Agreement. No renewals or extensions of this Agreement are permitted.

C. Agreement Documents and Amendments Thereto.

1. Agreement Documents. "Agreement" means this Grant Agreement and all incorporated attachments, exhibits, and schedules, which set forth the entire understanding of the Parties. There are no other provisions, terms, conditions, or obligations. This Agreement supersedes all previous oral or written communications, representations, or agreements on this subject.

   All attachments, exhibits, and schedules listed below are incorporated in their entirety into, and will form part of, this Agreement. In the event of a conflict, the following order of precedence shall apply:

   a. This Grant Agreement
   b. Attachment A – Solution Statement of Work
   c. Attachment B – Audit Requirements for Awards of State and Federal Financial Assistance, including its Exhibit 1
   d. Attachment C – Grantee Data Sharing Agreement(s) ("DSA"), if applicable

a. Final Implementation Plan(s), if applicable

2. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one (1) single agreement between the Parties.

3. Survivability. This Agreement and any and all promises, covenants, and representations made herein are binding upon the Parties hereto and any and all respective heirs, assigns, and successors in interest. The respective obligations of the Parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination or expiration of this Agreement.

4. Severability. If a court of competent jurisdiction deems any term or condition of this Agreement void or unenforceable, the other provisions are severable to that void provision, and will remain in full force and effect. However, to the fullest extent permitted by law, this Agreement shall be construed as if the scope or duration of such provision had been more narrowly drafted so as not to be invalid or unenforceable.

5. Amendments. With the exception of changes to the Primary Contacts, DSA/IT Coordinators, and the provisions of the applicable vendor terms and conditions, this Agreement may only be modified or amended by a written agreement duly executed by the Parties.

D. Notices and Primary Contacts:

1. Notices. The Parties shall use the contact information provided in Section D.2., Primary Contacts, below, for all communications and notices under this Agreement. Where the term "written notice" is used to specify a notice requirement herein, said notice will be deemed to have been given (i) when personally delivered; (ii) when transmitted via facsimile (with confirmation of receipt) or email (with confirmation of receipt), provided the sender on the same day sends a confirming copy of such notice by a recognized delivery service (charges prepaid); (iii) the Business Day immediately following the next Business Day on which the notice or communication has been provided prepaid by the sender to a recognized overnight delivery service; or (iv) on the date actually received except where there is a date of the certification of receipt. For purposes of this Agreement, "Business Day" means any day of the week, excluding weekends and holidays, observed by State agencies pursuant to section 110.117(1)(a)-(j), Florida Statutes (F.S.).

2. Primary Contacts.

a. **Department's Grant Manager** (see section 215.971, F.S.).

Brad Oswald, Enterprise Technology Coordinator
Florida Digital Service
Department of Management Services
2555 Shumard Oaks Blvd
Tallahassee, Florida 32399
Telephone: (850) 413-0604

Email: CybersecurityGrants@digital.fl.gov

a. **Grantee's Grant Manager**

Dana Whicker, IT Directory
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
Telephone: (904) 310-3286
Email: dwhicker@fbfl.org

3. Changes in Primary Contacts. Either Party may provide notice to the other Party by email identifying a change of a designated primary contact and providing the new contact information for the newly designated primary contact. Such notices must be sent to the other Party's Grant Manager and is sufficient to effectuate this change without requiring a written amendment to this Agreement.

E. Payment, Funding, and Award Considerations:

1. Fiscal Year. The funds utilized for this Agreement are from the State's 2025-2026 Fiscal Year, which begins July 1, 2025, and expires on June 30, 2026.

2. Services, Licenses or Commodities Awards. The Grantee agrees to implement services, licenses, or commodities described in Attachment A – Solution Statement of Work, according to the Final Implementation Plan(s), if applicable. All uses of the items described in Attachment A – Solution Statement of Work are subject to the terms and conditions of the DSA and applicable riders attached thereto.

3. Procurement. The Department agrees to purchase all commodities or services awarded to the Grantee on behalf of the Grantee as described in Attachment A – Solution Statement of Work.

F. Compliance with Law:

1. Applicable Law. The Parties shall comply with the applicable state and federal laws, rules, regulations, and policies, including, but not limited to, those identified in this Agreement.

2. Governing Law. The Grantee agrees that this Agreement is entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State. Each Party shall perform its obligations herein in accordance with the terms and conditions of this Agreement. Without limiting the provisions of Section P, Dispute Resolution, the exclusive venue of any legal or equitable action that arises out of or relates to this Agreement shall be the appropriate State court in Leon County, Florida; in any such action, the Parties waive any right to jury trial. Except as otherwise provided by law, the Parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

1. Ethics. The Grantee shall comply with the requirements of sections 11.062 and 216.347, F.S. The Grantee shall not, in connection with this or any other agreement with the State, directly or indirectly:

   a. Offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty; or
   b. Offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of this subsection b, "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.

   Upon request of the Department's Inspector General, or other authorized State official, the Grantee shall provide any type of information the Inspector General deems relevant to the Grantee's integrity or responsibility. Such information may include, but shall not be limited to, the Grantee's business or financial records, documents, or files of any type or form that refer to or relate to this Agreement. The Grantee shall retain such records in accordance with the record retention requirements of Part V of Attachment B, Audit Requirements for Awards of State and Federal Financial Assistance.

4. Advertising. Subject to Chapter 119, F.S., the Grantee shall not publicly disseminate any information concerning this Agreement under any promotional activity, such as advertisements or press releases, without prior written approval from the Department.

5. Conflict of Interest. This Agreement is subject to Chapter 112, F.S. The Grantee shall disclose the name of any officer, director, employee, or other agent who has or potentially has a conflict of interest relating to this Agreement or funds received hereunder.

6. Records Retention. The Grantee shall retain all records made or received in conjunction with this Agreement for the longer of five (5) years after the end of this Agreement period and all pending matters or the period required by the General Records Schedules maintained by the Florida Department of State (available at: https://dos.myflorida.com/media/703328/gs1-sl-2020.pdf). If the Grantee's record retention requirements terminate prior to the requirements stated herein, the Grantee may meet the Department's record retention requirements for this Agreement by transferring its records to the Department at that time, and by destroying duplicate records in accordance with section 501.171, F.S., and, if applicable, section 119.0701, F.S. The Grantee shall adhere to established information destruction standards such as those established by the National Institute of Standards and Technology Special Publication NIST SP 800-88r2, "Guidelines for Media Sanitization" (2025). See https://doi.org/10.6028/NIST.SP.800-88r2.

A. Recoupment of Funds:

1. Notwithstanding the damages limitations of Section R, Limitation of Liability, if the Grantee's non-compliance with any provision of this Agreement results in additional costs or monetary

loss to the Department or the State, the Department can recoup the costs or losses from monies owed to the Grantee under this Agreement or any other agreement between the Grantee and any State entity. In the event that the discovery of additional costs or losses arises when no monies are available under this Agreement or any other agreement between the Grantee and any State entity, the Grantee shall repay such costs or losses to the Department in full within thirty (30) days from the date of discovery or notification, unless the Department agrees, in writing, to an alternative timeframe. The Department shall not be liable for any penalties or costs associated with the Grantee's misuse of any purchases made pursuant to this Agreement.

1. If the Grantee or its independent auditor discovers that an overpayment has been made, the Grantee shall repay said overpayment within forty (40) calendar days without prior notification from the Department. In the event that the Department first discovers an overpayment has been made, the Department will notify the Grantee in writing. Should repayment not be made in a timely manner, the Department shall be entitled to charge interest at the lawful rate of interest on the outstanding balance beginning forty (40) calendar days after the date of notification or discovery. Refunds should be sent to the Department's Agreement Manager and made payable to the "Department of Management Services." If this Agreement is terminated for cause, the Department, at its discretion, may require that the Grantee return to the Department any funds that were used for purposes that are considered ineligible under this Agreement.

A. Audits and Records:

1. Representatives of the Department, the State's Chief Financial Officer, the State's Auditor General, and representatives of the federal government, shall have access to any of the Grantee's books, documents, papers, and records, including electronic storage media, as they may relate to this Agreement, for the purposes of conducting audits or examinations or making excerpts or transcriptions.

2. The Grantee shall maintain books, records, and documents in accordance with the generally accepted accounting principles to sufficiently and properly reflect all purchases made under this Agreement.

   The Grantee shall comply with all applicable requirements of section 215.97, F.S., and Attachment B, Audit Requirements for Awards of State and Federal Financial Assistance. If the Grantee is required to undergo an audit, the Grantee shall disclose all related party transactions to the auditor.

3. The Grantee shall retain all its records, financial records, supporting documents, statistical records, and any other documents, including electronic storage media, pertinent to this Agreement in accordance with the record retention requirements of Part V of Attachment B, Audit Requirements for Awards of State and Federal Financial Assistance. The Grantee shall cooperate with the Department to facilitate the duplication and transfer of such records or documents upon the Department's request.

1. If awarded services, licenses, or commodities described in Attachment A – Solution Statement of Work, the Grantee shall include records of the start and end dates for all tasks in the Final Implementation Plan(s), if applicable. Additional requirements may be incorporated in the Final Implementation Plan(s).

2. The Grantee shall include the aforementioned audit and recordkeeping requirements in all approved subrecipient contracts and assignments.

A. Public Records and Records Production:

1. Identification and Protection of Confidential Information. Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and section 119.011, F.S., provides a broad definition of "public record." As such, records submitted to the Department (or any other State agency) are public records and are subject to disclosure unless exempt from disclosure by law. The following records for agencies, as "agency" is defined in section 119.011(2), F.S., are confidential and exempt pursuant to section 119.0725, F.S.:

    a. Cybersecurity insurance limits and deductibles;
    b. Information relating to critical infrastructure;
    c. Incident reporting information pursuant to sections 282.318 and 282.3185, F.S.;
    d. Network schematics;
    e. Hardware and software configurations; and
    f. Encryption information or information that identifies detection, investigation, or response practices for suspected or confirmed cybersecurity incidents, including suspected or confirmed breaches.

    If the Grantee considers any portion of other records it provides to the Department (or any other State agency) to be trade secret or otherwise confidential or exempt from disclosure under Florida or federal law, the Grantee shall mark the document as "confidential" and simultaneously provide the Department (or other State agency) with a separate, redacted copy of the record. Such records and those records made confidential and exempt pursuant to section 119.0725, F.S., shall be considered "Confidential Information." For each portion redacted, the Grantee shall describe in writing the grounds for claiming the exemption, including the specific statutory citation for such exemption. The Grantee shall only redact portions of records that it claims are Confidential Information.

    In the event of a request for public records pursuant to Chapter 119, F.S., the Florida Constitution, or other authority, to which records that are marked as "confidential" are responsive, the Department will provide the Grantee-redacted copy to the requestor. If a requestor asserts a right to the redacted Confidential Information, the Department will notify the Grantee such an assertion has been made. It is the Grantee's responsibility to take the appropriate legal action to assert that the information in question is exempt from disclosure under Chapter 119, F.S., or other applicable law.

If the Department becomes subject to a demand for discovery or disclosure of documents that are marked as "confidential" in a legal proceeding, the Department will give the Grantee notice of the demand or request. The Grantee shall take the appropriate legal action in response to the demand and to defend its claims of confidentiality. If the Grantee fails to take appropriate and timely action to protect the records it has designated as Confidential Information, the Grantee agrees that the Department is permitted to treat those records as not confidential and the Department is permitted to provide the unredacted records to the requester and the Grantee agrees not to pursue any suit, action, or claim, including for damages, against the Department or its employees, attorneys, agents or volunteers.

The Grantee shall protect, defend, and indemnify the Department from all suits, claims, actions, demands, liability, costs, fines, and attorneys' fees arising from or relating to the Grantee's determination that the redacted portions of its records are Confidential Information, including all costs, including attorney's fees, incurred regarding the entitlement or amount of such attorney's fees. If the Grantee fails to submit a redacted copy in accordance with this section, of information it claims is Confidential Information, the Department is authorized to produce the entire record submitted to the Department, including those records marked "confidential," in response to a public records request for, or demand for discovery or disclosure of, these records and the Grantee agrees not to pursue any suit, action, or claim, including for damages, against the Department or its employees, attorneys, agents, or volunteers.

1. Inspection of Records. In accordance with section 216.1366, F.S., the Department is authorized to inspect the: (a) financial records, papers, and documents of the Grantee that are directly related to the performance of this Agreement or the expenditure of State funds; and (b) programmatic records, papers, and documents of the Grantee which the Department determines are necessary to monitor the performance of this Agreement or to ensure that the terms of this Agreement are being met. The Grantee shall provide such records, papers, and documents requested by the Department within ten (10) Business Days after the request is made.

B. Non-Discrimination:

The Grantee shall not unlawfully discriminate against any individual employed in the performance of this Agreement due to race, religion, color, sex, physical handicap unrelated to such person's ability to engage in this work, national origin, ancestry, or age. The Grantee shall provide a harassment-free workplace, and any allegation of harassment shall be given priority attention and action.

C. Duty of Continuing Disclosure of Legal Proceedings and Instances of Fraud:

1. The Grantee shall provide written notice to the Department disclosing any criminal litigation, investigation, or proceeding that arises during the Agreement period involving the Grantee except where the Grantee is involved in a prosecutorial or administrative capacity, or, to the

extent the Grantee is aware, any of the Grantee's subrecipients or contractors (or any of the foregoing entities' current officers or directors). The Grantee shall also provide written notice to the Department disclosing any civil litigation, arbitration, or proceeding that arises during the Agreement period that is related to or involves funds provided under this Agreement, to which the Grantee (or, to the extent the Grantee is aware, any subrecipient or contractor hereunder) is a party, and which:

a. Might reasonably be expected to adversely affect the viability or financial stability of the Grantee or any subrecipient or contractor hereunder; or
b. Involves a claim or written allegation of fraud against the Grantee, or any subrecipient or contractor hereunder, by a governmental or public entity arising out of business dealings with governmental or public entities.

All notices under this section must be provided to the Department within thirty (30) Business Days following the date that the Grantee first becomes aware of any such litigation, investigation, arbitration, or other proceeding (collectively, a "Proceeding"). Details of settlements that are prevented from disclosure by the terms of the settlement must be annotated as such.

1. This duty of disclosure applies to each officer and director of the Grantee, subrecipients, or contractors when any Proceeding relates to the officer's or director's business or financial activities.

2. Instances of Grantee operational fraud or criminal activities, regardless of whether a legal Proceeding has been initiated, shall be reported to the Department's Grant Manager within twenty-four (24) hours of the Grantee being made aware of the incident.

3. The Grantee shall promptly notify the Department's Grant Manager of any Proceeding relating to or affecting the Grantee's, subrecipient's, or contractor's business. If the existence of such Proceeding causes the State to conclude that the Grantee's ability or willingness to perform this Agreement is jeopardized, the Grantee shall be required to provide the Department's Grant Manager all reasonable assurances requested by the Department to demonstrate that:

   a. The Grantee will be able to perform this Agreement in accordance with its terms and conditions; and
   b. The Grantee and/or its employees, agents, subrecipients, or contractor(s) have not and will not engage in conduct in performance under this Agreement that is similar in nature to the conduct alleged in such Proceeding.

A. Assignments, Subgrants, and Contracts:

1. Unless otherwise specified in Attachment A – Solution Statement of Work, or through prior written approval of the Department, the Grantee may not: 1) subgrant any funds awarded

under this Agreement; 2) contract its duties or responsibilities under this Agreement out to a third party; or 3) assign, transfer, or sell any of the Grantee's rights or responsibilities, unless specifically permitted by law to do so. Any such subgrant, contract, or assignment occurring without the prior approval of the Department shall be null and void. In the event the Department approves transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with this Agreement. In addition, this Agreement shall bind the successors, assigns, and legal representatives of the Grantee, and of any legal entity that succeeds the Grantee, to the Grantee's obligations to the Department.

1. The Grantee agrees to be responsible for all work performed in fulfilling the obligations of this Agreement.

2. The Grantee agrees that the Department may assign or transfer its rights, duties, or obligations under this Agreement to another governmental entity upon giving prior written notice to the Grantee.

B. Intellectual Property Rights:

Where activities supported by this Agreement result in the creation of intellectual property rights, the Grantee shall notify the Department, and the Department will determine whether the Grantee will be required to grant the Department a perpetual, irrevocable, royalty-free, nonexclusive license to use, and to authorize others to use for State government purposes, any resulting patented, copyrighted, or trademarked work products developed under this Agreement.

C. Independent Contractor Status:

It is mutually understood and agreed to that at all times during the Grantee's performance of its duties and responsibilities under this Agreement that Grantee is acting and performing as an independent contractor. The Department shall neither have nor exercise any control or direction over the methods by which the Grantee shall perform its work and functions other than as provided herein. Nothing in this Agreement is intended to or shall be deemed to constitute a partnership or joint venture between the Parties.

1. The Grantee (and its officers, agents, employees, subrecipients, contractors, or assignees), in performance of this Agreement, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State. Further, unless specifically authorized to do so, the Grantee shall not represent to others that, as the Grantee, it has the authority to bind the Department or the State.

2. Neither the Grantee nor its officers, agents, employees, subrecipients, contractors, or assignees, are entitled to State retirement or State leave benefits, or to any other compensation of State employment as a result of performing the duties and obligations of this Agreement.

1. The Grantee agrees to take such actions as may be necessary to ensure that each subrecipient or contractor will also be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State.

2. Unless agreed to by the Department in Attachment A – Solution Statement of Work, the Department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, clerical support, etc.) to the Grantee or its subrecipient, contractor, or assignee.

3. The Department shall not be responsible for withholding taxes with respect to the Grantee's compensation hereunder. The Grantee shall have no claim against the Department for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, reemployment assistance benefits, or employee benefits of any kind. The Grantee shall ensure that its employees, subrecipients, contractors, and other agents, receive benefits and necessary insurance (health, workers' compensation, reemployment assistance benefits) from an employer other than the State.

4. At all times during the Agreement period, the Grantee must comply with the reporting and Reemployment Assistance contribution payment requirements of chapter 443, F.S.

A. Termination:

1. Termination for Failure to Implement. For awarded services, licenses, or commodities under Attachment A – Solution Statement of Work, if the Grantee does not approve a Final Implementation Plan before June 22, 2026, for the awarded solutions, this Agreement may be terminated by the Department, at its sole discretion.

2. Termination Due to the Lack of Funds. The funds utilized for this Agreement are from the State's 2025-2026 Fiscal Year, which begins July 1, 2025, and expires on June 30, 2026. If funds become unavailable for this Agreement's purpose, such event will not constitute a default by the Department or the State. The Department agrees to notify the Grantee in writing at the earliest possible time if funds are no longer available. In the event that any State funds upon which this Agreement depends are withdrawn or redirected, the Department may terminate this Agreement by providing written notice to the Grantee. The Department will be the final authority as to the availability of funds.

3. Termination for Cause. The Department may terminate this Agreement if the Grantee fails to:

   a. Satisfactorily complete the deliverables within the time specified in this Agreement;
   b. Maintain adequate progress, thus endangering performance of this Agreement;
   c. Honor any term of this Agreement; or
   d. Abide by any statutory, regulatory, or licensing requirement.

   The Grantee shall continue to perform any work not terminated. The Department's rights and remedies in this clause are in addition to any other rights and remedies provided by law

or under this Agreement. The Grantee shall not be entitled to recover any cancellation charges or lost profits.

1. Termination for Convenience. The Department may terminate this Agreement, in whole or in part, by providing written notice to the Grantee that the Department determined, in its sole discretion, it is in the State's interest to do so. The Grantee shall not furnish any product or continue services after the specified termination date in the Department's notice of termination, except as necessary to complete the continued portion of this Agreement, if any. The Grantee will not be entitled to recover any cancellation charges or lost profits.

2. Grantee's Responsibilities upon Termination. If the Department provides a notice of termination to the Grantee, except as otherwise specified by the Department in that notice, the Grantee shall:

   a. Stop work under this Agreement on the date and to the extent specified in the notice.
   b. Complete performance of such part of the work that has not been terminated by the Department, if any.
   c. Take such action as may be necessary, or as the Department may specify, to protect and preserve any property which is in the possession and custody of the Grantee, and in which the Department has or may acquire an interest.
   d. Transfer, assign, and make available to the Department all property and materials belonging to the Department upon the effective date of termination of this Agreement. No extra compensation will be paid to the Grantee for its services in connection with such transfer or assignment.

A. Dispute Resolution:

Disputes concerning performance under this Agreement will be decided by the Department, who shall reduce the decision to writing and serve a copy to the Grantee.

B. Unauthorized Use:

1. The Grantee shall fully defend and hold harmless the State and the Department from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret, or intellectual property right provided, however, that the foregoing obligation shall not apply to the Department's misuse or modification of the Grantee's products or the Department's operation or use of the Grantee's products in a manner not contemplated by the Agreement. The Department will not be liable for any royalties.

2. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by the State or the Department in any legal action without the Grantee's prior written consent, which shall not be unreasonably withheld. The State and the Department shall have the right, at its own cost and expense, to participate in all actions under this Section Q.

1. For the avoidance of doubt, as the Grantee is a subdivision, as defined in section 768.28(2), F.S., pursuant to section 768.28(19), F.S., neither Party indemnifies nor insures or assumes any liability to the other Party for the other Party's negligence. Notwithstanding anything to the contrary in this Section Q, liability of either Party for tort claims is limited to the amounts prescribed in section 768.28, F.S., plus the Party's reasonable attorneys' fees.

A. Limitation of Liability:

1. Unless otherwise specifically enumerated in this Agreement, no Party shall be liable to the other Party for special, indirect, punitive, or consequential damages, including lost data or records (unless this Agreement requires the Grantee to back-up data or records), even if the Party has been advised that such damages are possible. No Party shall be liable to the other Party for lost profits, lost revenue, or lost institutional operating savings. The State and the Department may, in addition to other remedies available to them at law or in equity and upon notice to the Grantee, retain such monies from amounts due the Grantee as may be necessary to satisfy any claim for damages, penalties, costs, and the like asserted by or against them. Except as otherwise provided in this Agreement or the Data Sharing Agreement or its attachments or Riders, the Department is not liable for unauthorized access to information except as directly attributable to the actions of the Department. For all claims against Grantee under this Agreement, and regardless of the basis on which the claim is made, Grantee's liability under this Agreement for direct damages shall be limited to the dollar value of this Agreement. This limitation shall not apply to claims arising under Section Q of this Agreement.

2. Pursuant to Specific Appropriation 2708 and Section 211 of the 2025-2026 General Appropriations Act, the State is hereby released from all liability related to cybersecurity incidents impacting the Grantee.

B. Force Majeure and Notice of Delay from Force Majeure:

Neither Party shall be liable to the other for any delay or failure to perform under this Agreement if such delay or failure is neither the fault nor caused by the negligence of the Party or its employees or agents and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Party's control, or for any of the foregoing that affects subrecipients, contractors, or suppliers if no alternate source of supply is available. However, in the event a delay arises from the foregoing causes, the Party shall take all reasonable measures to mitigate any and all resulting damages, costs, delays, or disruptions to the project in accordance with the Party's performance requirements under this Agreement.

In the case of any delay the Grantee believes is excusable under this section, the Grantee shall provide written notice to the Department describing the delay or potential delay and the cause of the delay within: ten (10) calendar days after the cause that creates or will create the delay first arose (if the Grantee could reasonably foresee that a delay could occur as a result); or five (5) calendar days after the date the Grantee first had reason to believe that a delay could result (if the delay is not reasonably foreseeable). **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY**. Providing notice in strict accordance with this section is a condition precedent to such remedy.

The Department, in its sole discretion, will determine if the delay is excusable under this section and will notify the Grantee of its decision in writing. The Grantee shall not assert a claim for damages, other than for an extension of time, against the Department. The Grantee will not be entitled to an increase in the Agreement price or payment of any kind from the Department for any reason. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this section, after the causes have ceased to exist, the Grantee shall resume performance, unless the Department determines, in its sole discretion, that the delay will significantly impair the ability of the Grantee to timely complete its obligations under this Agreement, in which case, the Department may terminate this Agreement in whole or in part.

A. Mandatory Disclosure Requirements:

1. Convicted Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.133(1)(a), F.S., are placed on the convicted vendor list. Pursuant to section 287.133(2)(a), F.S.: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

2. Discriminatory Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.134(1)(a), F.S., are placed on the discriminatory vendor list. Pursuant to section 287.134(2)(a), F.S.: "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity."

3. Antitrust Violator Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.137(1)(a), F.S., are placed on the antitrust violator vendor list. Pursuant to section 287.137(2)(a), F.S.: "A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor,

supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity."

1. Foreign Gifts and Contracts. The Grantee shall comply with any applicable disclosure requirements in section 286.101, F.S. Pursuant to section 268.101(7), F.S.: "In addition to any fine assessed under [section 286.101(7)(a), F.S.], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause."

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties agree to the terms and conditions of this Agreement and have duly authorized their respective representatives to sign it on the dates indicated below.

City of Fernandina Beach:

By:_____

Name:_____

Title:_____

Date:_____

Department of Management Services:

By:_____

Name:_____

Title:_____

Date:_____

1. **Scope of Work.**

   Pursuant to Specific Appropriation 2708 and Section 211, FY 25-26 General Appropriations Act (GAA), the Parties agree that the Department shall, on behalf of the Grantee, expend funds for the provision of services, licenses, or commodities awarded to the Grantee to be utilized for the development and enhancement of cybersecurity risk management programs. The Grantee is being granted assistance in the form of services, licenses, or commodities to develop and enhance their cybersecurity risk management programs.

2. **Awarded Capabilities.**

   The Department shall offer one (1) or more solutions to the Grantee for the following capabilities:

   External-Facing Asset Discovery: Palo Alto Networks - Cortex Xpanse
   Endpoint-Based Asset Discovery: Included in CrowdStrike SOP
   Network-Based Asset Discovery: Tenable Vulnerability Management
   Endpoint Detection and Response: Included in CrowdStrike SOP
   Content Delivery Network: Cloudflare CDN
   Security Operations Platform: CrowdStrike Falcon for Security Operations Platform
   Email Security: Cisco Secure Email

   Note: The Department made its best effort to award the Grantee's preferred solution per capability. However, the Department can only contract for a limited number of solutions based on best value, technical acceptability, and operational volume.

3. **Grantee Responsibilities.**

   The Grantee shall complete the Project in accordance with the requirements set forth in this Agreement and any applicable local, State, and federal laws and regulations. The Grantee is solely responsible for ensuring that any provided solutions are compliant with applicable state and federal laws and regulations based on Grantee's intended use, including, but not limited to, Health Insurance Portability and Accountability Act, Family Educational Rights and Privacy Act, Driver Privacy Protection Act, and General Data Protection Regulation.

4. **Department Responsibilities.**

   The Department shall review Grantee reports and other records and reconcile them to ensure that the requirements of section 215.971, F.S., pertaining to agreements funded with State financial assistance are fulfilled.

5. **Deliverables.**

   The Grantee shall complete the following deliverable(s):

Deliverables		
No.	**Tasks**	**Performance Measures and Due Dates**
1	Execute this Grant Agreement.	The Grantee must execute the Grant Agreement before May 5, 2026.

2	Participate in a kick-off meeting with FL[DS] and the solution provider, if implementation is required.	The Grantee shall participate in the kick-off meeting with FL[DS] before June 2, 2026.
3	Approve Final Implementation Plan(s) for solutions awarded, if implementation is required.	The Grantee must coordinate with the solution provider(s) to review the Implementation Plan(s). **If the Grantee chooses to proceed with a solution**, the Grantee must approve the Final Implementation Plan by June 22, 2026.
4	Complete all tasks in accordance with the Final Implementation Plan(s), if implementation is required.	The Grantee shall provide all necessary resources to execute tasks assigned to the Grantee in the Final Implementation Plan(s).
5	Notify the Department's Grant Manager of implementation completion per the Final Implementation Plan, if implementation is required.	The Grantee shall notify the Department's Grant Manager in writing within 10 calendar days of implementation completion.
6	Provide FL[DS] with any information related to this Agreement as requested by FL[DS].	The Grantee shall respond within seven (7) calendar days of any request from FL[DS].

6. Reporting Requirements.

The Department may request status meetings for the Grantee to report on the implementation, service, training, or support status, as necessary, with the Grantee's Grant Manager.

The Department may, at its sole discretion, develop a format and deadlines the Grantee must comply with when reporting the information above. The Grantee's failure to confirm completion of the Final Implementation Plan(s) or comply with the reporting format and schedule may result in termination of the awarded solutions.

7. Performance Standards.

The Grantee shall timely perform all tasks and provide deliverables as set forth in this Agreement. The Department is entitled at all times, upon request, to be advised as to the status of work being done by the Grantee, on behalf of the grantee, and the details thereof.

If the Department determines that there is a performance deficiency that requires correction by the Grantee, then the Department shall notify the Grantee. The Grantee shall make the correction within a timeframe specified by the Department. The Grantee shall provide the Department with a corrective action plan describing how the Grantee will address all performance deficiencies identified by the Department. If the corrective action plan is unacceptable to, or implementation of the plan fails to remedy the performance deficiencies, the Grantee shall work cooperatively with the Department to modify the corrective action plan or to remedy the deficiencies. Additionally, if a performance deficiency is attributable to the performance of a contractor or subcontractor of the Grantee, the

Grantee shall take all actions available to it to enforce financial consequences in its contract with the contractor or subcontractor or to pursue damages.

6. Financial Consequences for Failure to Timely and Satisfactorily Perform.

Violations of this Agreement or applicable licenses, or failure to provide the deliverables, may result, except as detailed above, in termination of access to awarded solutions and require immediate removal of all software, hardware, or related services. Grantee may be subject to financial assessments related to such violations.

This provision for financial consequences shall not affect the Department's right to terminate the Agreement as provided elsewhere in the Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Department of Financial Services
Division of Accounting and Auditing – Bureau of Auditing

AUDIT REQUIREMENTS FOR AWARDS OF STATE AND FEDERAL FINANCIAL ASSISTANCE

The administration of resources awarded by the Department of Management Services (Department) to the Grantee may be subject to audits and/or monitoring by the Department, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the Grantee agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the Grantee is appropriate, the Grantee agrees to comply with any additional instructions provided by Department staff to the Grantee regarding such audit. The Grantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the Grantee is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A Grantee that expends $1,000,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department by this agreement. In determining the federal awards expended in its fiscal year, the Grantee shall consider all sources of federal awards, including federal resources received from the Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the Grantee conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the Grantee shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A Grantee that expends less than $1,000,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the Grantee expends less than $1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Grantee resources obtained from other than federal entities).

Part II: State Funded

1. In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year of such Grantee (for fiscal years ending June 30,

2017, and thereafter), the Grantee must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department this agreement. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

2. For the audit requirements addressed in Part II, paragraph 1, the Grantee shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the Grantee expends less than $750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the Grantee expends less than $750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the Grantee's resources obtained from other than state entities).

Part III: Other Audit Requirements

N/A

Part IV: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the Grantee directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

   The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the Grantee directly to each of the following:

   a. The Department at the following address:

      Cybersecuritygrants@digital.fl.gov

b. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (https://flauditor.gov/) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

4. Grantees, when submitting financial reporting packages to the Department for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Grantee in correspondence accompanying the reporting package.

Part V: Record Retention

The Grantee shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, the CFO, or Auditor General access to such records upon request. The Grantee shall ensure that audit working papers are made available to the Department, or its designee, the CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

EXHIBIT 1

Federal Resources Awarded to the Grantee Pursuant to this Agreement Consist of the Following:

1. Federal Program A:

   N/A

2. Federal Program B:

   N/A

Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to this Agreement are as Follows:

1. Federal Program A:

   N/A

2. Federal Program B:

   N/A

State Resources Awarded to the Grantee Pursuant to this Agreement Consist of the Following:

Matching Resources for Federal Programs:

1. Federal Program A:

   N/A

2. Federal Program B:

   N/A

Subject to Section 215.97, F.S.:

1. State Project A: Local Government Cybersecurity Grant

   State Awarding Agency: Florida Department of Management Services

   Catalog of State Financial Assistance Title and Number: 72.016

   Amount: $_____

2. State Project B:

   N/A

Compliance Requirements Applicable to State Resources Awarded Pursuant to this Agreement Are as Follows:

The compliance requirements are as stated in Grant Agreement No. DMS-25/26-144 between the Grantee and the Department, entered in State Fiscal Year 2025-26.

Purposes

Grantee desires to utilize software licenses, applications, and solutions, as applicable, in connection with the attached Exhibit A – Cybersecurity Incident Response Rider and Exhibit B – Solution Rider, incorporated herein. This DSA describes the terms and conditions for the use of software licenses, applications, and solutions and protection of Covered Data, including requirements to safeguard the availability, confidentiality, and integrity of Covered Data in furtherance of the security objectives of Chapter 282, F.S.

I. Definitions

A. Access – The authorization to inspect, review, transmit, duplicate, communicate with, retrieve data from, or otherwise make use of any Covered Data, regardless of type, form, or nature of storage. "Access" to a computer system or network includes local and remote access, as applicable.

B. Authorized Purpose – The purpose(s) for which an Authorized Third Party may access, use, or disclose the Covered Data.

C. Authorized Third Party – An individual, state agency, other Florida state or local governmental entity, or a private sector contractor or service provider of the Grantee which receives Covered Data.

D. Authorized User – An individual granted Access or to use Software Entitlement by either FL[DS] or Grantee.

E. County and Municipality Cybersecurity Technical Assistance Program (“the Program”) – refers to the grant program established by the 2025-2026 General Appropriations Act to enhance county and municipal cybersecurity and protect the infrastructure of local governments from threats.

F. Covered Data – The limited subset of security data that is derived from Grantee’s use of any Software Entitlements as defined in the attached Rider(s); a Grantee’s confidential or proprietary information; and personal information as defined under section 501.171, F.S., and any other applicable privacy or data breach notification laws as may exist.

G. Data Breach – Either (1) any unauthorized access to, or use or disclosure of, Covered Data for any purpose other than as expressly permitted by this DSA or required by law; or (2) a breach of privacy or of the security of the Covered Data. Good faith access of data by an employee or agent of the Grantee does not constitute a breach of security, provided that the information is not used for a purpose unrelated to the business or subject to further unauthorized use.

H. DSA Coordinators – The individuals appointed by the signatories to this DSA as the point of contact for this DSA, who are responsible for ensuring that the Authorized Users comply with the activities identified herein.

I. HIPAA - Health Insurance Portability and Accountability Act of 1996.

J. Information Technology (IT) Coordinators – The individuals appointed by the signatories to this DSA as responsible for data flow and other technology-related considerations under this DSA.

K. Information Technology Resources – As defined in section 282.0041, Florida Statutes, the data processing hardware and software and services, communications, supplies, personnel, facility

resources, maintenance, and training. As used in this DSA, the term also includes the definition for "Information Technology," as defined in section 282.0041, Florida Statutes, to add equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form.

A. Software Entitlement – Proprietary software provided to the Grantee under the Agreement to satisfy provision of the solution(s) awarded to the Grantee, as identified in Attachment A – Solution Statement of Work.

I. Responsibilities of the Parties

A. **Data Transmission**. Covered Data shall only be transmitted through secure file transfer protocol or other secure transmission methods utilizing a National Institute of Standards and Technology approved means of electronic encryption as well as password protection and in a file format and layout determined by FL[DS]. Covered Data shall not be transmitted via any other means, including electronic mail. If applicable to any transmission of the Covered Data, both transmitting and receiving Grantee shall completely and permanently remove Covered Data from any temporary transfer location within twenty-four (24) hours of receipt of the Covered Data.

B. **Compliance with Applicable Laws**. Each Party covenants and agrees that, in the performance of this DSA, it shall comply with all applicable federal, state, and local laws, statutes, and regulations including, but not limited to, such laws set forth in Article VI as applicable to a Project and such other data privacy or security laws, all as they exist now and as they may be amended from time to time ("Applicable Laws"). In the event of any notice of a material violation of Applicable Laws, or an investigation into an alleged material violation, the affected Party shall promptly notify the other in writing of such notice.

The Parties further agree to follow and be bound by the terms and conditions of any policy decisions or directives from the federal and state agencies with jurisdiction over the use of the data described herein upon receipt of written notice directing that such rules, policy decisions, or directives apply to this DSA.

C. **HIPAA Business Associate Agreement.** To the extent that a Party is acting as a Business Associate (as defined by HIPAA) of the other Party, the Parties further agree to enter into a Business Associate Agreement as necessary, in the form of a mutually agreed-upon appendix to the DSA.

D. **Incorporation and Compliance with Exhibits, Appendices and Riders, if Applicable.** The Project Riders, and any exhibits or appendices to this DSA are hereby incorporated and made a part hereof and are an integral part of this DSA. Each Rider, Exhibit, and Appendix attached hereto or referred to herein are hereby incorporated in and made a part of this DSA as if set forth in full herein.

II. FL[DS] Role and Responsibilities

A. FL[DS] is responsible for:

1. Processing Covered Data in accordance with the State Cybersecurity Act;

2. Facilitating data sharing with the Grantee and/or an Authorized Third Party in accordance with this DSA;

3. Providing the Grantee with the option to utilize Software Entitlements; and

4. Protecting the integrity of Covered Data obtained by FL[DS] through Grantee's use of any of the Software Entitlements. FL[DS] will not disclose this Covered Data to any third party unless required by law or as otherwise authorized by Grantee.

B. FL[DS] will only access, use, or disclose Covered Data, as permitted by Grantee, as required by Applicable Law, or as necessary for completion of its responsibilities under this DSA, including any Project Riders. FL[DS] will ensure that its Authorized Users only access, use, or disclose Covered Data, as permitted by Grantee, as required by Applicable Law, or as necessary for completion of its responsibilities for any Projects, as assigned by FL[DS].

C. FL[DS] will exercise reasonable care and no less than the same degree of care FL[DS] uses to protect its own confidential information to prevent confidential information from being used in a manner that is not expressly a purpose authorized in this DSA or as required by Applicable Law.

III. Grantee's Role and Responsibilities

A. Covered Data is and shall remain the property of Grantee.

B. Grantee is solely responsible for its Access to and use of Software Entitlements and Covered Data, including:

1. Ensuring a level of security appropriate to the risk in respect of Covered Data;

2. Securing Grantee's and its Authorized Users' systems and devices that can Access FL[DS] systems and Software Entitlements and complying with the Security Standards;

3. Selecting and/or ensuring that Grantee has selected its Authorized Users; activating and deactivating the Access, credentials, and privileges of its Authorized Users; and managing access controls to the FL[DS] system and Software Entitlements in a timely manner in accordance with the Security Standards;

4. Securing the account authentication credentials, systems, and devices of Grantee personnel who the Grantee designates to be Authorized Users;

5. Managing the compliance of its Authorized Users with the Grantee's established security measures and as required by Applicable Law;

6. Maintaining audit logs, as deemed necessary by the Grantee to demonstrate compliance with its obligations under this DSA;

7. Backing up Covered Data, if required by law or Grantee policy; and

8. Ensuring that it and its Authorized Users remain in compliance with the terms and conditions of any Software Entitlements.

C. FL[DS] is not responsible for, and has no obligation for:

1. Selecting or verifying Grantee's Authorized Users, activating or deactivating the Access or credentials of Authorized Users; or

2. Protecting Covered Data that Grantee elects to store or transfer outside of FL[DS]'s and its sub-processors' systems (for example, offline or on-premises storage).

I. Unauthorized Disclosure/Data Breach

A. In the event of a Data Breach of the Covered Data while in Grantee's (or an Authorized Third Party's) custody or control or as a result of Grantee's (or an Authorized Third Party's) access to or use of the Covered Data, which requires the provision of notice in accordance with section 501.171, F.S., or other Applicable Law (including, but not limited to, HIPAA), the Parties agree as follows:

   1. Grantee shall notify FL[DS] of the Data Breach not more than 24 hours after discovery that a Data Breach has occurred or is reasonably likely to have occurred.

   2. Grantee (or its Authorized Third Party) shall be responsible for all costs related to the Data Breach including FL[DS]' and/or Grantee's (or an Authorized Third Party'**s**) costs of complying with all legal requirements, including the requirements for Data Breach notification under Applicable Law, as well as defending any claims, actions, or lawsuits related thereto.

   3. If a Data Breach is subject to the notice provisions of section 501.171, F.S., or Applicable Law, the Parties agree to cooperate and work together to ensure full legal compliance and to provide breach notification to the extent required by Applicable Law. Grantee shall use its best and diligent efforts to identify the individuals entitled to receive notice of the Data Breach and obtain the names and mailing information of such individuals, so that FL[DS] and/or Grantee are able to distribute the notices within the legally required time periods. FL[DS] and/or Grantee, as applicable, shall bear its internal administrative and other costs incurred in identifying the affected individuals and their mailing information.

   4. In the event of a Data Breach, including the privacy or security of the Covered Data, while in the custody or control of the Grantee, if the Grantee must provide notice as a result of the requirements contained in section 501.171, F.S., or other Applicable Law, the Grantee shall submit a draft of the notice to FL[DS] for prior review and approval of the contents of the notice, prior to disseminating the notice. Such approval shall not be unreasonably delayed or withheld.

B. If Grantee experiences a breach of the security of its systems that results in a breach of the security of FL[DS]'s systems ("FL[DS] Breach"), Grantee shall be responsible for all costs related to the FL[DS] Breach including FL[DS]'s costs of complying with all legal requirements, including any costs for data breach notification under section 501.171, F.S., or Applicable Law, as well as defending any claims, actions, or lawsuits against the FL[DS] related thereto. Grantee, at its own expense, shall cooperate fully with FL[DS] in the investigation, eradication, remediation, and recovery from the FL[DS] Breach.

C. If FL[DS] experiences a breach of the security of its systems that results in a breach of the security of Grantee's systems ("Grantee Breach"), FL[DS] shall be responsible for all costs related to the Grantee Breach including Grantee's costs of complying with all legal requirements, including the requirements for data breach notification under section 501.171, F.S., or Applicable Law, as well as defending any claims, actions or lawsuits related thereto. FL[DS], at its own expense, shall

cooperate fully with Grantee in the investigation, eradication, remediation, and recovery from the Grantee Breach.

D. If either FL[DS] or Grantee is obligated under this Section to pay costs incurred by the other Party, the Party required to pay such costs shall submit a draft of the legal notifications and other public communications to the other Party for prompt review and approval of the contents prior to disseminating the notification or communication. Such approval shall not be unreasonably delayed or withheld.

E. The Parties understand and agree the provisions of this DSA relating to the protection and security of the Covered Data constitute a material condition of this DSA. This Article V. Unauthorized Disclosure/Data Breach is subject to Sections Q. and R. of the Agreement.

II. Additional Terms Applicable to Certain Circumstances.

A. Grantee is responsible for their Covered Data and entering into any required additional agreements related thereto. Grantee shall provide the FL[DS] DSA Coordinator with written notice prior to granting Access to any of the data types listed in subsections B-E, below, to FL[DS] or Software Entitlements. In the event of a conflict between the terms and conditions of this Article VI and the remainder of the DSA, the terms and conditions of Article VI shall control. Moreover, a Project may include the use of information described in more than one (1) of the provisions set forth in this Article VI, or it may include the use of information not described in this Article VI. In the event of a conflict between or among the terms and conditions of Subsections B, C, D or E of this Article VI, the more restrictive terms and conditions shall apply unless otherwise provided by Applicable Law or guidance by the applicable regulatory enforcement agencies or bodies.

B. **CJIS**. The terms and conditions of this Article VI.B. apply when Covered Data involved in a Project includes criminal justice information.

1. CJIS Covered Data. Covered Data may also include, but shall not be limited to, CJIS Covered Data. For purposes of this DSA, CJIS Covered Data shall mean criminal justice information that is provided by the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) system and that is necessary for law enforcement and civil agencies to perform their missions, including, but not limited to, biometric, identity history, biographic, property, and case/incident history data.

2. Disclosure of CJIS Covered Data. The disclosure of CJIS Covered Data under the DSA, as modified by this section, is governed by the CJIS Security Policy, available at https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center. In accordance with the CJIS Security Policy and 28 CFR Part 20, use of the CJIS system under the DSA is restricted to: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, rehabilitation of accused persons or criminal offenders, and other legally authorized purposes.

3. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the CJIS Covered Data under the CJIS Security Policy.

4. Access Requirements. Unique authorization is required for Access to the CJIS Covered Data and must be properly authenticated and recorded for audit purposes, including CJIS security and other applicable audit requirements.

A. **HIPAA and State Protected Health Information.** The terms and conditions of this Article VI.C. apply when Covered Data involved in a Project includes protected health information (PHI) and such other sensitive health information, the disclosure of which may be limited or restricted by law, including, but not limited to, mental health and drug and alcohol related information.

1. PHI Covered Data. Covered Data may also include, but shall not be limited to, PHI Covered Data. For purposes of this DSA, "PHI Covered Data" shall mean "protected health information" or "PHI," as such term is defined by HIPAA. PHI shall include, but shall not be limited to, any other medical or health-related information that is afforded greater protection under more restrictive federal or state law, including, but not limited to, the Substance Abuse and Mental Health Services Act (SAMSHA), located at 42 C.F.R. Part 2, the Florida Mental Health Act (the Baker Act), located at Fla. Stat. § 394.451 – 394.47892, and the Hal S. Marchman Alcohol and Other Drug Services Act, located at Fla. Stat. § 397.301 et seq.

2. Disclosure of PHI Covered Data. The disclosure of PHI Covered Data under the DSA, as modified by this Article C, is governed by HIPAA and more restrictive federal or state law, as applicable. Accordingly, the disclosure of PHI Covered Data under the DSA is permitted only with the consent of the individual who is the subject of the PHI Covered Data, by court order that meets the requirements of applicable law, and for other purposes as permitted by Applicable Law.

3. Business Associate Agreement. To the extent that FL[DS] is a "Business Associate" of Grantee, as such term is defined under HIPAA, the Parties agree to enter into a mutually agreeable Business Associate Agreement.

4. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the PHI Covered Data under HIPAA and more restrictive federal or state law, to the extent applicable.

5. Access Requirements. Unique authorization is required for Access and must be properly authenticated and recorded for audit purposes, including HIPAA audit requirements and other audit requirements under more restrictive federal or state law, to the extent applicable.

B. **FERPA**. The terms and conditions of this Article VI.D. apply when Covered Data includes student education records as defined by the Family Educational Rights and Privacy Act, 20 USC §1232g, and its implementing regulations set forth at 34 CFR Part 99 (collectively, "FERPA").

1. FERPA Covered Data. Covered Data may also include, but shall not be limited to, FERPA Covered Data. For purposes of this DSA, "FERPA Covered Data" shall mean student education records as defined by FERPA.

2. Disclosure of FERPA Covered Data. The disclosure of FERPA Covered Data under the DSA, as modified by this section, is governed by FERPA. Accordingly, the disclosure of FERPA Covered Data under the DSA is permitted with parent or eligible student consent and, without such consent, in the following circumstances: (i) to school officials with legitimate educational interest; (ii) to other schools to which a student is transferring; (iii) to specified officials for audit or evaluation purposes; (iv) to appropriate parties in connection with financial aid to a student; (v) to organizations conducting certain studies for or on behalf of the school; (vi) to accrediting organizations; (vii) to comply with a judicial order or lawfully issued subpoena; (viii) to appropriate officials in cases of health and safety emergencies; (ix) to state and local authorities, within a juvenile justice system, pursuant to specific state law; and (x) as otherwise provided by FERPA.

3. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the FERPA Covered Data under FERPA.

4. Access Requirements. Unique authorization is required for Access and must be properly authenticated and recorded for audit purposes, including FERPA and any other applicable audit requirements.

C. **DPPA**. The terms and conditions of this Article VI.E. apply when Covered Data includes motor vehicle record information.

1. DPPA Covered Data. For purposes of the DSA, Covered Data may include, but shall not be limited to, DPPA Covered Data. For purposes of this DSA, "DPPA Covered Data" shall mean motor vehicle information as set forth in the Driver Privacy Protection Act, 18 U.S.C. § 2721 ("DPPA").

2. Disclosure of DPPA Covered Data. The disclosure of DPPA Covered Data under the DSA, as modified by this section, is governed by DPPA. DPPA prohibits the disclosure of personal information, as defined in 18 U.S.C. § 2725(3), that is contained in motor vehicle records, but such information may be used by any government agency, such as FL[DS] and Grantee, in carrying out its functions. Such personal information may not be re-disclosed by FL[DS] or Grantee, however, except in accordance with the permissible uses set forth at 18 U.S.C. § 2721(b). With certain limited exceptions, DPPA further prohibits the disclosure of highly restricted personal information, as defined in 18 U.S.C. § 2725(4), without the express consent of the individual who is the subject of such information. In accordance with section 119.0712(2)(d)(2), F.S., the emergency contact information contained in a motor vehicle record, without the express consent of the person to whom such emergency contact information applies, may be released only to: (a) law enforcement agencies for purposes of contacting those listed in the event of an emergency; or (b) a receiving facility, hospital, or licensed detoxification or addictions receiving facility pursuant to sections 394.463(2)(a) or 397.6772(1)(a), F.S., for the sole purpose of informing a patient's emergency contacts of the patient's whereabouts. E-mail addresses that are collected by the Florida Department of Highway Safety and Motor Vehicles also may not be disclosed pursuant to Section 119.0712(2)(c), F.S.

3. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the DPPA Covered Data under DPPA and the Florida Statutes referenced above.

4. Access Requirements. Unique authorization is required for Access and must be properly authenticated and recorded for audit purposes, including, but not limited to, compliance with these terms and conditions.

I. Designation of DSA Coordinators

A. The Coordinators for this DSA are:

FL[DS] DSA Coordinator:

Policy Manager
2555 Shumard Oak Boulevard
Tallahassee, FL 32399

Telephone: 850-413-0604
Email: Policy@digital.fl.gov

FL[DS] IT Coordinator:

State Cybersecurity Information Security Officer
2555 Shumard Oak Boulevard
Tallahassee, FL 32399
Telephone: 850-413-0604
Email: Cyber@digital.fl.gov

Grantee's DSA Coordinator:
Brian Armstrong
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
Telephone: (904) 310-3287
Email: barmstrong@fbfl.org

Grantee's IT Coordinator:

Dana Whicker
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
Telephone: (904) 310-3286
Email: dwhicker@fbfl.org

A. Changes to the DSA and/or IT Coordinator designations may be accomplished by providing email change notification that is acknowledged by both Parties.

I. Inspection of Records

Each Party shall permit the other Party and any other applicable state and federal representatives with regulatory oversight over the other Party, or their designees, to conduct inspections described in this paragraph, or to make on-site inspections of records relevant to this DSA to ensure compliance with any state and federal law, regulation, or rule. Such inspections may take place with notice during normal business hours wherever the records are maintained. Each Party shall ensure a system is maintained that is sufficient to permit an audit of such Party's compliance with this DSA and the requirements specified above. Failure to allow such inspections constitutes a material breach of this DSA. This DSA may be terminated in accordance with Article VII.C. for a material breach.

II. Grantee Additional Terms

A. Contractors. Grantee shall ensure all contractors that have Access to Covered Data or Software Entitlements comply with all requirements of this DSA. The Software Entitlements shall not be Accessible by, or deployed on, Information Technology Resources not owned, employed, or controlled by Grantee.

RELEVANT FLORIDA STATUTES (2025)

Section 282.3185, Florida Statutes (F.S.), the “Local Government Cybersecurity Act,” directs the Florida Digital Service (FL[DS]) to provide training in cybersecurity to local governments, oversee their compliance in adopting cybersecurity standards, and to receive cybersecurity incident and ransomware event notifications through the State Cybersecurity Operations Center. Such incident reporting must also include “[a] statement requesting or declining assistance from the Cybersecurity Operations Center, the Cybercrime Office of the Department of Law Enforcement, or the sheriff who has jurisdiction over the local government.” per section 282.3185, F.S.

Under Specific Appropriation 2708 and Section 211 of the 2025-2026 General Appropriations Act, FL[DS] has been directed to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs.

Section 119.0725, F.S., establishes that coverage limits and deductible or self-insurance amounts of insurance or other risk mitigation coverages acquired for the protection of information technology systems, operational technology systems, or data of entities subject to the requirements of section 119.07(1), F.S., and section 24(a), Article I of the State Constitution; information relating to existing or proposed information technology and operational technology systems and assets, whether physical or virtual, the incapacity or destruction of which would negatively affect security, economic security, public health, or public safety; cybersecurity incident information reported under section 282.3185, F.S.; network schematics, hardware and software configurations, or encryption information or information that identifies detection, investigation, or response practices for suspected or confirmed cybersecurity incidents, including suspected or confirmed breaches, if the disclosure of such information would facilitate unauthorized access to or unauthorized modification, disclosure, or destruction of data or information, whether physical or virtual, or information technology resources, which include an agency’s existing or proposed information technology systems; and the recordings and transcripts of public meetings where such information may be revealed are confidential and exempt, and such public meetings are exempt from section 286.011, F.S., and section 24(b), Article I of the State Constitution.

Exhibit A
Cybersecurity Incident Response Rider

I. Definitions

In addition to the defined terms in the DSA, capitalized terms used herein have the meanings provided below:

A. Cloud Console – The global administrative accounts for Software Entitlements directly managed and licensed by FL[DS].

B. Customer Account – The accounts for Software Entitlements directly utilized by Grantee.

C. Information Technology Resources – As defined in section 282.0041, Florida Statutes, data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training. As used in this IR Rider, the term also includes the definition for "Information Technology," as defined in section 282.0041, Florida Statutes, to add equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form.

D. Managing Organization – The entity managing the use of the Software Entitlements and their Cloud Consoles. As used in this IR Rider, the Managing Organization is FL[DS].

E. Protected Grantee Data – Data, not including Telemetry Data, maintained and generated by Grantee, which shall not be Accessed or Accessible by, or sent to, Software Entitlements.

F. Solution Data – Data, reports, or other information generated by Software Entitlements. This may be derived from, but does not include, Telemetry Data.

G. Telemetry Data – Data generated by Grantee through automated communication processes from multiple data sources and processed by Software Entitlements.

H. View - The permissions Grantee grants to FL[DS] to see Telemetry and Solutions Data provided to the Managing Organization by Customer Accounts. A View does not permit FL[DS] Access to Protected Grantee Data.

II. Purpose

FL[DS] and Grantee enter into this IR Rider to establish the terms and conditions for FL[DS] Access to assist Grantee with responding to incidents.

III. Incident Response

A. **Incident Response Support**. As specified in section 282.3185(5), F.S., if applicable, upon discovery of an incident, Grantee may request, or FL[DS] may offer to provide, incident response support. Access to Grantee Information Technology Resources shall be limited to the extent expressly agreed to by Grantee. Such Access and support are unilaterally terminable at any time by either Party. FL[DS] may establish, and Grantee shall comply with, protocols or procedures for reporting and requesting support for incidents under this IR Rider, responding to incidents, and the types of support available to be provided for an incident. Grantee shall mitigate the impact of the incident and

preserve all relevant documents, records, and data. Grantee shall cooperate and coordinate with FL[DS] in responding to incidents where incident response support is received, including, but not limited to:

1. Assisting with any incident response related investigation by FL[DS];
2. Providing FL[DS] with physical access to the affected facilities and operations;
3. Facilitating interviews with Grantee personnel; and
4. Making all relevant records, logs, files, data reporting, and other materials available to FL[DS] or Grantee-authorized third parties.

FL[DS] shall only Access Covered Data, other Grantee data, and Grantee Information Technology Resources as permitted by Grantee. Any specific limitations on such Access shall be documented.

Upon termination of each instance of incident response support, regardless of the reason for such termination, Grantee shall assist FL[DS] with any close-out or post-incident documentation upon request.

B. **Covered Data and Personally Identifiable Information**. FL[DS] will not disclose Covered Data or other data made Accessible during incident response support to any third party unless required by law or as authorized by Grantee. In the event such data is required by law to be disclosed, FL[DS] shall make best efforts to notify Grantee prior to such disclosure.

IV. FL[DS] Role and Responsibilities

FL[DS] shall provide Grantee with the option to utilize the Software Entitlements to enhance the Grantee's cybersecurity and protect the Grantee's infrastructure from threats.

FL[DS] will Access a View of the Telemetry Data and Solution Data. FL[DS] will only use Telemetry and Solutions Data for the purpose of developing and implementing the Program; identifying and responding to risks and incidents; and in furtherance of meeting FL[DS]' and Grantee's statutory and regulatory obligations. FL[DS] will not disclose the Telemetry Data and Solutions Data to any third party unless required by law or as otherwise authorized by Grantee. FL[DS] will provide incident response services and resources as allowed and agreed to by FL[DS] and Grantee in responding to risks and incident.

V. Grantee Roles and Responsibilities

Grantee shall cooperate with and provide all assistance necessary to FL[DS]' incident response support.

VI. Indemnification

For the avoidance of doubt, the Grantee agrees to indemnify FL[DS] and the Department for any claims related to this rider pursuant to the terms provided in Section Q., Unauthorized Use, of the Grant Agreement.

Exhibit A
Cybersecurity Incident Response Rider

I. Conflict

In the event of a conflict between this IR Rider, the DSA, and any other rider, the terms of this IR Rider shall control.

II. Liability and Termination of Incident Response Support

Except as described in the DSA or other riders, incident response services and resources of FL[DS] or Grantee-authorized third parties shall be provided by FL[DS] without warranty by, and without liability to, FL[DS] or such Grantee-authorized third parties. Upon request, FL[DS] or Grantee-authorized third parties shall provide reasonable assistance to return Grantee Information Technology Resources to the operational status prior to the involvement of FL[DS] incident response support.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Exhibit B
Solution Rider

I. Definitions

In addition to the defined terms in the DSA, capitalized terms used herein have the meanings provided below:

A. Protected Grantee Data – Data, not including Telemetry Data, maintained, and generated by Grantee, which shall not be Accessed or Accessible by, or sent to, the Licensed Software Solution.

B. Customer Account – The Licensed Software Solution account directly utilized by Grantee.

C. Local Government Cybersecurity Grant Program ("the Program") –The Program established by the 2025-2026 General Appropriations Act to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs.

D. Licensed Software Solutions – Proprietary software provided to the Grantee under the Agreement to satisfy provision of the solution(s) awarded to the Grantee, as identified in Attachment A of the Grant Agreement.

E. Managing Organization – The entity managing the use of the Licensed Software Solution and its implementation. As used in this Rider, the Managing Organization is FL[DS].

F. Protected Grantee Data – Data, not including Telemetry Data, maintained, and generated by Grantee, which shall not be Accessed or Accessible by, or sent to, the Licensed Software Solution.

G. Solution Console – The global administrative account(s) directly managed and licensed by FL[DS] to provide the Grantee with the Software Entitlement.

H. Solution Data – Data, reports, or other information generated by the Licensed Software Solution. May be derived from but shall not include Telemetry Data.

I. Telemetry Data –The data generated by Grantee through automated communication processes from multiple data sources and processed by the Licensed Software Solution.

J. View – The permissions granted for FL[DS] to see Telemetry Data provided to the Managing Organization's Solution Console by the Customer Account. A View does not permit FL[DS] Access to Protected Grantee Data.

II. Statement of Work

A. **Purpose/Scope:** FL[DS] and Grantee enter into this Rider to establish the terms and conditions for Grantee Access to the Licensed Software Solution provided by FL[DS]; to establish the maintenance, use, and disclosure of the Telemetry Data generated by Grantee and uploaded to the Solution Console; and to provide terms and conditions for the use of the Licensed Software Solution.

B. **FL[DS] Role and Responsibilities**: FL[DS] is responsible for providing Grantee with the option to utilize the Licensed Software Solution.

FL[DS] shall be permitted to Access a View of the Telemetry Data provided within the Solution Console via permissions to the Customer Account.

FL[DS] will only use Telemetry Data for the express purpose of developing and implementing the Program and in furtherance of FL[DS]' and Grantee's statutory and regulatory obligations. FL[DS] will not disclose the Telemetry Data to any third party unless required by law or as otherwise authorized by Grantee.

A. **Grantee's Role and Responsibilities:** Grantee is responsible for:

   a. Grantee Access to and use of the Licensed Software Solution in compliance with all terms and conditions related thereto, including the Agreement terms and the vendor terms and conditions to be provided to the Grantee by FL[DS] without need for an amendment hereto by the Parties and which, after provision thereof, will be deemed incorporated herein and a material component hereof;

   b. Activating and deactivating the Access, credentials, and privileges of its authorized users;

   c. Ensuring no Protected Grantee Data is submitted to the Licensed Software Solution;

   d. Entering into any additional agreement with FL[DS], the Licensed Software Solution provider, or other third-parties as may be required by law regarding Protected Grantee Data, as applicable; and

   e. Managing access controls to allow View by FL[DS] and Access by the Licensed Software Solution.

   f. Telemetry Data, even as it may be housed, maintained, or processed by the Licensed Software Solution, is and shall remain the property of Grantee.

B. **Indemnification:** For the avoidance of doubt, the Grantee agrees to indemnify FL[DS] and the Department for any costs related to Grantee's use of the Licensed Software Solution pursuant to the terms provided in Section Q., Unauthorized Use, of the Grant Agreement.

C. **Conflict:** In the event of a conflict between this Rider and the DSA, the terms of this Rider shall control.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Ron DeSantis, Florida Governor
Pedro Allende, Secretary
Warren Sponholtz, Florida State Chief Information Officer

Attn: Susan Carless
Administrative Coordinator
City of Fernandina Beach
204 Ash St
Fernandina Beach, FL 32034

May 12, 2025

Congratulations City of Fernandina Beach! You have been awarded for Round 2 of the Year 2 Florida Local Government Cybersecurity Grant administered by the Florida Digital Service. Based on the requests and information included in your application, the following capabilities will be offered:

Capability	Awarded Round 2	Solution	Quantity	Unit
External-Facing Asset Discovery	Yes	Palo Alto Networks Xpanse	32	Assets Under Management
Endpoint-Based Asset Discovery (Agent)	No			
Network-Based Asset Discovery (Agentless)	Yes	Armis Centrix	200	Total Supported Endpoints
Endpoint Detection and Response	Yes	CrowdStrike	175	Endpoints
Content Delivery Network	Yes	Akamai	1,001-2,000 GB	Entity Size
Security Operations Platform	Yes	Crowdstrike SOP	300	Endpoints
Email Security	Yes	Cisco Secure Email	330	Mailboxes

If you identify any discrepancies with the information above, please contact us immediately .

In addition to software access for the capabilities awarded, the Florida Digital Service will provide the following:

- Incident response assistance when requested.
- Training, technical assistance, and support for the capabilities granted.

Your Grant Agreement will be sent via DocuSign shortly. The Grant Agreement must be executed by June 12, 2025. If you do not receive the Grant Agreement within the next 48 hours, we may not have the correct contact. Please inquire via your GrantWorks Portal account, or send an email to cybersecuritygrants@digital.fl.gov. There will not be any extensions to the Grant Agreement deadline, as the software must be received before the end of June.

In mid-June 2025, you will need to attend kick-off meetings for each of your awarded solutions, and approve an implementation plan for each of solution by the end of June.

The Florida Digital Service remains committed to supporting you throughout this process as we deploy critical capabilities to mitigate cybersecurity threats to your local community. We look forward to working alongside you and your team.

Best Regards,
Florida's Local Government Cybersecurity Grant Team
Florida Digital Service
cybersecuritygrants@digital.fl.gov

RESOLUTION 2025-90

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA; AUTHORIZING A CYBERSECURITY GRANT WITH THE FLORIDA DEPARTMENT OF MANAGEMENT SERVICES FOR CYBERSECURITY SERVICES, MONITORING, AND RESPONSE; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the state of Florida has created the Florida Digital Service and offered a grant for cybersecurity related software and services, for which staff applied; and

WHEREAS, the city has been awarded this grant and the Florida Department of Management Services provided the attached grant agreement for Commission consideration; and

WHEREAS, the annual savings to the City is expected to be at least $69,000 in FY26; and

WHEREAS, Staff recommends approving the grant agreement as presented in 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 accepting the grant agreement, attached as Exhibit A, with Florida Department of Management Services.

SECTION 2. The City Clerk and the City Manager are hereby authorized to execute this agreement, upon review and approval of the City Attorney Pro Tem.

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

ADOPTED this 3rd day of June 2025.

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

CITY OF FERNANDINA BEACH

JAMES ANTUN
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

HARRISON W. POOLE, ESQ.
City Attorney Pro Tem

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

GRANT AGREEMENT

FOR

LOCAL GOVERNMENT CYBERSECURITY GRANT PROGRAM

CONTRACT NO: DMS-24/25-355

CATALOG OF STATE FINANCIAL ASSISTANCE NUMBER: 72.016

BETWEEN

THE STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

AND

CITY OF FERNANDINA BEACH

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

GRANT AGREEMENT

This Grant Agreement is made and entered into by and between the Department of Management Services (Department), an agency of the State of Florida (State), and City of Fernandina Beach (Grantee). The Department and the Grantee are sometimes referred to herein individually as a "Party" or collectively as the "Parties."

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

WHEREAS, the Department, through the Florida Digital Service (FL[DS]), has the authority, pursuant to Section 200, Fiscal Year 2024-2025 General Appropriations Act (GAA), to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs; and

WHEREAS, the Grantee represents that it is fully qualified and eligible to receive the grant identified herein in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, the Parties do mutually agree as follows**:**

A. Deliverables and Performance Requirements:

In accordance with the GAA, the Parties agree that the funds will be utilized as described in Attachment A– Solution Statement of Work. The Grantee shall provide the deliverables specified herein in accordance with the terms and conditions of this Agreement, including its attachments and exhibits.

B. Agreement Period:

The performance period for this Agreement begins upon execution and ends upon the expiration of the applicable cybersecurity technical assistance services or commodities awarded or purchased pursuant to the Agreement, or in accordance with the final implementation plan(s), unless terminated earlier in accordance with the Agreement. No renewals or extensions of this Agreement are permitted.

C. Agreement Documents and Amendments Thereto.

1. Agreement Documents. "Agreement" means this Grant Agreement and all incorporated attachments, exhibits, and schedules, which set forth the entire understanding of the Parties. There are no other provisions, terms, conditions, or obligations. This Agreement supersedes all previous oral or written communications, representations, or agreements on this subject.

   All attachments, exhibits, and schedules listed below are incorporated in their entirety into, and will form part of, this Agreement. In the event of a conflict, the following order of precedence shall apply:

   a. This Grant Agreement
   b. Attachment A – Solution Statement of Work
   c. Attachment B – Audit Requirements for Awards of State and Federal Financial Assistance, including its Exhibit 1
   d. Attachment C – Grantee Data Sharing Agreement(s) ("DSA"), if applicable

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

e. Final Implementation Plan, if applicable(s)

2. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one (1) single agreement between the Parties.

3. Survivability. This Agreement and any and all promises, covenants, and representations made herein are binding upon the Parties hereto and any and all respective heirs, assigns, and successors in interest. The respective obligations of the Parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination or expiration of this Agreement.

4. Severability. If a court of competent jurisdiction deems any term or condition of this Agreement void or unenforceable, the other provisions are severable to that void provision, and will remain in full force and effect. However, to the fullest extent permitted by law, this Agreement shall be construed as if the scope or duration of such provision had been more narrowly drafted so as not to be invalid or unenforceable.

5. Amendments. With the exception of changes to the Primary Contacts, DSA/IT Coordinators, and the provisions of the applicable vendor terms and conditions, this Agreement may only be modified or amended by a written agreement duly executed by the Parties.

D. Notices and Primary Contacts:

1. Notices. The Parties shall use the contact information provided in Section D.2., Primary Contacts, below, for all communications and notices under this Agreement. Where the term "written notice" is used to specify a notice requirement herein, said notice will be deemed to have been given (i) when personally delivered; (ii) when transmitted via facsimile (with confirmation of receipt) or email (with confirmation of receipt), provided the sender on the same day sends a confirming copy of such notice by a recognized delivery service (charges prepaid); (iii) the Business Day immediately following the next Business Day on which the notice or communication has been provided prepaid by the sender to a recognized overnight delivery service; or (iv) on the date actually received except where there is a date of the certification of receipt. For purposes of this Agreement, "Business Day" means any day of the week, excluding weekends and holidays, observed by State agencies pursuant to section 110.117(1)(a)-(j), Florida Statutes (F.S.).

2. Primary Contacts.

a. **Department's Grant Manager** (see section 215.971, F.S.).

Lacy Perkins, Procurement & Grants Administrator
Florida Digital Service
Department of Management Services
2555 Shumard Oaks Blvd
Tallahassee, Florida 32399

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

Telephone: (850) 413-0604
Email: CybersecurityGrants@digital.fl.gov

2. **Grantee's Grant Manager**

Susan Carless, Administrative Coordinator
City of Fernandina Beach
204 Ash St
Fernandina Beach, FL 32034
Telephone: +1 (904) 310-3284
Email: scarless@fbfl.org

3. Changes in Primary Contacts. Either Party may provide notice to the other Party by email identifying a change of a designated primary contact and providing the new contact information for the newly designated primary contact. Such notices must be sent to the other Party's Grant Manager and is sufficient to effectuate this change without requiring a written amendment to this Agreement.

E. Payment, Funding, and Award Considerations:

1. Fiscal Year. The funds utilized for this Agreement are from the State's 2024-2025 Fiscal Year, which begins July 1, 2024, and expires on June 30, 2025.

2. Services, Licenses or Commodities Awards. The Grantee agrees to implement services, licenses, or commodities described in Attachment A – Solution Statement of Work, according to the Final Implementation Plan(s), if applicable. All uses of the items described in Attachment A – Solution Statement of Work are subject to the terms and conditions of the DSA and applicable riders attached thereto.

3. Procurement. The Department agrees to purchase all commodities or services awarded to the Grantee on behalf of the Grantee as described in Attachment A – Solution Statement of Work.

F. Compliance with Law:

1. Applicable Law. The Parties shall comply with the applicable state and federal laws, rules, regulations, and policies, including, but not limited to, those identified in this Agreement.

2. Governing Law. The Grantee agrees that this Agreement is entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State. Each Party shall perform its obligations herein in accordance with the terms and conditions of this Agreement. Without limiting the provisions of Section P, Dispute Resolution, the exclusive venue of any legal or equitable action that arises out of or relates to this Agreement shall be the appropriate State court in Leon County, Florida; in any such action, the Parties waive any right to jury trial. Except as otherwise

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

provided by law, the Parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

3. Ethics. The Grantee shall comply with the requirements of sections 11.062 and 216.347, F.S. The Grantee shall not, in connection with this or any other agreement with the State, directly or indirectly:

   a. Offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty; or
   b. Offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of this subsection b, "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.

   Upon request of the Department's Inspector General, or other authorized State official, the Grantee shall provide any type of information the Inspector General deems relevant to the Grantee's integrity or responsibility. Such information may include, but shall not be limited to, the Grantee's business or financial records, documents, or files of any type or form that refer to or relate to this Agreement. The Grantee shall retain such records in accordance with the record retention requirements of Part V of Attachment B, Audit Requirements for Awards of State and Federal Financial Assistance.

4. Advertising. Subject to Chapter 119, F.S., the Grantee shall not publicly disseminate any information concerning this Agreement under any promotional activity, such as advertisements or press releases, without prior written approval from the Department.

5. Conflict of Interest. This Agreement is subject to Chapter 112, F.S. The Grantee shall disclose the name of any officer, director, employee, or other agent who has or potentially has a conflict of interest relating to this Agreement or funds received hereunder.

6. Records Retention. The Grantee shall retain all records made or received in conjunction with this Agreement for the longer of five (5) years after the end of this Agreement period and all pending matters or the period required by the General Records Schedules maintained by the Florida Department of State (available at: https://dos.myflorida.com/media/703328/gs1-sl-2020.pdf). If the Grantee's record retention requirements terminate prior to the requirements stated herein, the Grantee may meet the Department's record retention requirements for this Agreement by transferring its records to the Department at that time, and by destroying duplicate records in accordance with section 501.171, F.S., and, if applicable, section 119.0701, F.S. The Grantee shall adhere to established information destruction standards such as those established by the National Institute of Standards and Technology Special Publication 800-88, "Guidelines for Media Sanitization" (2014). See https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

G. Recoupment of Funds:

1. Notwithstanding the damages limitations of Section R, Limitation of Liability, if the Grantee's non-compliance with any provision of this Agreement results in additional costs or monetary loss to the Department or the State, the Department can recoup the costs or losses from monies owed to the Grantee under this Agreement or any other agreement between the Grantee and any State entity. In the event that the discovery of additional costs or losses arises when no monies are available under this Agreement or any other agreement between the Grantee and any State entity, the Grantee shall repay such costs or losses to the Department in full within thirty (30) days from the date of discovery or notification, unless the Department agrees, in writing, to an alternative timeframe. The Department shall not be liable for any penalties or costs associated with the Grantee's misuse of any purchases made pursuant to this Agreement.

2. If the Grantee or its independent auditor discovers that an overpayment has been made, the Grantee shall repay said overpayment within forty (40) calendar days without prior notification from the Department. In the event that the Department first discovers an overpayment has been made, the Department will notify the Grantee in writing. Should repayment not be made in a timely manner, the Department shall be entitled to charge interest at the lawful rate of interest on the outstanding balance beginning forty (40) calendar days after the date of notification or discovery. Refunds should be sent to the Department's Agreement Manager and made payable to the "Department of Management Services." If this Agreement is terminated for cause, the Department, at its discretion, may require that the Grantee return to the Department any funds that were used for purposes that are considered ineligible under this Agreement.

H. Audits and Records:

1. Representatives of the Department, the State's Chief Financial Officer, the State's Auditor General, and representatives of the federal government, shall have access to any of the Grantee's books, documents, papers, and records, including electronic storage media, as they may relate to this Agreement, for the purposes of conducting audits or examinations or making excerpts or transcriptions.

2. The Grantee shall maintain books, records, and documents in accordance with the generally accepted accounting principles to sufficiently and properly reflect all purchases made under this Agreement.

   The Grantee shall comply with all applicable requirements of section 215.97, F.S., and Attachment B, Audit Requirements for Awards of State and Federal Financial Assistance. If the Grantee is required to undergo an audit, the Grantee shall disclose all related party transactions to the auditor.

3. The Grantee shall retain all its records, financial records, supporting documents, statistical records, and any other documents, including electronic storage media, pertinent to this

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

Agreement in accordance with the record retention requirements of Part V of Attachment B, Audit Requirements for Awards of State and Federal Financial Assistance. The Grantee shall cooperate with the Department to facilitate the duplication and transfer of such records or documents upon the Department's request.

4. If awarded services, licenses, or commodities described in Attachment A – Solution Statement of Work, the Grantee shall include records of the start and end dates for all tasks in the Final Implementation Plan(s), if applicable. Additional requirements may be incorporated in the Final Implementation Plan(s).

5. The Grantee shall include the aforementioned audit and recordkeeping requirements in all approved subrecipient contracts and assignments.

I. Public Records and Records Production:

1. Identification and Protection of Confidential Information. Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and section 119.011, F.S., provides a broad definition of "public record." As such, records submitted to the Department (or any other State agency) are public records and are subject to disclosure unless exempt from disclosure by law. The following records for agencies, as "agency" is defined in section 119.011(2), F.S., are confidential and exempt pursuant to section 119.0725, F.S.:

   a. Cybersecurity insurance limits and deductibles;
   b. Information relating to critical infrastructure;
   c. Incident reporting information pursuant to sections 282.318 and 282.3185, F.S.;
   d. Network schematics;
   e. Hardware and software configurations; and
   f. Encryption information or information that identifies detection, investigation, or response practices for suspected or confirmed cybersecurity incidents, including suspected or confirmed breaches.

   If the Grantee considers any portion of other records it provides to the Department (or any other State agency) to be trade secret or otherwise confidential or exempt from disclosure under Florida or federal law, the Grantee shall mark the document as "confidential" and simultaneously provide the Department (or other State agency) with a separate, redacted copy of the record. Such records and those records made confidential and exempt pursuant to section 119.0725, F.S., shall be considered "Confidential Information." For each portion redacted, the Grantee shall describe in writing the grounds for claiming the exemption, including the specific statutory citation for such exemption. The Grantee shall only redact portions of records that it claims are Confidential Information.

   In the event of a request for public records pursuant to Chapter 119, F.S., the Florida Constitution, or other authority, to which records that are marked as "confidential" are responsive, the Department will provide the Grantee-redacted copy to the requestor. If a

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

requestor asserts a right to the redacted Confidential Information, the Department will notify the Grantee such an assertion has been made. It is the Grantee's responsibility to take the appropriate legal action to assert that the information in question is exempt from disclosure under Chapter 119, F.S., or other applicable law.

If the Department becomes subject to a demand for discovery or disclosure of documents that are marked as "confidential" in a legal proceeding, the Department will give the Grantee notice of the demand or request. The Grantee shall take the appropriate legal action in response to the demand and to defend its claims of confidentiality. If the Grantee fails to take appropriate and timely action to protect the records it has designated as Confidential Information, the Grantee agrees that the Department is permitted to treat those records as not confidential and the Department is permitted to provide the unredacted records to the requester and the Grantee agrees not to pursue any suit, action, or claim, including for damages, against the Department or its employees, attorneys, agents or volunteers.

The Grantee shall protect, defend, and indemnify the Department from all suits, claims, actions, demands, liability, costs, fines, and attorneys' fees arising from or relating to the Grantee's determination that the redacted portions of its records are Confidential Information, including all costs, including attorney's fees, incurred regarding the entitlement or amount of such attorney's fees. If the Grantee fails to submit a redacted copy in accordance with this section, of information it claims is Confidential Information, the Department is authorized to produce the entire record submitted to the Department, including those records marked "confidential," in response to a public records request for, or demand for discovery or disclosure of, these records and the Grantee agrees not to pursue any suit, action, or claim, including for damages, against the Department or its employees, attorneys, agents, or volunteers.

2. Inspection of Records. In accordance with section 216.1366, F.S., the Department is authorized to inspect the: (a) financial records, papers, and documents of the Grantee that are directly related to the performance of this Agreement or the expenditure of State funds; and (b) programmatic records, papers, and documents of the Grantee which the Department determines are necessary to monitor the performance of this Agreement or to ensure that the terms of this Agreement are being met. The Grantee shall provide such records, papers, and documents requested by the Department within ten (10) Business Days after the request is made.

J. Non-Discrimination:

The Grantee shall not unlawfully discriminate against any individual employed in the performance of this Agreement due to race, religion, color, sex, physical handicap unrelated to such person's ability to engage in this work, national origin, ancestry, or age. The Grantee shall provide a harassment-free workplace, and any allegation of harassment shall be given priority attention and action.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

K. Duty of Continuing Disclosure of Legal Proceedings and Instances of Fraud:

1. The Grantee shall provide written notice to the Department disclosing any criminal litigation, investigation, or proceeding that arises during the Agreement period involving the Grantee except where the Grantee is involved in a prosecutorial or administrative capacity, or, to the extent the Grantee is aware, any of the Grantee's subrecipients or contractors (or any of the foregoing entities' current officers or directors). The Grantee shall also provide written notice to the Department disclosing any civil litigation, arbitration, or proceeding that arises during the Agreement period that is related to or involves funds provided under this Agreement, to which the Grantee (or, to the extent the Grantee is aware, any subrecipient or contractor hereunder) is a party, and which:

   a. Might reasonably be expected to adversely affect the viability or financial stability of the Grantee or any subrecipient or contractor hereunder; or
   b. Involves a claim or written allegation of fraud against the Grantee, or any subrecipient or contractor hereunder, by a governmental or public entity arising out of business dealings with governmental or public entities.

   All notices under this section must be provided to the Department within thirty (30) Business Days following the date that the Grantee first becomes aware of any such litigation, investigation, arbitration, or other proceeding (collectively, a "Proceeding"). Details of settlements that are prevented from disclosure by the terms of the settlement must be annotated as such.

2. This duty of disclosure applies to each officer and director of the Grantee, subrecipients, or contractors when any Proceeding relates to the officer's or director's business or financial activities.

3. Instances of Grantee operational fraud or criminal activities, regardless of whether a legal Proceeding has been initiated, shall be reported to the Department's Grant Manager within twenty-four (24) hours of the Grantee being made aware of the incident.

4. The Grantee shall promptly notify the Department's Grant Manager of any Proceeding relating to or affecting the Grantee's, subrecipient's, or contractor's business. If the existence of such Proceeding causes the State to conclude that the Grantee's ability or willingness to perform this Agreement is jeopardized, the Grantee shall be required to provide the Department's Grant Manager all reasonable assurances requested by the Department to demonstrate that:

   a. The Grantee will be able to perform this Agreement in accordance with its terms and conditions; and
   b. The Grantee and/or its employees, agents, subrecipients, or contractor(s) have not and will not engage in conduct in performance under this Agreement that is similar in nature to the conduct alleged in such Proceeding.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

L. Assignments, Subgrants, and Contracts:

1. Unless otherwise specified in Attachment A – Solution Statement of Work, or through prior written approval of the Department, the Grantee may not: 1) subgrant any funds awarded under this Agreement; 2) contract its duties or responsibilities under this Agreement out to a third party; or 3) assign, transfer, or sell any of the Grantee's rights or responsibilities, unless specifically permitted by law to do so. Any such subgrant, contract, or assignment occurring without the prior approval of the Department shall be null and void. In the event the Department approves transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with this Agreement. In addition, this Agreement shall bind the successors, assigns, and legal representatives of the Grantee, and of any legal entity that succeeds the Grantee, to the Grantee's obligations to the Department.

2. The Grantee agrees to be responsible for all work performed in fulfilling the obligations of this Agreement.

3. The Grantee agrees that the Department may assign or transfer its rights, duties, or obligations under this Agreement to another governmental entity upon giving prior written notice to the Grantee.

M. Intellectual Property Rights:

Where activities supported by this Agreement result in the creation of intellectual property rights, the Grantee shall notify the Department, and the Department will determine whether the Grantee will be required to grant the Department a perpetual, irrevocable, royalty-free, nonexclusive license to use, and to authorize others to use for State government purposes, any resulting patented, copyrighted, or trademarked work products developed under this Agreement.

N. Independent Contractor Status:

It is mutually understood and agreed to that at all times during the Grantee's performance of its duties and responsibilities under this Agreement that Grantee is acting and performing as an independent contractor. The Department shall neither have nor exercise any control or direction over the methods by which the Grantee shall perform its work and functions other than as provided herein. Nothing in this Agreement is intended to or shall be deemed to constitute a partnership or joint venture between the Parties.

1. The Grantee (and its officers, agents, employees, subrecipients, contractors, or assignees), in performance of this Agreement, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State. Further, unless specifically authorized to do so, the Grantee shall not represent to others that, as the Grantee, it has the authority to bind the Department or the State.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

2. Neither the Grantee nor its officers, agents, employees, subrecipients, contractors, or assignees, are entitled to State retirement or State leave benefits, or to any other compensation of State employment as a result of performing the duties and obligations of this Agreement.

3. The Grantee agrees to take such actions as may be necessary to ensure that each subrecipient or contractor will also be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State.

4. Unless agreed to by the Department in Attachment A – Solution Statement of Work, the Department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, clerical support, etc.) to the Grantee or its subrecipient, contractor, or assignee.

5. The Department shall not be responsible for withholding taxes with respect to the Grantee's compensation hereunder. The Grantee shall have no claim against the Department for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, reemployment assistance benefits, or employee benefits of any kind. The Grantee shall ensure that its employees, subrecipients, contractors, and other agents, receive benefits and necessary insurance (health, workers' compensation, reemployment assistance benefits) from an employer other than the State.

6. At all times during the Agreement period, the Grantee must comply with the reporting and Reemployment Assistance contribution payment requirements of chapter 443, F.S.

O. Termination:

1. Termination for Failure to Implement. For awarded services, licenses, or commodities under Attachment A – Solution Statement of Work, if the Grantee does not approve a Final Implementation Plan within 15 calendar days of purchase order issuance for the awarded solutions, this Agreement may be terminated by the Department, at its sole discretion.

2. Termination Due to the Lack of Funds. The funds utilized for this Agreement are from the State's 2024-2025 Fiscal Year, which begins July 1, 2024, and expires on June 30, 2025. If funds become unavailable for this Agreement's purpose, such event will not constitute a default by the Department or the State. The Department agrees to notify the Grantee in writing at the earliest possible time if funds are no longer available. In the event that any State funds upon which this Agreement depends are withdrawn or redirected, the Department may terminate this Agreement by providing written notice to the Grantee. The Department will be the final authority as to the availability of funds.

3. Termination for Cause. The Department may terminate this Agreement if the Grantee fails to:

   a. Satisfactorily complete the deliverables within the time specified in this Agreement;
   b. Maintain adequate progress, thus endangering performance of this Agreement;
   c. Honor any term of this Agreement; or

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

d. Abide by any statutory, regulatory, or licensing requirement.

The Grantee shall continue to perform any work not terminated. The Department's rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this Agreement. The Grantee shall not be entitled to recover any cancellation charges or lost profits.

4. Termination for Convenience. The Department may terminate this Agreement, in whole or in part, by providing written notice to the Grantee that the Department determined, in its sole discretion, it is in the State's interest to do so. The Grantee shall not furnish any product or continue services after the specified termination date in the Department's notice of termination, except as necessary to complete the continued portion of this Agreement, if any. The Grantee will not be entitled to recover any cancellation charges or lost profits.

5. Grantee's Responsibilities upon Termination. If the Department provides a notice of termination to the Grantee, except as otherwise specified by the Department in that notice, the Grantee shall:

   a. Stop work under this Agreement on the date and to the extent specified in the notice.
   b. Complete performance of such part of the work that has not been terminated by the Department, if any.
   c. Take such action as may be necessary, or as the Department may specify, to protect and preserve any property which is in the possession and custody of the Grantee, and in which the Department has or may acquire an interest.
   d. Transfer, assign, and make available to the Department all property and materials belonging to the Department upon the effective date of termination of this Agreement. No extra compensation will be paid to the Grantee for its services in connection with such transfer or assignment.

P. Dispute Resolution:

Disputes concerning performance under this Agreement will be decided by the Department, who shall reduce the decision to writing and serve a copy to the Grantee.

Q. Unauthorized Use:

1. The Grantee shall fully defend and hold harmless the State and the Department from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret, or intellectual property right provided, however, that the foregoing obligation shall not apply to the Department's misuse or modification of the Grantee's products or the Department's operation or use of the Grantee's products in a manner not contemplated by the Agreement. The Department will not be liable for any royalties.

2. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by the State or the Department in any legal action without the Grantee's prior written consent, which

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

shall not be unreasonably withheld. The State and the Department shall have the right, at its own cost and expense, to participate in all actions under this Section Q.

3. For the avoidance of doubt, as the Grantee is a subdivision, as defined in section 768.28(2), F.S., pursuant to section 768.28(19), F.S., neither Party indemnifies nor insures or assumes any liability to the other Party for the other Party's negligence. Notwithstanding anything to the contrary in this Section Q., liability of either Party for tort claims is limited to the amounts prescribed in section 768.28, F.S., plus the Party's reasonable attorneys' fees.

R. Limitation of Liability:

1. Unless otherwise specifically enumerated in this Agreement, no Party shall be liable to the other Party for special, indirect, punitive, or consequential damages, including lost data or records (unless this Agreement requires the Grantee to back-up data or records), even if the Party has been advised that such damages are possible. No Party shall be liable to the other Party for lost profits, lost revenue, or lost institutional operating savings. The State and the Department may, in addition to other remedies available to them at law or in equity and upon notice to the Grantee, retain such monies from amounts due the Grantee as may be necessary to satisfy any claim for damages, penalties, costs, and the like asserted by or against them. Except as otherwise provided in this Agreement or the Data Sharing Agreement or its attachments or Riders, the Department is not liable for unauthorized access to information except as directly attributable to the actions of the Department. For all claims against Grantee under this Agreement, and regardless of the basis on which the claim is made, Grantee's liability under this Agreement for direct damages shall be limited to the dollar value of this Agreement. This limitation shall not apply to claims arising under Section Q. of this Agreement.

2. Pursuant to Section 200 of the 2024-2025 General Appropriations Act, the State is hereby released from all liability related to cybersecurity incidents impacting the Grantee.

S. Force Majeure and Notice of Delay from Force Majeure:

Neither Party shall be liable to the other for any delay or failure to perform under this Agreement if such delay or failure is neither the fault nor caused by the negligence of the Party or its employees or agents and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Party's control, or for any of the foregoing that affects subrecipients, contractors, or suppliers if no alternate source of supply is available. However, in the event a delay arises from the foregoing causes, the Party shall take all reasonable measures to mitigate any and all resulting damages, costs, delays, or disruptions to the project in accordance with the Party's performance requirements under this Agreement.

In the case of any delay the Grantee believes is excusable under this section, the Grantee shall provide written notice to the Department describing the delay or potential delay and the cause of the delay within: ten (10) calendar days after the cause that creates or will create the delay first arose (if the Grantee could reasonably foresee that a delay could occur as a result); or five (5) calendar days after the date the Grantee first had reason to believe that a delay could result (if the delay is not reasonably foreseeable). **THE FOREGOING SHALL CONSTITUTE THE**

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this section is a condition precedent to such remedy.

The Department, in its sole discretion, will determine if the delay is excusable under this section and will notify the Grantee of its decision in writing. The Grantee shall not assert a claim for damages, other than for an extension of time, against the Department. The Grantee will not be entitled to an increase in the Agreement price or payment of any kind from the Department for any reason. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this section, after the causes have ceased to exist, the Grantee shall resume performance, unless the Department determines, in its sole discretion, that the delay will significantly impair the ability of the Grantee to timely complete its obligations under this Agreement, in which case, the Department may terminate this Agreement in whole or in part.

T. Mandatory Disclosure Requirements:

1. Convicted Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.133(1)(a), F.S., are placed on the convicted vendor list. Pursuant to section 287.133(2)(a), F.S.: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

2. Discriminatory Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.134(1)(a), F.S., are placed on the discriminatory vendor list. Pursuant to section 287.134(2)(a), F.S.: "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity."

3. Antitrust Violator Vendor List. The Grantee has a continuous duty to disclose to the Department if the Grantee or any of its affiliates, as defined by section 287.137(1)(a), F.S., are placed on the antitrust violator vendor list. Pursuant to section 287.137(2)(a), F.S.: "A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity."

4. Foreign Gifts and Contracts. The Grantee shall comply with any applicable disclosure requirements in section 286.101, F.S. Pursuant to section 268.101(7), F.S.: "In addition to any fine assessed under [section 286.101(7)(a), F.S.], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause."

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties agree to the terms and conditions of this Agreement and have duly authorized their respective representatives to sign it on the dates indicated below.

City of Fernandina Beach:

Signed by:
By: Sarah Campbell
DD2EC7C8EADE4B1...

Name: Sarah Campbell

Title: City Manager

Date: 5/20/2025 | 5:22 PM EDT

Department of Management Services:

Signed by:
By: Leo Schoonover
6FBE2623A1D0479...

Name: Leo Schoonover

Title: Chief Technology Officer

Date: 5/27/2025 | 11:13 AM EDT

ATTEST:
By: Caroline Best
Printed Name: Caroline Best
Title: City Clerk

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY pro tem

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

ATTACHMENT A
SOLUTION STATEMENT OF WORK

1. Scope of Work.

Pursuant to Section 200, FY 24-25 General Appropriations Act (GAA), the Parties agree that the Department shall, on behalf of the Grantee, expend funds for the provision of services, licenses, or commodities awarded to the Grantee to be utilized for the development and enhancement of cybersecurity risk management programs. The Grantee is being granted assistance in the form of services, licenses, or commodities to enhance its cybersecurity framework, to identify and mitigate risks, and to protect its infrastructure from threats through Florida's Local Government Cybersecurity Grant Program (the "Project").

2. Awarded Capabilities.

The Department shall offer one (1) or more solutions to the Grantee for the following capabilities:

Capability Type	Platform
External-Facing Asset Discovery	Palo Alto Networks Xpanse
Network-Based Asset Discovery (Agentless)	Armis Centrix
Endpoint Detection and Response	CrowdStrike
Content Delivery Network	Akamai
Security Operations Platform	Crowdstrike SOP
Email Security	Cisco Secure Email

Note: The Department will make its best effort to award the Grantee's preferred solution per capability. However, the Department can only contract for a limited number of solutions based on best value, technical acceptability, and operational volume.

3. Grantee Responsibilities.

The Grantee shall complete the Project in accordance with the requirements set forth in this Agreement and any applicable local, State, and federal laws and regulations. The Grantee is solely responsible for ensuring that any provided solutions are compliant with applicable state and federal laws and regulations based on Grantee's intended use, including, but not limited to, Health Insurance Portability and Accountability Act, Family Educational Rights and Privacy Act, Driver Privacy Protection Act, and General Data Protection Regulation.

4. Department Responsibilities.

The Department shall review Grantee reports and other records and reconcile them to ensure that the requirements of section 215.971, F.S., pertaining to agreements funded with State financial assistance are fulfilled.

5. Deliverables.

The Grantee shall complete the following deliverable(s):

Deliverables

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

No.	Tasks	Performance Measures and Due Dates
1	Execute this Grant Agreement.	The Grantee must execute the Grant Agreement within 30 calendar days of award.
2	Participate in a kick-off meeting with FL[DS] and the solution provider, if implementation is required.	The Grantee shall participate in the kick-off meeting with FL[DS] and the solution provider within five (5) calendar days of Purchase Order (PO) issuance.
3	Approve Final Implementation Plan(s) for solutions awarded, if implementation is required.	The Grantee must coordinate with the solution provider(s) to review the Implementation Plan(s). **If the Grantee chooses to proceed with a solution**, the Grantee must approve the Final Implementation Plan within 15 calendar days of PO issuance.
4	Complete all tasks in accordance with the Final Implementation Plan(s), if implementation is required.	The Grantee shall provide all necessary resources to execute tasks assigned to the Grantee in the Final Implementation Plan(s).
5	Notify the Department's Grant Manager of implementation completion per the Final Implementation Plan, if implementation is required.	The Grantee shall notify the Department's Grant Manager in writing within 10 calendar days of implementation completion.
6	Provide FL[DS] with any information related to this Agreement as requested by FL[DS].	The Grantee shall respond within seven (7) calendar days of any request from FL[DS].

6. Reporting Requirements.

The Department may request status meetings for the Grantee to report on the implementation, service, training, or support status, as necessary, with the Grantee's Grant Manager.

The Department may, at its sole discretion, develop a format and deadlines the Grantee must comply with when reporting the information above. The Grantee's failure to confirm completion of the Final Implementation Plan(s) or comply with the reporting format and schedule may result in termination of the awarded solutions.

7. Performance Standards.

The Grantee shall timely perform all tasks and provide deliverables as set forth in this Agreement. The Department is entitled at all times, upon request, to be advised as to the status of work being done by the Grantee, on behalf of the grantee, and the details thereof.

If the Department determines that there is a performance deficiency that requires correction by the Grantee, then the Department shall notify the Grantee. The Grantee shall make the correction within a timeframe specified by the Department. The Grantee shall provide the Department with a corrective action plan describing how the Grantee will address all performance deficiencies identified by the Department. If the corrective action plan is unacceptable to, or implementation of the plan fails to remedy the performance deficiencies, the Grantee shall work cooperatively with the Department to modify the corrective action plan or to remedy the deficiencies. Additionally, if a performance

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

deficiency is attributable to the performance of a contractor or subcontractor of the Grantee, the Grantee shall take all actions available to it to enforce financial consequences in its contract with the contractor or subcontractor or to pursue damages.

8. Financial Consequences for Failure to Timely and Satisfactorily Perform.

Violations of this Agreement or applicable licenses, or failure to provide the deliverables, may result, except as detailed above, in termination of access to awarded solutions and require immediate removal of all software, hardware, or related services. Grantee may be subject to financial assessments related to such violations.

This provision for financial consequences shall not affect the Department's right to terminate the Agreement as provided elsewhere in the Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

Department of Financial Services

Division of Accounting and Auditing – Bureau of Auditing

AUDIT REQUIREMENTS FOR AWARDS OF STATE AND FEDERAL FINANCIAL ASSISTANCE

The administration of resources awarded by the Department of Management Services (Department) to the Grantee may be subject to audits and/or monitoring by the Department, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the Grantee agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the Grantee is appropriate, the Grantee agrees to comply with any additional instructions provided by Department staff to the Grantee regarding such audit. The Grantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

Part I: Federally Funded

This part is applicable if the Grantee is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A Grantee that expends $1,000,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department by this agreement. In determining the federal awards expended in its fiscal year, the Grantee shall consider all sources of federal awards, including federal resources received from the Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the Grantee conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the Grantee shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A Grantee that expends less than $1,000,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the Grantee expends less than $1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Grantee resources obtained from other than federal entities).

Part II: State Funded

1. In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year of such Grantee (for fiscal years ending June 30,

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

2017, and thereafter), the Grantee must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department this agreement. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

2. For the audit requirements addressed in Part II, paragraph 1, the Grantee shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the Grantee expends less than $750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the Grantee expends less than $750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the Grantee's resources obtained from other than state entities).

Part III: Other Audit Requirements

N/A

Part IV: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the Grantee directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

   The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the Grantee directly to each of the following:

   a. The Department at each of the following addresses:

      Electronic copies (preferred): Cybersecuritygrants@digital.fl.gov

      or

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

Paper copies:
Procurement & Grants Administrator
Florida Digital Service
Department of Management Services
2555 Shumard Oaks Blvd, Suite 200
Tallahassee, Florida 32399

b. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (https://flauditor.gov/) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Grantees, when submitting financial reporting packages to the Department for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Grantee in correspondence accompanying the reporting package.

Part V: Record Retention

The Grantee shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, the CFO, or Auditor General access to such records upon request. The Grantee shall ensure that audit working papers are made available to the Department, or its designee, the CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

EXHIBIT 1

Federal Resources Awarded to the Grantee Pursuant to this Agreement Consist of the Following:

1. Federal Program A:

   N/A

2. Federal Program B:

   N/A

Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to this Agreement are as Follows:

1. Federal Program A:

   N/A

2. Federal Program B:

   N/A

State Resources Awarded to the Grantee Pursuant to this Agreement Consist of the Following:

Matching Resources for Federal Programs:

1. Federal Program A:

   N/A

2. Federal Program B:

   N/A

Subject to Section 215.97, F.S.:

1. State Project A: Local Government Cybersecurity Grant

   State Awarding Agency: Florida Department of Management Services

   Catalog of State Financial Assistance Title and Number: 72.016

   Amount: $_____

2. State Project B:

   N/A

Compliance Requirements Applicable to State Resources Awarded Pursuant to this Agreement Are as Follows:

The compliance requirements are as stated in Grant Agreement No. DMS-24/25-355 between the Grantee and the Department, entered in State Fiscal Year 2024-25.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

ATTACHMENT C
GRANTEE DATA SHARING AGREEMENT

Purposes

Grantee desires to utilize software licenses, applications, and solutions, as applicable, in connection with the attached Exhibit A – Cybersecurity Incident Response Rider and Exhibit B – Solution Rider, incorporated herein. This DSA describes the terms and conditions for the use of software licenses, applications, and solutions and protection of Covered Data, including requirements to safeguard the availability, confidentiality, and integrity of Covered Data in furtherance of the security objectives of Chapter 282, F.S.

I. Definitions

A. Access – The authorization to inspect, review, transmit, duplicate, communicate with, retrieve data from, or otherwise make use of any Covered Data, regardless of type, form, or nature of storage. "Access" to a computer system or network includes local and remote access, as applicable.

B. Authorized Purpose – The purpose(s) for which an Authorized Third Party may access, use, or disclose the Covered Data.

C. Authorized Third Party – An individual, state agency, other Florida state or local governmental entity, or a private sector contractor or service provider of the Grantee which receives Covered Data.

D. Authorized User – An individual granted Access or to use Software Entitlement by either FL[DS] or Grantee.

E. County and Municipality Cybersecurity Technical Assistance Program ("the Program") – refers to the grant program established by the 2024-2025 General Appropriations Act to enhance county and municipal cybersecurity and protect the infrastructure of local governments from threats.

F. Covered Data – The limited subset of security data that is derived from Grantee's use of any Software Entitlements as defined in the attached Rider(s); a Grantee's confidential or proprietary information; and personal information as defined under section 501.171, F.S., and any other applicable privacy or data breach notification laws as may exist.

G. Data Breach – Either (1) any unauthorized access to, or use or disclosure of, Covered Data for any purpose other than as expressly permitted by this DSA or required by law; or (2) a breach of privacy or of the security of the Covered Data. Good faith access of data by an employee or agent of the Grantee does not constitute a breach of security, provided that the information is not used for a purpose unrelated to the business or subject to further unauthorized use.

H. DSA Coordinators – The individuals appointed by the signatories to this DSA as the point of contact for this DSA, who are responsible for ensuring that the Authorized Users comply with the activities identified herein.

I. HIPAA - Health Insurance Portability and Accountability Act of 1996.

J. Information Technology (IT) Coordinators – The individuals appointed by the signatories to this DSA as responsible for data flow and other technology-related considerations under this DSA.

K. Information Technology Resources – As defined in section 282.0041, Florida Statutes, the data processing hardware and software and services, communications, supplies, personnel, facility

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

resources, maintenance, and training. As used in this DSA, the term also includes the definition for "Information Technology," as defined in section 282.0041, Florida Statutes, to add equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form.

L. Software Entitlement – Proprietary software provided to the Grantee under the Agreement to satisfy provision of the solution(s) awarded to the Grantee, as identified in Attachment A – Solution Statement of Work.

II. Responsibilities of the Parties

A. **Data Transmission**. Covered Data shall only be transmitted through secure file transfer protocol or other secure transmission methods utilizing a National Institute of Standards and Technology approved means of electronic encryption as well as password protection and in a file format and layout determined by FL[DS]. Covered Data shall not be transmitted via any other means, including electronic mail. If applicable to any transmission of the Covered Data, both transmitting and receiving Grantee shall completely and permanently remove Covered Data from any temporary transfer location within twenty-four (24) hours of receipt of the Covered Data.

B. **Compliance with Applicable Laws**. Each Party covenants and agrees that, in the performance of this DSA, it shall comply with all applicable federal, state, and local laws, statutes, and regulations including, but not limited to, such laws set forth in Article VI as applicable to a Project and such other data privacy or security laws, all as they exist now and as they may be amended from time to time ("Applicable Laws"). In the event of any notice of a material violation of Applicable Laws, or an investigation into an alleged material violation, the affected Party shall promptly notify the other in writing of such notice.

The Parties further agree to follow and be bound by the terms and conditions of any policy decisions or directives from the federal and state agencies with jurisdiction over the use of the data described herein upon receipt of written notice directing that such rules, policy decisions, or directives apply to this DSA.

C. **HIPAA Business Associate Agreement.** To the extent that a Party is acting as a Business Associate (as defined by HIPAA) of the other Party, the Parties further agree to enter into a Business Associate Agreement as necessary, in the form of a mutually agreed-upon appendix to the DSA.

D. **Incorporation and Compliance with Exhibits, Appendices and Riders, if Applicable.** The Project Riders, and any exhibits or appendices to this DSA are hereby incorporated and made a part hereof and are an integral part of this DSA. Each Rider, Exhibit, and Appendix attached hereto or referred to herein are hereby incorporated in and made a part of this DSA as if set forth in full herein.

III. FL[DS] Role and Responsibilities

A. FL[DS] is responsible for:

1. Processing Covered Data in accordance with the State Cybersecurity Act;

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

2. Facilitating data sharing with the Grantee and/or an Authorized Third Party in accordance with this DSA;

3. Providing the Grantee with the option to utilize Software Entitlements; and

4. Protecting the integrity of Covered Data obtained by FL[DS] through Grantee's use of any of the Software Entitlements. FL[DS] will not disclose this Covered Data to any third party unless required by law or as otherwise authorized by Grantee.

B. FL[DS] will only access, use, or disclose Covered Data, as permitted by Grantee, as required by Applicable Law, or as necessary for completion of its responsibilities under this DSA, including any Project Riders. FL[DS] will ensure that its Authorized Users only access, use, or disclose Covered Data, as permitted by Grantee, as required by Applicable Law, or as necessary for completion of its responsibilities for any Projects, as assigned by FL[DS].

C. FL[DS] will exercise reasonable care and no less than the same degree of care FL[DS] uses to protect its own confidential information to prevent confidential information from being used in a manner that is not expressly a purpose authorized in this DSA or as required by Applicable Law.

IV. Grantee's Role and Responsibilities

A. Covered Data is and shall remain the property of Grantee.

B. Grantee is solely responsible for its Access to and use of Software Entitlements and Covered Data, including:

1. Ensuring a level of security appropriate to the risk in respect of Covered Data;

2. Securing Grantee's and its Authorized Users' systems and devices that can Access FL[DS] systems and Software Entitlements and complying with the Security Standards;

3. Selecting and/or ensuring that Grantee has selected its Authorized Users; activating and deactivating the Access, credentials, and privileges of its Authorized Users; and managing access controls to the FL[DS] system and Software Entitlements in a timely manner in accordance with the Security Standards;

4. Securing the account authentication credentials, systems, and devices of Grantee personnel who the Grantee designates to be Authorized Users;

5. Managing the compliance of its Authorized Users with the Grantee's established security measures and as required by Applicable Law;

6. Maintaining audit logs, as deemed necessary by the Grantee to demonstrate compliance with its obligations under this DSA;

7. Backing up Covered Data, if required by law or Grantee policy; and

8. Ensuring that it and its Authorized Users remain in compliance with the terms and conditions of any Software Entitlements.

C. FL[DS] is not responsible for, and has no obligation for:

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

1. Selecting or verifying Grantee's Authorized Users, activating or deactivating the Access or credentials of Authorized Users; or

2. Protecting Covered Data that Grantee elects to store or transfer outside of FL[DS]'s and its sub-processors' systems (for example, offline or on-premises storage).

V. Unauthorized Disclosure/Data Breach

A. In the event of a Data Breach of the Covered Data while in Grantee's (or an Authorized Third Party's) custody or control or as a result of Grantee's (or an Authorized Third Party's) access to or use of the Covered Data, which requires the provision of notice in accordance with section 501.171, F.S., or other Applicable Law (including, but not limited to, HIPAA), the Parties agree as follows:

1. Grantee shall notify FL[DS] of the Data Breach not more than 24 hours after discovery that a Data Breach has occurred or is reasonably likely to have occurred.

2. Grantee (or its Authorized Third Party) shall be responsible for all costs related to the Data Breach including FL[DS]' and/or Grantee's (or an Authorized Third Party'**s**) costs of complying with all legal requirements, including the requirements for Data Breach notification under Applicable Law, as well as defending any claims, actions, or lawsuits related thereto.

3. If a Data Breach is subject to the notice provisions of section 501.171, F.S., or Applicable Law, the Parties agree to cooperate and work together to ensure full legal compliance and to provide breach notification to the extent required by Applicable Law. Grantee shall use its best and diligent efforts to identify the individuals entitled to receive notice of the Data Breach and obtain the names and mailing information of such individuals, so that FL[DS] and/or Grantee are able to distribute the notices within the legally required time periods. FL[DS] and/or Grantee, as applicable, shall bear its internal administrative and other costs incurred in identifying the affected individuals and their mailing information.

4. In the event of a Data Breach, including the privacy or security of the Covered Data, while in the custody or control of the Grantee, if the Grantee must provide notice as a result of the requirements contained in section 501.171, F.S., or other Applicable Law, the Grantee shall submit a draft of the notice to FL[DS] for prior review and approval of the contents of the notice, prior to disseminating the notice. Such approval shall not be unreasonably delayed or withheld.

B. If Grantee experiences a breach of the security of its systems that results in a breach of the security of FL[DS]'s systems ("FL[DS] Breach"), Grantee shall be responsible for all costs related to the FL[DS] Breach including FL[DS]'s costs of complying with all legal requirements, including any costs for data breach notification under section 501.171, F.S., or Applicable Law, as well as defending any claims, actions, or lawsuits against the FL[DS] related thereto. Grantee, at its own expense, shall cooperate fully with FL[DS] in the investigation, eradication, remediation, and recovery from the FL[DS] Breach.

C. If FL[DS] experiences a breach of the security of its systems that results in a breach of the security of Grantee's systems ("Grantee Breach"), FL[DS] shall be responsible for all costs related to the Grantee Breach including Grantee's costs of complying with all legal requirements, including the requirements for data breach notification under section 501.171, F.S., or Applicable Law, as well as defending any claims, actions or lawsuits related thereto. FL[DS], at its own expense, shall

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

cooperate fully with Grantee in the investigation, eradication, remediation, and recovery from the Grantee Breach.

D. If either FL[DS] or Grantee is obligated under this Section to pay costs incurred by the other Party, the Party required to pay such costs shall submit a draft of the legal notifications and other public communications to the other Party for prompt review and approval of the contents prior to disseminating the notification or communication. Such approval shall not be unreasonably delayed or withheld.

E. The Parties understand and agree the provisions of this DSA relating to the protection and security of the Covered Data constitute a material condition of this DSA. This Article V. Unauthorized Disclosure/Data Breach is subject to Sections Q. and R. of the Agreement.

VI. Additional Terms Applicable to Certain Circumstances.

A. Grantee is responsible for their Covered Data and entering into any required additional agreements related thereto. Grantee shall provide the FL[DS] DSA Coordinator with written notice prior to granting Access to any of the data types listed in subsections B-E, below, to FL[DS] or Software Entitlements. In the event of a conflict between the terms and conditions of this Article VI and the remainder of the DSA, the terms and conditions of Article VI shall control. Moreover, a Project may include the use of information described in more than one (1) of the provisions set forth in this Article VI, or it may include the use of information not described in this Article VI. In the event of a conflict between or among the terms and conditions of Subsections B, C, D or E of this Article VI, the more restrictive terms and conditions shall apply unless otherwise provided by Applicable Law or guidance by the applicable regulatory enforcement agencies or bodies.

B. **CJIS**. The terms and conditions of this Article VI.B. apply when Covered Data involved in a Project includes criminal justice information.

1. CJIS Covered Data. Covered Data may also include, but shall not be limited to, CJIS Covered Data. For purposes of this DSA, CJIS Covered Data shall mean criminal justice information that is provided by the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) system and that is necessary for law enforcement and civil agencies to perform their missions, including, but not limited to, biometric, identity history, biographic, property, and case/incident history data.

2. Disclosure of CJIS Covered Data. The disclosure of CJIS Covered Data under the DSA, as modified by this section, is governed by the CJIS Security Policy, available at https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center. In accordance with the CJIS Security Policy and 28 CFR Part 20, use of the CJIS system under the DSA is restricted to: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, rehabilitation of accused persons or criminal offenders, and other legally authorized purposes.

3. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the CJIS Covered Data under the CJIS Security Policy.

4. Access Requirements. Unique authorization is required for Access to the CJIS Covered Data and must be properly authenticated and recorded for audit purposes, including CJIS security and other applicable audit requirements.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

C. **HIPAA and State Protected Health Information.** The terms and conditions of this Article VI.C. apply when Covered Data involved in a Project includes protected health information (PHI) and such other sensitive health information, the disclosure of which may be limited or restricted by law, including, but not limited to, mental health and drug and alcohol related information.

1. PHI Covered Data. Covered Data may also include, but shall not be limited to, PHI Covered Data. For purposes of this DSA, "PHI Covered Data" shall mean "protected health information" or "PHI," as such term is defined by HIPAA. PHI shall include, but shall not be limited to, any other medical or health-related information that is afforded greater protection under more restrictive federal or state law, including, but not limited to, the Substance Abuse and Mental Health Services Act (SAMSHA), located at 42 C.F.R. Part 2, the Florida Mental Health Act (the Baker Act), located at Fla. Stat. § 394.451 – 394.47892, and the Hal S. Marchman Alcohol and Other Drug Services Act, located at Fla. Stat. § 397.301 et seq.

2. Disclosure of PHI Covered Data. The disclosure of PHI Covered Data under the DSA, as modified by this Article C, is governed by HIPAA and more restrictive federal or state law, as applicable. Accordingly, the disclosure of PHI Covered Data under the DSA is permitted only with the consent of the individual who is the subject of the PHI Covered Data, by court order that meets the requirements of applicable law, and for other purposes as permitted by Applicable Law.

3. Business Associate Agreement. To the extent that FL[DS] is a "Business Associate" of Grantee, as such term is defined under HIPAA, the Parties agree to enter into a mutually agreeable Business Associate Agreement.

4. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the PHI Covered Data under HIPAA and more restrictive federal or state law, to the extent applicable.

5. Access Requirements. Unique authorization is required for Access and must be properly authenticated and recorded for audit purposes, including HIPAA audit requirements and other audit requirements under more restrictive federal or state law, to the extent applicable.

D. **FERPA**. The terms and conditions of this Article VI.D. apply when Covered Data includes student education records as defined by the Family Educational Rights and Privacy Act, 20 USC §1232g, and its implementing regulations set forth at 34 CFR Part 99 (collectively, "FERPA").

1. FERPA Covered Data. Covered Data may also include, but shall not be limited to, FERPA Covered Data. For purposes of this DSA, "FERPA Covered Data" shall mean student education records as defined by FERPA.

2. Disclosure of FERPA Covered Data. The disclosure of FERPA Covered Data under the DSA, as modified by this section, is governed by FERPA. Accordingly, the disclosure of FERPA Covered Data under the DSA is permitted with parent or eligible student consent and, without such consent, in the following circumstances: (i) to school officials with legitimate educational interest; (ii) to other schools to which a student is transferring; (iii) to specified officials for audit or evaluation purposes; (iv) to appropriate parties in connection with financial aid to a student; (v) to organizations conducting certain studies for or on behalf of the school; (vi) to accrediting organizations; (vii) to comply with a judicial order or lawfully issued subpoena; (viii) to appropriate officials in cases of health and safety emergencies; (ix) to state and local authorities, within a juvenile justice system, pursuant to specific state law; and (x) as otherwise provided by FERPA.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

3. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the FERPA Covered Data under FERPA.

4. Access Requirements. Unique authorization is required for Access and must be properly authenticated and recorded for audit purposes, including FERPA and any other applicable audit requirements.

E. **DPPA**. The terms and conditions of this Article VI.E. apply when Covered Data includes motor vehicle record information.

1. DPPA Covered Data. For purposes of the DSA, Covered Data may include, but shall not be limited to, DPPA Covered Data. For purposes of this DSA, "DPPA Covered Data" shall mean motor vehicle information as set forth in the Driver Privacy Protection Act, 18 U.S.C. § 2721 ("DPPA").

2. Disclosure of DPPA Covered Data. The disclosure of DPPA Covered Data under the DSA, as modified by this section, is governed by DPPA. DPPA prohibits the disclosure of personal information, as defined in 18 U.S.C. § 2725(3), that is contained in motor vehicle records, but such information may be used by any government agency, such as FL[DS] and Grantee, in carrying out its functions. Such personal information may not be re-disclosed by FL[DS] or Grantee, however, except in accordance with the permissible uses set forth at 18 U.S.C. § 2721(b). With certain limited exceptions, DPPA further prohibits the disclosure of highly restricted personal information, as defined in 18 U.S.C. § 2725(4), without the express consent of the individual who is the subject of such information. In accordance with section 119.0712(2)(d)(2), F.S., the emergency contact information contained in a motor vehicle record, without the express consent of the person to whom such emergency contact information applies, may be released only to: (a) law enforcement agencies for purposes of contacting those listed in the event of an emergency; or (b) a receiving facility, hospital, or licensed detoxification or addictions receiving facility pursuant to sections 394.463(2)(a) or 397.6772(1)(a), F.S., for the sole purpose of informing a patient's emergency contacts of the patient's whereabouts. E-mail addresses that are collected by the Florida Department of Highway Safety and Motor Vehicles also may not be disclosed pursuant to Section 119.0712(2)(c), F.S.

3. Training. The Parties agree to work together to provide Authorized Users with confidentiality, privacy, and security training regarding access, use, and disclosure requirements for the DPPA Covered Data under DPPA and the Florida Statutes referenced above.

4. Access Requirements. Unique authorization is required for Access and must be properly authenticated and recorded for audit purposes, including, but not limited to, compliance with these terms and conditions.

VII. Designation of DSA Coordinators

A. The Coordinators for this DSA are:

FL[DS] DSA Coordinator:

Policy Manager
2555 Shumard Oak Boulevard
Tallahassee, FL 32399

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

Telephone: 850-413-0604
Email: Policy@digital.fl.gov

FL[DS] IT Coordinator:

State Cybersecurity Information Security Officer
2555 Shumard Oak Boulevard
Tallahassee, FL 32399
Telephone: 850-413-0604
Email: Cyber@digital.fl.gov

Grantee's DSA Coordinator:

Susan Carless, Administrative Coordinator
City of Fernandina Beach
204 Ash St
Fernandina Beach, FL 32034
Telephone: +1 (904) 310-3284
Email: scarless@fbfl.org

Grantee's IT Coordinator:

Dana Whicker
City of Fernandina Beach
204 Ash St
Fernandina Beach, FL 32034
Telephone: +1 (904) 310-3286
Email: dwhicker@fbfl.org

B. Changes to the DSA and/or IT Coordinator designations may be accomplished by providing email change notification that is acknowledged by both Parties.

VIII. Inspection of Records

Each Party shall permit the other Party and any other applicable state and federal representatives with regulatory oversight over the other Party, or their designees, to conduct inspections described in this paragraph, or to make on-site inspections of records relevant to this DSA to ensure compliance with any state and federal law, regulation, or rule. Such inspections may take place with notice during normal business hours wherever the records are maintained. Each Party shall ensure a system is maintained that is sufficient to permit an audit of such Party's compliance with this DSA and the requirements specified above. Failure to allow such inspections constitutes a material breach of this DSA. This DSA may be terminated in accordance with Article VII.C. for a material breach.

IX. Grantee Additional Terms

A. Contractors. Grantee shall ensure all contractors that have Access to Covered Data or Software Entitlements comply with all requirements of this DSA. The Software Entitlements shall not be Accessible by, or deployed on, Information Technology Resources not owned, employed, or controlled by Grantee.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

RELEVANT FLORIDA STATUTES (2022)

Section 282.3185, Florida Statutes (F.S.), the "Local Government Cybersecurity Act," directs the Florida Digital Service (FL[DS]) to provide training in cybersecurity to local governments, oversee their compliance in adopting cybersecurity standards, and to receive cybersecurity incident and ransomware event notifications through the State Cybersecurity Operations Center. Such incident reporting must also include "[a] statement requesting or declining assistance from the Cybersecurity Operations Center, the Cybercrime Office of the Department of Law Enforcement, or the sheriff who has jurisdiction over the local government." per section 282.3185, F.S.

Under Section 200 of the 2024-2025 General Appropriations Act, FL[DS] has been directed to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs.

Section 119.0725, F.S., establishes that coverage limits and deductible or self-insurance amounts of insurance or other risk mitigation coverages acquired for the protection of information technology systems, operational technology systems, or data of entities subject to the requirements of section 119.07(1), F.S., and section 24(a), Article I of the State Constitution; information relating to existing or proposed information technology and operational technology systems and assets, whether physical or virtual, the incapacity or destruction of which would negatively affect security, economic security, public health, or public safety; cybersecurity incident information reported under section 282.3185, F.S.; network schematics, hardware and software configurations, or encryption information or information that identifies detection, investigation, or response practices for suspected or confirmed cybersecurity incidents, including suspected or confirmed breaches, if the disclosure of such information would facilitate unauthorized access to or unauthorized modification, disclosure, or destruction of data or information, whether physical or virtual, or information technology resources, which include an agency's existing or proposed information technology systems; and the recordings and transcripts of public meetings where such information may be revealed are confidential and exempt, and such public meetings are exempt from section 286.011, F.S., and section 24(b), Article I of the State Constitution.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

Exhibit A
Cybersecurity Incident Response Rider

I. Definitions

In addition to the defined terms in the DSA, capitalized terms used herein have the meanings provided below:

A. Cloud Console – The global administrative accounts for Software Entitlements directly managed and licensed by FL[DS].

B. Customer Account – The accounts for Software Entitlements directly utilized by Grantee.

C. Information Technology Resources – As defined in section 282.0041, Florida Statutes, data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training. As used in this IR Rider, the term also includes the definition for "Information Technology," as defined in section 282.0041, Florida Statutes, to add equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form.

D. Managing Organization – The entity managing the use of the Software Entitlements and their Cloud Consoles. As used in this IR Rider, the Managing Organization is FL[DS].

E. Protected Grantee Data – Data, not including Telemetry Data, maintained and generated by Grantee, which shall not be Accessed or Accessible by, or sent to, Software Entitlements.

F. Solution Data – Data, reports, or other information generated by Software Entitlements. This may be derived from, but does not include, Telemetry Data.

G. Telemetry Data – Data generated by Grantee through automated communication processes from multiple data sources and processed by Software Entitlements.

H. View - The permissions Grantee grants to FL[DS] to see Telemetry and Solutions Data provided to the Managing Organization by Customer Accounts. A View does not permit FL[DS] Access to Protected Grantee Data.

II. Purpose

FL[DS] and Grantee enter into this IR Rider to establish the terms and conditions for FL[DS] Access to assist Grantee with responding to incidents.

III. Incident Response

A. **Incident Response Support**. As specified in section 282.3185(5), F.S., if applicable, upon discovery of an incident, Grantee may request, or FL[DS] may offer to provide, incident response support. Access to Grantee Information Technology Resources shall be limited to the extent expressly agreed to by Grantee. Such Access and support are unilaterally terminable at any time by either Party. FL[DS] may establish, and Grantee shall comply with, protocols or procedures for reporting and requesting support for incidents under this IR Rider, responding to incidents, and the types of support available to be provided for an incident. Grantee shall mitigate the impact of the incident and preserve all

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

relevant documents, records, and data. Grantee shall cooperate and coordinate with FL[DS] in responding to incidents where incident response support is received, including, but not limited to:

1. Assisting with any incident response related investigation by FL[DS];
2. Providing FL[DS] with physical access to the affected facilities and operations;
3. Facilitating interviews with Grantee personnel; and
4. Making all relevant records, logs, files, data reporting, and other materials available to FL[DS] or Grantee-authorized third parties.

FL[DS] shall only Access Covered Data, other Grantee data, and Grantee Information Technology Resources as permitted by Grantee. Any specific limitations on such Access shall be documented.

Upon termination of each instance of incident response support, regardless of the reason for such termination, Grantee shall assist FL[DS] with any close-out or post-incident documentation upon request.

B. **Covered Data and Personally Identifiable Information**. FL[DS] will not disclose Covered Data or other data made Accessible during incident response support to any third party unless required by law or as authorized by Grantee. In the event such data is required by law to be disclosed, FL[DS] shall make best efforts to notify Grantee prior to such disclosure.

IV. FL[DS] Role and Responsibilities

FL[DS] shall provide Grantee with the option to utilize the Software Entitlements to enhance the Grantee's cybersecurity and protect the Grantee's infrastructure from threats.

FL[DS] will Access a View of the Telemetry Data and Solution Data. FL[DS] will only use Telemetry and Solutions Data for the purpose of developing and implementing the Program; identifying and responding to risks and incidents; and in furtherance of meeting FL[DS]' and Grantee's statutory and regulatory obligations. FL[DS] will not disclose the Telemetry Data and Solutions Data to any third party unless required by law or as otherwise authorized by Grantee. FL[DS] will provide incident response services and resources as allowed and agreed to by FL[DS] and Grantee in responding to risks and incident.

V. Grantee Roles and Responsibilities

Grantee shall cooperate with and provide all assistance necessary to FL[DS]' incident response support.

VI. Indemnification

For the avoidance of doubt, the Grantee agrees to indemnify FL[DS] and the Department for any claims related to this rider pursuant to the terms provided in Section Q., Unauthorized Use, of the Grant Agreement.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

VII. Conflict

In the event of a conflict between this IR Rider, the DSA, and any other rider, the terms of this IR Rider shall control.

VIII. Liability and Termination of Incident Response Support

Except as described in the DSA or other riders, incident response services and resources of FL[DS] or Grantee-authorized third parties shall be provided by FL[DS] without warranty by, and without liability to, FL[DS] or such Grantee-authorized third parties. Upon request, FL[DS] or Grantee-authorized third parties shall provide reasonable assistance to return Grantee Information Technology Resources to the operational status prior to the involvement of FL[DS] incident response support.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

Exhibit B
Solution Rider

I. Definitions

In addition to the defined terms in the DSA, capitalized terms used herein have the meanings provided below:

A. Protected Grantee Data – Data, not including Telemetry Data, maintained, and generated by Grantee, which shall not be Accessed or Accessible by, or sent to, the Licensed Software Solution.

B. Customer Account – The Licensed Software Solution account directly utilized by Grantee.

C. Local Government Cybersecurity Grant Program ("the Program") –The Program established by the 2024-2025 General Appropriations Act to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs.

D. Licensed Software Solutions – Proprietary software provided to the Grantee under the Agreement to satisfy provision of the solution(s) awarded to the Grantee, as identified in Attachment A of the Grant Agreement.

E. Managing Organization – The entity managing the use of the Licensed Software Solution and its implementation. As used in this Rider, the Managing Organization is FL[DS].

F. Protected Grantee Data – Data, not including Telemetry Data, maintained, and generated by Grantee, which shall not be Accessed or Accessible by, or sent to, the Licensed Software Solution.

G. Solution Console – The global administrative account(s) directly managed and licensed by FL[DS] to provide the Grantee with the Software Entitlement.

H. Solution Data – Data, reports, or other information generated by the Licensed Software Solution. May be derived from but shall not include Telemetry Data.

I. Telemetry Data –The data generated by Grantee through automated communication processes from multiple data sources and processed by the Licensed Software Solution.

J. View – The permissions granted for FL[DS] to see Telemetry Data provided to the Managing Organization's Solution Console by the Customer Account. A View does not permit FL[DS] Access to Protected Grantee Data.

II. Statement of Work

A. **Purpose/Scope:** FL[DS] and Grantee enter into this Rider to establish the terms and conditions for Grantee Access to the Licensed Software Solution provided by FL[DS]; to establish the maintenance, use, and disclosure of the Telemetry Data generated by Grantee and uploaded to the Solution Console; and to provide terms and conditions for the use of the Licensed Software Solution.

B. **FL[DS] Role and Responsibilities**: FL[DS] is responsible for providing Grantee with the option to utilize the Licensed Software Solution.

Docusign Envelope ID: 93428354-1A14-4A41-B56A-65830823BD5A

FL[DS] shall be permitted to Access a View of the Telemetry Data provided within the Solution Console via permissions to the Customer Account.

FL[DS] will only use Telemetry Data for the express purpose of developing and implementing the Program and in furtherance of FL[DS]' and Grantee's statutory and regulatory obligations. FL[DS] will not disclose the Telemetry Data to any third party unless required by law or as otherwise authorized by Grantee.

C. **Grantee's Role and Responsibilities:** Grantee is responsible for:

   a. Grantee Access to and use of the Licensed Software Solution in compliance with all terms and conditions related thereto, including the Agreement terms and the vendor terms and conditions to be provided to the Grantee by FL[DS] without need for an amendment hereto by the Parties and which, after provision thereof, will be deemed incorporated herein and a material component hereof;

   b. Activating and deactivating the Access, credentials, and privileges of its authorized users;

   c. Ensuring no Protected Grantee Data is submitted to the Licensed Software Solution;

   d. Entering into any additional agreement with FL[DS], the Licensed Software Solution provider, or other third-parties as may be required by law regarding Protected Grantee Data, as applicable; and

   e. Managing access controls to allow View by FL[DS] and Access by the Licensed Software Solution.

   f. Telemetry Data, even as it may be housed, maintained, or processed by the Licensed Software Solution, is and shall remain the property of Grantee.

D. **Indemnification:** For the avoidance of doubt, the Grantee agrees to indemnify FL[DS] and the Department for any costs related to Grantee's use of the Licensed Software Solution pursuant to the terms provided in Section Q., Unauthorized Use, of the Grant Agreement.

E. **Conflict:** In the event of a conflict between this Rider and the DSA, the terms of this Rider shall control.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Ron DeSantis, Florida Governor
Pedro Allende, Secretary
Warren Sponholtz, Florida State Chief Information Officer

Attn: Susan Carless
Administrative Coordinator
City of Fernandina Beach
204 Ash St
Fernandina Beach, FL 32034

May 12, 2025

Congratulations City of Fernandina Beach! You have been awarded for Round 2 of the Year 2 Florida Local Government Cybersecurity Grant administered by the Florida Digital Service. Based on the requests and information included in your application, the following capabilities will be offered:

Capability	Awarded Round 2	Solution	Quantity	Unit
External-Facing Asset Discovery	Yes	Palo Alto Networks Xpanse	32	Assets Under Management
Endpoint-Based Asset Discovery (Agent)	No			
Network-Based Asset Discovery (Agentless)	Yes	Armis Centrix	200	Total Supported Endpoints
Endpoint Detection and Response	Yes	CrowdStrike	175	Endpoints
Content Delivery Network	Yes	Akamai	1,001-2,000 GB	Entity Size
Security Operations Platform	Yes	Crowdstrike SOP	300	Endpoints
Email Security	Yes	Cisco Secure Email	330	Mailboxes

If you identify any discrepancies with the information above, please contact us immediately .

In addition to software access for the capabilities awarded, the Florida Digital Service will provide the following:

- Incident response assistance when requested.
- Training, technical assistance, and support for the capabilities granted.

Your Grant Agreement will be sent via DocuSign shortly. The Grant Agreement must be executed by June 12, 2025. If you do not receive the Grant Agreement within the next 48 hours, we may not have the correct contact. Please inquire via your GrantWorks Portal account, or send an email to cybersecuritygrants@digital.fl.gov. There will not be any extensions to the Grant Agreement deadline, as the software must be received before the end of June.

In mid-June 2025, you will need to attend kick-off meetings for each of your awarded solutions, and approve an implementation plan for each of solution by the end of June.

The Florida Digital Service remains committed to supporting you throughout this process as we deploy critical capabilities to mitigate cybersecurity threats to your local community. We look forward to working alongside you and your team.

Best Regards,
Florida's Local Government Cybersecurity Grant Team
Florida Digital Service
cybersecuritygrants@digital.fl.gov

Department of MANAGEMENT SERVICES
We serve those who serve Florida

4050 Esplanade Way
Tallahassee, FL 32399-0950
850-488-2786

Ron DeSantis, Governor
Pedro Allende, Secretary

Warranties and Commitments

The following warranties and commitments are made by the Florida Digital Service (FL[DS]) to the awarded local government entities.

The Local Government Cybersecurity Grants Program is funded by the State of Florida at no additional cost to your organization.

Opting into the Local Government Cybersecurity Grants Program does not require your organization to participate in future program initiatives or to implement additional security solutions.

The FL[DS] follows and will adhere to the principle of least privilege. FL[DS] will only have access to the specific data, resources, and applications needed to enable your organization with the agreed upon capabilities you request and are awarded.

In circumstances where response assistance is requested, additional or elevated access may be needed. FL[DS] will only use the access for the scope of the incident, as granted by you, and will immediately remove this access when it is no longer needed.

Your organization will maintain ownership, management, and administrative rights of your environment and the components within this program.

Your organization agrees to share telemetry data with the FL[DS] Cybersecurity Operations Center and understands that doing so does not give or transfer ownership of any of your organization's data to FL[DS].

Any documents, network maps, inventories or other cybersecurity related information shared with and held by the FL[DS] are considered confidential and exempt from Section 119.07(1) Florida Statutes and Section 24(a), Art. I of the State Constitution as prescribed in section 119.0725, Florida Statutes. The FL[DS] commits to returning any shared information to your agency if the protections in Section 119.0725, Florida Statutes, become insufficient by way of subsequent legislation.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-66
Grant Application — Florida Department of State Division of Historical Resources

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-66.

SYNOPSIS: The City Commission will consider authorizing the submittal of one Florida Department of State Division of Historical Resources Historic Preservation Small Matching Grant application, in the amount of $50,000, to provide funding to plan, design, and place wayfinding signage, that identifies and directs the public to the Bosque Bello Cemetery notable burial sites.

FISCAL IMPACT: If awarded, revenue will be budgeted in the State Grant account, 001 33400 and the $50,000 reimbursable expense will be budgeted in the Fiscal Year 2027/2028 Parks Signage account, 0017210 54941 to provide the initial vendor payments for grant work, all of which will be reimbursable through the grant, i.e. no City matching dollar requirements.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-66.

Scott Mikelson, Parks and Recreation Director	04/27/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/27/2026
Alisha Brown, Budget Analyst	04/27/2026
Susan Carless, Comptroller	04/27/2026
Jeremiah Glisson, Deputy City Manager	04/27/2026
Sarah Campbell, City Manager	04/28/2026
Teresa Prince, City Attorney	04/28/2026
Annette Lumetta, Legal Assistant	04/28/2026

Lorelei Jacobs

Date: February 27, 2026

Submitted By: Lorelei Jacobs, Grants Administrator

COMMISSION ACTION: Adopt

RESOLUTION 2026-66

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE SUBMITTAL OF A FLORIDA DEPARTMENT OF STATE DIVISION OF HISTORICAL RESOURCES SMALL MATCHING GRANT APPLICATION TO FUND BOSQUE BELLO CEMETERY SIGNAGE IN SUPPORT OF A SELF-PACED WAYFINDING WALKING TOUR; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Bosque Bello Cemetery is a unique and important cultural asset to the City heritage and history and is the City's largest park; and

WHEREAS, a collaboration between the Amelia Island-Fernandina Restoration Foundation ("AIFRF"), the Amelia Island Museum of History, the Amelia Island Genealogical Society, and the Amelia Island Convention and Visitors Bureau ("AICVB") has produced a Bosque Bello Wayfinding Walking Tour brochure which is inclusive of re-enactment video accessible through one's telephone performed by members of the Amelia Island Genealogical Society at nine gravesides; and

WHEREAS, the Florida Department of State ("FDOS"), Division of Historical Resources, Small Matching provides grants up to $50,000 to successful applicants for projects that include funding for "wayfinding projects to plan, design, and place wayfinding signage, and/or to print directional maps and rack cards that identify and direct the public to historic sites and districts"; and

WHEREAS, the Parks and Recreation Department joins the AIFRF in being desirous of the City applying for the FDOS Small Matching Grant to provide funding to plan, design, and place wayfinding signage that identifies and directs the public to the Bosque Bello notable burial sites; and

WHEREAS, the AIFRF would help implement the grant-funded project and the AICVB would host the Amelia Island Genealogical Society videos on AICVB servers and print brochures, to help limit the need for significant City personnel involvement to implement and maintain the project; and

WHEREAS, given that Fernandina Beach is a Certified Local Government in good standing, there would be no matching fund requirement to the grant; and

WHEREAS, City staff, with strong support from the community partners listed in the first paragraph, is requesting authorization to submit one Historic Preservation Small Matching Grant application to the Florida Department of State Division of Historical Resources for up to $50,000 in order to more fully implement and expand the Bosque Bello Wayfinding Walking Tour; and

WHEREAS, if awarded, the revenue will be budgeted in the State Grant account, 001 33400 and the $50,000 reimbursable expense will be budgeted in the FY 2027/2028 Parks signage account, 0017210 54941 to provide the initial vendor payments for grant work, all of which will be reimbursable through the grant, i.e. no City matching dollar requirements.

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

SECTION 1. The City Commission herby authorizes the submittal of one Florida Department of State Division of Historical Resources Historic Preservation Small Matching Grant application in the amount of $50,000 to provide funding to plan, design, and place wayfinding signage, that identify and direct the public to the Bosque Bello notable burial sites.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute documents relating to the grant application and grant implementation, 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 5TH day of May, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Small Matching Historic Preservation Grants
Formal Solicitation for Applications
April 1, 2026 – June 1, 2026
for Fiscal Year 2028

The Florida Department of State is soliciting applications for Small Matching Grant-in-Aid assistance for historic preservation projects. Applications will be accepted **online** at dosgrants.com. The application submission period **will open April 1, 2026, and close at 5:00 p.m. (Eastern) on June 1, 2026**. Applications will only be accepted electronically and must be complete to be considered for evaluation.

SMALL MATCHING GRANTS PROGRAM

The purpose of the Small Matching Grants Program is to provide funding to assist local, regional and state-wide efforts to protect and preserve Florida's significant historic and archaeological resources. The program does not fund operational support for historic preservation organizations.

Project types include: Survey; Planning; Nominations to the National Register of Historic Places; Wayfinding (CLG and Main Street Applicants only); Temporary/ Traveling Exhibits; and state Historical Markers. For questions about project types or the eligibility of a project or work item, please refer to the *Small Matching Grant Guidelines* on FLHeritage.com/grants. **Note: Temporary/traveling Exhibit Projects are only for Florida History museums.**

STATEWIDE PRESERVATION PRIORITIES

Though the Division of Historical Resources will accept applications for all eligible project types, this cycle's priorities are:

- Projects to survey historic resources within, proximate to, or overlapping with the boundaries of active Florida Main Street program areas
- Projects to research and prepare a draft National Register nomination for a historic district overlapping any part of the boundaries of an active Florida Main Street program or a Certified Local Government (a professional historic structures survey must have already been completed)
- Projects that support survey of or sites that have not been surveyed in 10 or more years

ELIGIBLE APPLICANTS

Eligible Applicant Organizations are either a public entity or an active Florida nonprofit. For questions about eligibility, please refer to the *Small Matching Grant Guidelines*.

AWARD AMOUNT AND MATCH REQUIREMENTS

Maximum award amount: $50,000 (depending on project type).
Match requirement: 1:1, unless waived as explained below, with a minimum cash match contribution of 25 percent.
Match waiver: Applicants that are Certified Local Governments (CLGs), active Main Street Programs, and all National Register Nomination projects are eligible for match waivers as stipulated in the *Small Matching Grant Guidelines*. A waiver is also available for projects proposed to be located within REDI-qualified counties or communities at the time of application submission, as stipulated in the *Small Matching Grant Guidelines*. State agencies, state colleges, or state universities are not eligible for a waiver regardless of project location.

APPLICATION RESTRICTIONS

An Applicant Organization may submit only one (1) Small Matching Grant Application under a single application deadline for a particular application cycle. State agencies, county or city governments, or universities may submit single applications from more than one division or department under a single application cycle provided that those divisions or departments are separate and distinct budgetary units, and provided that applications do not address the same facility, project, property, or site.

CLG applicants may submit separate applications for federal funding and state funding under a single application submission period. When applying for federal funds, a CLG Applicant Organization shall apply only for Survey, Planning and National Register Nomination projects. CLGs may also submit a separate application for a *different* project type to compete for state funds with match waived. However, no more than two (2) grant applications may be submitted under a single application deadline using the CLG designation.

APPLICATION REVIEW AND PROJECT SELECTION

Eligible applications will be evaluated on a competitive basis by a Secretary of State appointed Grant Panel in a public meeting. The Grant Panel will review and score applications pursuant to criteria in the *Small Matching Grant Guidelines*, and recommend to the Secretary of State those applications that should be forwarded to the 2027 Legislature for funding consideration in State Fiscal Year 2028.

The Grant Panel's recommendation to the Secretary of State will not result in any immediate grant award. The award and level of funding for each Small Matching project will be subject to specific legislative appropriation.

RELEASE OF FUNDS

For projects receiving funding from the 2027 Legislature, funds will become available after July 1, 2027, which is the beginning of the 2027-2028 State Fiscal Year. To receive grant funds, grantees will be required to sign a Grant Award Agreement containing specific administrative responsibilities. Any unexpended balance of grant funds will revert to the state at the end of the 12-month period, on June 30, 2028.

ADDITIONAL INFORMATION

If you have any questions regarding proposed projects, eligibility, or the online application form, please call the Historic Preservation Grants Program, Division of Historical Resources, at 800.847.7278 or 850.245.6333 or email at DHRgrants@dos.fl.gov.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-67
Grant Applications — Florida Department of State Division of Historical Resources and Florida Lighthouse Association

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-67.

SYNOPSIS: This Resolution seeks authorization to submit a Florida Department of State Division of Historical Resources Special Category Grant application, in the amount of $325,000, to help fund repairs and rehabilitation of the 67-foot-tall historic Amelia Island Lighthouse ("Lighthouse"). The Lighthouse masonry has deteriorated due to age and weather exposure. Because the Lighthouse is listed on the National Register of Historic Places, repairs to the structure must meet or exceed National Historic Preservation Guidelines, making the project ideal for funding through the Florida Department of State, Division of Historic Resources, Special Category grant.

The Amelia Island Lighthouse structural assessment report specifies rehabilitation should be accomplished in a phased approach. If selected for funding, the grant would award up to $325,000 and have an $81,250 matching fund requirement for a total project cost of $406,250. This Resolution further authorizes a second grant application to the Florida Lighthouse Association, in the amount of $81,250 to, if awarded, provide the $81,250 matching fund requirement of the Special Category Grant.

FISCAL IMPACT: Grant funds will be included in the Capital Improvements Fund, Recreation Improvements account, 3007200 56300 in Fiscal Year 2027/2028, in the amount of $406,250.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt Resolution 2026-67.

Scott Mikelson, Parks and Recreation Director	04/27/2026
Catherine Sabattini, Public Works/Operations Director	04/27/2026
Alisha Brown, Budget Analyst	04/27/2026
Susan Carless, Comptroller	04/27/2026
Jeremiah Glisson, Deputy City Manager	04/28/2026
Sarah Campbell, City Manager	04/28/2026
Teresa Prince, City Attorney	04/28/2026
Annette Lumetta, Legal Assistant	04/28/2026

Lorelei Jacobs

Date: March 31, 2026

Submitted By: Lorelei Jacobs, Grants Administrator

COMMISSION ACTION: Adopt

RESOLUTION 2026-67

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE SUBMITTAL OF A FLORIDA DEPARTMENT OF STATE DIVISION OF HISTORIC RESOURCES SPECIAL CATEGORY GRANT APPLICATION, IN THE AMOUNT OF $325,000; AUTHORIZING THE SUBMITTAL OF A FLORIDA LIGHTHOUSE ASSOCIATION GRANT, IN THE AMOUNT OF $81,250, FOR AMELIA ISLAND LIGHTHOUSE RESTORATION AND REPAIRS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Amelia Island Lighthouse ("Lighthouse") is located at 215 O'Hagan Lane, the highest elevation on Amelia Island. The sixty-seven-foot-tall Lighthouse was constructed in 1839. It is Florida's oldest operational lighthouse and is the westernmost lighthouse on the United States East Coast; and

WHEREAS, ownership of the Lighthouse was transferred to the City of Fernandina Beach ("City") in Fiscal Year 2001/2002. Ownership terms and conditions stipulate that the City will maintain the structure. The Lighthouse has been on National Register of Historic Places since 2003 which helps ensure its continued protection for future generations; and

WHEREAS, the Lighthouse engineering structural assessment specifies a phased plan for repairs, restoration, maintenance, and preservation; and

WHEREAS, the State of Florida's Fiscal Year 2027/2028 Florida Department of State Division of Historic Resources, Special Category Grant could, if awarded, provide $325,000 in grant funding for Lighthouse preservation efforts; and

WHEREAS, City staff subsequently requests authorization to submit a Fiscal Year 2027/2028 Florida Department of State Division of Historical Resources Special Category Grant application, in the amount of, $325,000 to be used for necessary repairs to the Amelia Island Lighthouse with an additional $81,250 in matching funds required by the project; and

WHEREAS, the Florida Lighthouse Association has grant funds available that could be applied for to offset or satisfy the City's $81,250 matching fund requirement of the FY 2027/2028 Historic Preservation Special Category Grant application.

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 submission of a Fiscal Year 2027/2028 Florida Department of State Division of Historical Resources Special Category Grant application, in the amount of $406,250, of which $325,000 will be grant funds, for the Amelia Island Lighthouse renovation and repairs.

SECTION 2. The City Commission hereby authorizes the submission of a Florida Lighthouse Association Grant application, in the amount of $81,250, to supplement City matching funds required of the Fiscal Year 2027/2028 Florida Department of State Division of Historical Resources Special Category Grant.

SECTION 3. If awarded, grant funds will be budgeted in the Capital Improvement Fund, State Grant account, 300 33400, and matching grant funds will be budgeted in the the Capital Improvements Fund, Other Grant account, 300 33440; and the related expenditures will be budgeted in the Recreation Improvements account, 3007200 56300 in Fiscal Year 2027/2028.

SECTION 4. If grant(s) are awarded, the City Clerk and City Manager are hereby authorized to execute all documentation required to implement the grant(s), upon review and approval of the City Attorney.

SECTION 5. This Resolution shall take effect immediately upon passage.

ADOPTED this 5th day of May, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

SPECIAL CATEGORY GRANT GUIDELINES

Application Open: April 1
Application Deadline: June 1
Grant Period: 24 months
(beginning July 1, year of appropriation)

Florida Department of State
Division of Historical Resources
Historic Preservation Grants Program
R. A. Gray Building, 500 South Bronough Street
Tallahassee, Florida 32399-0250

Application Submission

Applications must be submitted on or before June 1.

Applications must be submitted on the DOS Grants System at dosgrants.com.

For Assistance and Information

Name	Title	Email
Eric Case	Supervisor, Historic Preservation Grants Program	Eric.Case@dos.myflorida.com
DHR Grants Staff	Historic Preservation Grants Specialists	DHRGrants@dos.myflorida.com

These Guidelines are also available electronically at: http://dos.myflorida.com/historical/grants/special-category-grants/ and can be made available in alternative format.

TABLE OF CONTENTS

I. INTRODUCTION 1

II. TIMELINE 1

III. PROGRAM DESCRIPTION 3

IV. ELIGIBILITY 3

A. Application Restrictions 5

B. Legal Status 6

C. Public Entity 6

D. Nonprofit, Tax Exempt 6

E. Required Documentation 6

V. APPLICATION REQUIREMENTS 7

A. Grant Period 7

B. Accessibility and Non-Discrimination 7

C. Special Category Grant Types and Request Amount 7

VI. MATCH REQUIREMENTS 8

A. Cash Match 9

B. In-kind Contributions (Donated Goods, Property, and Services) Match 10

C. Restrictions on Matching Funds 10

D. Matching Funds Documentation 11

VII. ALLOWABLE EXPENSES 11

VIII. NON-ALLOWABLE EXPENSES 12

IX. REVIEW CRITERIA AND SCORING 14

A. Review Process 15

B. Staff Review 16

C. Information Provided to the Florida Historical Commission 16

D. Florida Historical Commission Review of Applications 17

E. Funding Process 18

X. HOW TO APPLY 19

A. Application Form 19

B. Support Materials 20
C. Required Materials 20
D. Restrictive Covenants 22
E. Preservation Agreement 23
XI. GRANT AWARD AGREEMENT 24
A. Reporting Requirements 25
B. Retention of Records 26
C. Grant Withdrawal or Cancellation 26
XII. GRANT FORMS 27
XIII. DEFINITIONS 27
XIV. HELP 31

I. INTRODUCTION

The Department of State, Division of Historical Resources, provides State and Federal funds for historic preservation. The purpose of this program is to provide funding to assist major local, regional and state-wide efforts to preserve significant historic and archaeological resources, to assist major archaeological excavations or research projects and assist in the development and fabrication of major museum exhibits that will promote knowledge and appreciation of the history of Florida. The program does not fund operational support for historic preservation organizations. This program provides historic preservation grants on a competitive basis. The Legislature and Governor determine the amount appropriated annually for the program, and funding for all eligible applications is not guaranteed. These guidelines are supported under section 267.0617, Florida Statutes, and incorporated by reference into Rule 1A-39.001, Florida Administrative Code, and they detail the policies and requirements for the application and administration of the Special Category program grants.

II. TIMELINE

March	Announcement of application availability on Division website and via email.
April 1 – June 1	Application submission period. Division staff assistance and consultation available to applicants.
June 1	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date.
June – September	Application review period and review meeting.
July 1 (Year of Appropriation)	Notification of Grant Award and grant details forms available.
September 30	Encumbrance of Funds deadline. Grantee must demonstrate the execution of a binding contract for at least a part of the scope of work.
October 31	First Project Progress Reports due for Special Category projects (Reporting Period: July – September, year 1). Reports must be submitted on the DOS Grants System at dosgrants.com.

January 31	Second Project Progress Reports due for Special Category projects (Reporting Period: October – December, year 1). Reports must be submitted on the DOS Grants System at dosgrants.com.
April 30	Third Project Progress Reports due for Special Category projects (Reporting Period: January – March, year 1). Reports must be submitted on the DOS Grants System at dosgrants.com.
July 31	Fourth Project Progress Reports due for Special Category projects (Reporting Period: April – June, year 1). Reports must be submitted on the DOS Grants System at dosgrants.com.
October 31	Fifth Project Progress Reports due for Special Category projects (Reporting Period: July – September, year 2). Reports must be submitted on the DOS Grants System at dosgrants.com.
January 31	Sixth Project Progress Reports due for Special Category projects (Reporting Period: October – December, year 2). Reports must be submitted on the DOS Grants System at dosgrants.com.
April 30	Seventh Project Progress Reports due for Special Category projects (Reporting Period: January – March, year 2). Reports must be submitted on the DOS Grants System at dosgrants.com.
May 30	Extension request deadline. An extension of the completion date must be requested at least thirty (30) days prior to the end of the grant period.
June 30 (Year 2)	Project Expiration Date. All grant and local matching funds must be expended by this date.
July 31	Final Reports due for Special Category projects (Reporting Period: April – June, year 2). Reports must be submitted on the DOS Grants System at dosgrants.com.

III. PROGRAM DESCRIPTION

1. The Division grants state funds to assist historic preservation activities authorized by Section 267.0617, F.S.

2. State funds consist of funds which have been appropriated by the Florida Legislature, made available from dedicated sources or contributed from any other public or private source.

3. State funds shall be used for historic preservation work approved by the Division and consistent with the applicable Preservation Standards of the Secretary of the Interior and Chapter 267 of the Florida Statutes.

4. To be eligible to apply to the Division for grant funding, an Applicant Organization must be a public entity governed by a county, municipality, school district, community college, college, university, or an agency of state government; or a Non-profit Organization. For Museum Exhibit projects, Applicant Organizations must be a governmental or non-profit Florida history museum established permanently in Florida, promoting and encouraging knowledge and appreciation of Florida history through the collection, presentation, exhibition, and interpretation of artifacts and other historical items related to Florida. The mission of the museum must relate directly to the history of Florida.

5. State-funded Development activities for historic Religious Properties shall be limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades. State-funded Development activities for historic cemeteries shall be limited to work on stabilizing, cleaning and repairing historic gravemarkers and other funerary items, repairing historic fences or structures within the cemetery and installing minimal security lighting.

IV. ELIGIBILITY

All Applicant Organizations must meet the following requirements. **All** documentation must be provided by the application deadline.

1. Must **NOT** have multiple active Special Category projects under contract at one time. Special Category projects have a grant period of 24 months. Unless an Applicant Organization has a smaller project that will be completed in a single year, new applications should be submitted every other year. Subject to Legislative appropriation, Special Category recommendations approved by the Secretary of State will be funded top-down until the appropriation is depleted. Any Applicant Organization on the ranked list that has not completed a previously-funded Special Category project by July 1 of the year for which funds are appropriated will be passed over and the funds will be allocated to the next Applicant Organization on the list without an active Special Category project under contract. A previously funded project is considered complete when it has reached 100% completion as supported by contractor documentation, and the Division has received complete documentation to request a final grant payment.
2. **Must** have the required legal status.
3. Agree to comply with all application requirements:
    a) Complete the approved Scope of Work within the Grant Period;

b) Make activities and Historic Properties that are the subject of the Project open and accessible to all members of the public (see V.B. Accessibility and Non-Discrimination);
c) Match the grant amount requested, dollar for dollar, unless exempted from the full match requirement (see V.C. Request Amount and VI. Match Requirements); and
d) Include only allowable expenses in the Project Budget (see VII. Allowable Expenses and VIII. Non-Allowable Expenses);
e) Agree to comply with all legal and financial requirements as set forth in these Guidelines.

4. Agree to comply with all grant administration requirements, if funded:
   a) Provide all information needed for the Grant Award Agreement;
   b) Request approval for any changes to the Scope of Work and Project Budget of the awarded grant;
   c) Submit timely and accurate reports;
   d) Maintain complete and accurate grant records and if multiple grants from the Division are open at the same time, treat each grant as a separate, distinguishable Project;
   e) Comply with the requirements of the Florida Single Audit Act (Section 215.97, (Florida Statutes) and any applicable federal audit requirements pursuant to 2 CFR 200 Subpart F-Audit Requirements; and
   f) Credit the State of Florida and Division of Historical Resources for funding.
5. Must **NOT** be in non-compliance status with any previously awarded Department grant.
6. Must **NOT** owe the Department funds at the time of application in connection with a previous grant received from any division of the Department, for which the Applicant Organization has been notified of the Department's determination that a refund of grant funds is required.
7. Have satisfied the administrative requirements of previous grants received from the Division or other divisions of the Department, including grants that may be open at the time of application, and be in compliance with all permits issued to the Applicant Organization and/or the proposed project directors and managers by the Bureau of Archaeological Research.
8. Have ownership of the property for which grant funding is requested or have the written concurrence of the Property Owner. Except for projects involving acquisition or site-specific archaeological investigation, the owner must be a public entity or a Non-profit Organization. For the purposes of this program, an eligible Applicant Organization may lease state-owned land or building(s) or both.
9. For Acquisition and Development projects directed at Real Property, if funded, the Grantee (and the Property Owner, if not the Grantee) **must** file a Restrictive Covenant on the property with the Clerk of Court for ten (10) years for Development and twenty (20) for Acquisition prior to final release of grant funds and close-out of the project.
10. For Development projects involving improvements to properties other than Real Property (e.g., an aircraft, locomotive, trolley or marine vessel) and for Museum Exhibit projects, the Grantee (and the Property Owner, if not the Grantee) **must** execute and notarize a Preservation Agreement prior to release of funds. The Preservation Agreement shall require the Grantee and the Property Owner(s) to maintain the improvements or exhibit for a period of ten (10) years for Development projects and five (5) years for Museum Exhibit projects.
11. If the property is leased, **the lease agreement must be dated, signed, and submitted** at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.
12. **Must** have appropriate **matching** funds and documentation at time of application submission.
13. Must complete an online application form at http://www.dosgrants.com by the application deadline.
14. The proposed Project **must** be consistent with the Special Category project type under which it is submitted and with the purpose of this grant program.

15. All grant funding provided by the Special Category Grant Program must be utilized in accordance with the standards, as applicable to the specific project type, contained in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, effective September 29, 1983, https://www.flrules.org/Gateway/reference.asp?No=Ref-08164, which are incorporated by reference, and include:
    a) The Secretary of the Interior's Standards for the Treatment of Historic Properties;
    b) The Secretary of the Interior's Standards for Archaeological Documentation;
    c) The Secretary of the Interior's Standards for Historical Documentation;
    d) The Secretary of the Interior's Standards for Architectural and Engineering Documentation; and
    e) The Secretary of the Interior's Standards for Preservation Planning.
16. Project oversight of museum exhibit projects funded by the Special Category Grant Program must be provided by a historian or archaeologist meeting the Secretary of the Interior's Professional Qualifications Standards for History or Archeology, which are set forth in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation incorporated in paragraph 1A-39.001(7)(c), F.A.C.

A. Application Restrictions

1. An Applicant Organization may only submit one (1) Special Category grant application under a single application deadline for a particular application cycle. State agencies, county or city governments~~,~~ or universities may submit single applications from more than one division or department under a single application cycle provided that those divisions or departments are separate and distinct budgetary units and provided that applications do not address the same facility, Project or site.
2. Applicant Organizations with projects funded with Federal funding or by the Legislature outside of the review of the Florida Historical Commission or Secretary of State are not eligible to receive Special Category grant support for the same Scope of Work activities from the Division within the same fiscal year in which Federal or Legislative funding is appropriated.
3. Historic Preservation projects do not fund Cultural Facility projects.
4. No organization may receive more than $1.5 million in historic preservation Special Category grant funding from the Division during a consecutive 5 state fiscal year period.
5. State-funded Development activities for historic Religious Properties shall be limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades. State-funded Development activities for historic cemeteries shall be limited to work on stabilizing, cleaning and repairing historic gravemarkers and other funerary items, repairing historic fences or structures within the cemetery and installing minimal security lighting.
6. For Museum Exhibit projects, Organizations must be a governmental or non-profit Florida history museum established permanently in Florida, promoting and encouraging knowledge and appreciation of Florida history through the collection, presentation, exhibition and interpretation of artifacts and other historical items related to Florida. The mission of the museum must relate directly to the history of Florida.
7. Preparation of National Historic Landmark designation nominations shall not be allowable for Special Category grant funding.

B. Legal Status

To meet the legal status requirement, an Applicant Organization must be either a public entity or an active Florida nonprofit, tax exempt corporation as of the application deadline in accordance with section 267.0617(2), Florida Statutes.

C. Public Entity

A Florida local government, entity of state government, school district, community college, college or university. Private schools, private community colleges, private colleges and private universities are not public entities and must be nonprofit and tax exempt to meet the legal status requirement.

D. Nonprofit, Tax Exempt

1. A Florida organization that is incorporated as an active nonprofit Florida corporation, in accordance with Chapter 617, Florida Statutes. For nonprofit organizations outside of Florida, the nonprofit organization must be designated as tax exempt as defined in section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1954, as amended. Staff will verify status in Guidestar at https://www.guidestar.org/.

2. The Division will verify that the applicant is registered, and in "active" status, with the Division of Corporations as of the application deadline. If the applicant is not registered and in "active" status with Corporations by the application deadline, the application will be deemed ineligible.

3. For more information on corporate status, visit http://www.sunbiz.org or call the Division of Corporations, profit and nonprofit information line at (850) 245-6052. To verify corporate status, you can review your corporate record online through the sunbiz.org document search tool.

4. For more information about tax exempt status, see Exemption Requirements - Section 501(c)(3) Organizations on the Internal Revenue Service website (https://www.irs.gov/).

E. Required Documentation

1. All applicants must provide a Unique Entity Identifier (UEI) number. This is an identification number required for doing business with the Federal Government. If you do not already have a UEI number, your organization can request a one at https://sam.gov
2. All applicants must provide a copy of the Substitute W-9 with the grant application. This can be found at https://flvendor.myfloridacfo.com/.

V. APPLICATION REQUIREMENTS

A. Grant Period

All proposed activity must take place within a 24-month Grant Period.

1. The grant period **start date** is July 1 of the state fiscal year in which requested grant funding is appropriated by the Florida Legislature.
2. The grant period **end date** is June 30 of the state fiscal year following the fiscal year in which requested grant funding is appropriated by the Florida Legislature, unless an end date extension is approved by the Division and a written contract extension is executed by both parties prior to the original end date of the Grant Award Agreement.

B. Accessibility and Non-Discrimination

The Division is committed to making the knowledge of history accessible to everyone, including:

- persons with disabilities;
- older adults;
- culturally and economically underserved populations; and
- minorities.

Organizations seeking support for activities are required to be open and accessible to all members of the public, consistent with all applicable state and federal laws. Organizations shall not discriminate on the basis of sex, race, color, national origin, religion, disability, age, pregnancy, handicap or marital status.

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation and telecommunication. The ADA extends the requirements under Section 504 of the Rehabilitation Act of 1973, as amended, to all activities of state and local governments and places of public accommodations operated by private entities, including places of public display. The 504 Self Evaluation Workbook which can be used as a reference, and downloadable Disability Symbols can be found at http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/.

C. Special Category Grant Types and Request Amount

1. Special Category Grants may provide a maximum grant award amount of $500,000. There is no minimum request amount.

2. Special Category Grant project types:

    a) Development projects with the mission of Preservation, Restoration, Rehabilitation or Reconstruction of historic properties regularly open to the public, and site-specific planning required for these activities such as structural or condition assessment reports. Development

activities on historic Religious Properties shall be limited to building exterior envelope and structural elements of the building, excluding accessibility upgrades. State-funded Development activities for historic cemeteries shall be limited to work on stabilizing, cleaning and repairing historic gravemarkers and other funerary items, repairing historic fences or structures within the cemetery, and installing minimal security lighting;

b) Archaeological Research projects, for all phases of terrestrial and underwater fieldwork, analyses of findings and write-up, or to conduct collection research at established federal, state or public institutions;

c) Museum Exhibit projects to aid Florida history museums in exhibit work, including research of exhibit content, exhibit design, fabrication and installation. Exhibits must be permanently affixed to the building. For Museum Exhibit projects, Organizations must be a governmental or non-profit Florida history museum established permanently in Florida, promoting and encouraging knowledge and appreciation of Florida history through the collection, presentation, exhibition, and interpretation of artifacts and other historical items related to Florida. The mission of the museum must relate directly to the history of Florida. Project oversight of museum exhibit projects funded by the Special Category Grant Program must be provided by a historian meeting the Secretary of the Interior's Professional Qualifications Standards for History, which are set forth in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation incorporated in paragraph 1A-39.001(7)(c), F.A.C; and

d) Acquisition of a single Historic Property or archaeological site, or group of Historic Properties or archaeological sites, in which all the resources have the same owner. For archaeological sites, an exception to the single owner provision may be made if the archaeological site extends on land that is contiguous, but owned by different property owners.

VI. MATCH

A. Match Requirements

1. All Applicant Organizations **must** provide one dollar in cash or In-kind Contributions (donated goods, property, or services) for every dollar requested from the Division, unless exempted as described below. This is called Match. The total Project Budget includes Match (cash and In-kind Contributions) plus the request amount. All Match contributions, whether cash or In-kind Contributions, must be consistent with the Scope of Work and must be essential to the implementation of the project.

2. Twenty-five percent (25%) of the total required Match must be cash-on-hand which must be documented at the time of application and reconfirmed and expended during the Grant Period.

3. No more than seventy-five percent (75%) of the total required Match may be non-monetary In-kind Contributions.

B. Match Reductions

Applicant Organizations can request a match reduction to twenty-five (25%) of the Grant Award amount in the following circumstances:

1. Projects located in REDI areas: The Rural Economic Development Initiative (REDI) recognizes rural or economically distressed counties and communities designated pursuant to sections 288.0656 and 288.06561, Florida Statutes, as REDI qualified. The REDI program is administered by the Florida Department of Economic Opportunity. You can find more information and a list of economically distressed counties and communities at http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition.

   In recognition of the REDI designation, Applicant Organizations with projects located in REDI communities may request a reduction to the match requirements, UNLESS the grant applicants are state agencies, state colleges, or state universities.

Summary of Match Requirements	**Required Match**
Projects not located in REDI qualified counties or communities	1:1
Projects located in REDI qualified counties or communities	25%
State agencies, state colleges or state universities. **Organizations that are state agencies, state colleges or state universities must meet the full match requirement (1:1), regardless of project location.**	1:1

C. Cash Match

1. Cash-on-Hand (Liquid Assets): At least 25% of the total required Match amount must be cash-on-hand of the Applicant Organization at the time of the application, documented by bank statement(s), budget report(s), and/or bank letters showing sufficient restricted funds or a municipal or county resolution*. Cash-on-hand may exceed 25% of the total match, but may never be less than 25% of the total match.

   ***Municipalities and counties (public entities)** must submit an executed copy of an approved resolution by a city or county commission with the application materials. The resolution **must** include the dollar amount dedicated and available to the project if the grant is awarded and the date the funds will be available. The submitted resolution **must be dated and signed by an authorizing official**. Funding, as indicated by the resolution, must be made available within 90 days of the start of the Grant Period.

2. Additional cash Match above the minimum 25% cash-on-hand may be anticipated at the time of application, but must be fully documented in the application and received and expended by the end of the Grant Period. The Match can be documented in the application as bank statement(s), budget report(s), and/or bank letters showing sufficient restricted funds or a municipal or county resolution, as well as irrevocable pledges of funds. The pledges must be from named donors, as documented by signed and dated letters, and must be auditable. Anonymous pledges shall not be accepted as match contributions.

D. In-kind Contributions (Donated Goods, Property, and Services) Match

1. Documented In-kind Contributions: No more than 75% of the total required Match may be In-kind Contributions. In-kind Contributions must be documented and itemized as irrevocable non-monetary pledge letters, letters of intent and/or invoices for future in-kind goods, property and/or services at the time of application, and the goods, property, and/or services must be received and utilized by the end of the Grant Period. In-kind Contributions from named donors must be documented by signed and dated letters, which must be auditable. Anonymous pledges shall not be accepted as match contributions.

2. The value of volunteer services may be calculated using the federal minimum wage or state minimum wage (whichever is higher), or professionals skilled in the service provided (such as a supplier donating construction materials services or an electrician providing pro bono work). For information on the current federal minimum wage, see the Wage and Hour Division of the US Department of Labor at https://www.dol.gov/whd/minimumwage.htm.

3. The value of all professionally skilled services used as In-kind Contributions must be documented in writing by the volunteer. The value of donated goods and property must also be documented. Records of such documentation must be available upon request.

4. The value of donated property will be accepted as a contribution to the required match, with the following conditions:

    a) The donated property must be the Historic Property or archaeological site that is the subject of the project for which grant funds are requested.

    b) Donation of the property must take place during the 2-year Grant Period beginning on July 1 of the year of appropriation.

    c) Only the value of the historic building and its footprint or the portion of the property occupied by the archaeological site is eligible for contribution to the required match. This value must be based on a complete appraisal prepared by a Florida State Certified General Real Estate Appraiser.

    d) Legal fees, taxes and other costs associated with the donation are not eligible match contributions.

E. Restrictions on Matching Funds

1. Funds that are for general operating expenses will not be acceptable as match.
2. Revenue from funding requested but not yet approved through local or state government appropriation processes will not be acceptable as match.
3. Revenue from grants that have not yet been awarded will not be acceptable as match.
4. Anticipated proceeds from fundraising activities will not be acceptable as match.
5. Fundraising costs will not be acceptable as match.
6. Legal fees or taxes will not be acceptable as match.
7. Matching funds will be designated only to the Scope of Work presented in this application and may not be used for other previous, current or future Division or Department of State grants.
8. Expenditures made prior to and following the Grant Period may not be used as match.
9. Loans may not be used as match. Equity may not be used as match.
10. State of Florida grant funds may not be used as match for this program.

F. Documenting Match

1. Organizations must have all Match complete and confirmed at the time of application and, if funded, must reconfirm Match at the time of Grant Award Agreement execution.

2. Documentation of matching funds can include:

    a. Bank statement(s), budget report(s) that specifically identify match contribution to the project, and/or bank letters confirming cash-on-hand;
    b. A resolution showing funds dedicated to the Scope of Work (limited to public entities);
    c. Letters of intent to provide salaries/payroll expenditures of in-house staff as cash match, including a pay rate justification. This letter should include the number of hours to be donated and the rate at which they are donated;
    d. Grant award letters from third parties (non-State);
    e. Copies of irrevocable pledge letters; and
    f. Letters of intent or invoices for future in-kind goods, property and/or services.

VII. ALLOWABLE EXPENSES

1. Allowable expenses must be:

    a) not excluded by these Guidelines and approved by the Division;

    b) necessary and reasonable for the performance of the Scope of Work;

    c) specifically and clearly detailed in the Project Budget;

    d) incurred or paid within the 2-year Grant Period beginning on July 1 of the year or appropriation; and

    e) related to the selected project type, as described in Section V.C.2.

2. Only allowable expenses may be included in the Project Budget.

3. Administrative and project management expenditures such as expenditures that are directly attributable to management of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement are allowable expenses, provided that, in the aggregate, they do not exceed 5% of the grant award amount, whether allocated to grant expenditures, match contributions~~,~~ or both.

4. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the **Department of Financial Services' Reference Guide for State Expenditures** (revised 11/1/2019), which are incorporated by reference and are available online at https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf.

VIII. NON-ALLOWABLE EXPENSES

The following categories of expenditures are non-allowable for expenditure of grant funds and as contributions to required match. This is not intended to be an exhaustive list, and the Division may evaluate the allowability of all expenditures (grant or match) in accordance with applicable Federal and State statutes, regulations, these guidelines or the terms and conditions of the Grant Award Agreement. Non-allowable expenses will not be considered part of the Grant Award Agreement and cannot be incorporated or encompassed within any other allowable category. In the event that the Division identifies such, the Grantee must return any disbursed grant funds associated with non-allowable expenses and could lose eligibility for future grants.

a) Expenditures for work not included in the Scope of Work of the executed Grant Award Agreement;
b) Costs of goods and services not procured in accordance with procurement procedures set forth in the Grant Award Agreement;
c) Costs not consistent with the grant project type as described in section V.C.2. of the program guidelines and as selected in the application;
d) Expenses incurred or obligated prior to or after the Grant Period, as indicated in the Grant Award Agreement;
e) Expenses associated with lobbying or attempting to influence Federal, State or local legislation, the judicial branch or any state agency;
f) Expenditures for work not consistent with the applicable historic preservation standards as outlined in the Secretary of the Interior's Guidelines available at www.nps.gov/tps/standards/treatment-guidelines-2017.pdf, standards available at http://www.nps.gov/tps/standards.htm and nps.gov/history/local-law/arch_stnds_0.htm or applicable industry standards;
g) Costs for projects having as their primary purpose the fulfillment of Federal or State historic preservation regulatory requirements, including costs of consultation and mitigation measures required under Section 106 of the *National Historic Preservation Act of 1966*, as amended, or under Section 267.031, F.S.;
h) Projects directed at activities or Historic Properties that are restricted to private or exclusive participation or access, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, pregnancy, handicap or marital status;
i) Entertainment, food, beverages, plaques, awards or gifts;
j) Costs or value of donations or In-kind Contributions not documented in accordance with the provisions of the Grant Award Agreement;

k) Indirect costs including Grantee overhead, management expenses, general operating costs and other costs that are not readily identifiable as expenditures for the materials and services required to complete the work identified in the Scope of Work in the Grant Award Agreement. Examples of indirect costs include: rent/mortgage, utilities, janitorial services, insurance, accounting, internet service, monthly expenses associated to security systems, non-grant related administrative and clerical staffing, marketing and fundraising activities;
l) Administrative and project management expenditures such as expenditures that are directly attributable to management of the grant-assisted Project and meeting the reporting and associated requirements of the Grant Award Agreement, whether grant expenditures or match contributions, which in aggregate exceed 5% of the grant award amount;
m) Grantee operational support (i.e., organization salaries not directly related to grant activities; travel expenditures; per diem; or supplies);
n) Insurance costs (Exception: costs for builder's risk, workers' compensation and contractor's liability insurance);
o) Capital improvements to non-historic properties or non-historic additions to a Historic Property (Exception: pre-approved items of work for Museum Exhibit projects);
p) Capital improvements to the interior of Religious Properties (Exception: repairs to elements of the structural system. Examples include: foundation repairs, repairs to columns, load bearing wall framing, roof framing, masonry repairs, window and exterior door repairs and restoration practices associated with the building envelope);
q) Accessibility improvements for Religious Properties;
r) Vehicular circulation (drives/driveways) within the property or from the property to surrounding streets and parking (Exception: provision of code-required handicapped parking pad(s));
s) Sidewalks, paths, walkways, landscape features and accessories, planting, irrigation systems and site lighting (Exceptions: historic walkways; sidewalk required to link the code-required handicapped parking pad(s) to the accessible entry; historic retaining walls/planting/sodding required to halt documented erosion; pruning, removal or relocation of trees posing an immediate threat to the historic or archaeological resource; and limited site lighting required for security, all if approved by the Division);
t) Fences and gates (Exception: restoration or in-kind replacement of damaged or missing historic fences, gates or sections of these);
u) Furniture, including but not limited to: desks, tables, seating, rugs and mats, artwork and decorations, window treatments, case goods (including cabinets, countertops, or bookshelves) with no historic precedent, systems' furniture, movable partitions and acoustical treatments and components, unless specific prior approval has been granted by the Division (Exception: museum display units necessary for approved Museum Exhibit projects)
v) Equipment (a) including but not limited to portable sound systems, specialty fixtures and equipment, visual display units, appliances, computers, cameras, printers, scanners, projection systems, portable light fixtures, and total stations unless specific prior approval has been granted by the Division (b) If special equipment is required for completion of the Project, it shall be rented for the grant term unless it can be shown that acquiring the equipment is cheaper than renting the equipment and approval has been provided by the Division as part of the documentation presented at the time of application. If the value of special equipment is to be used as a match contribution, the value of the match contribution shall be limited to the cost of rental for the Grant Period at the market rate for such rental in the region;
w) Supplies that will not be consumed in use during the duration of this project;

x) Costs associated with attending or hosting conferences, summits, workshops or presentations including facility rental fees (Exception: municipal or county required public meetings necessary for completion of the grant-assisted project);
y) Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, contracted or subcontracted employees, either for purposes of work on-site or research off-site; and
z) Tuition waivers, fees, and other non-grant related costs associated with employing students for grant projects.

IX. REVIEW CRITERIA AND SCORING

1. Applications that have not been determined ineligible by the Division and have not been withdrawn by the Applicant Organization shall be reviewed by the members of the Florida Historical Commission. The review will be based on the following ten (10) criteria.

Criteria 1: Site or the Proposed Project

Historic significance, meaning the relative importance of the property or site in connection with prehistory or historical events, developments or personalities. This may also refer to the relative importance of the information that forms the basis of the proposed exhibit.	up to 10 points
Need for the proposed project or activity, as it relates to the preservation of the history of Florida and/or its historical and archaeological resources. This may also refer to the need to update the out-dated information and/or design of a museum exhibit.	up to 10 points
Appropriateness of the proposed project scope of work, budget, and timeline in relation to the property, site, resources, collections or information that forms the basis of the proposed project.	up to 10 points

Criteria 2: Organization Administration

Administrative capability, as demonstrated in the application, including staffing, facilities and organization resources adequate to complete the proposed project and meet the administrative requirements of the grant. Applicant administrative experience with previous or open grants awarded by the Division, other divisions of the Department of State, and other granting entities.	up to 10 points
Financial resources adequate to meet grant match requirements and/or, as applicable, to carry project costs as necessary pending receipt of disbursements of grant funds or to cover project costs exceeding grant funds awarded.	up to 10 points

Consideration for and availability of professional and technical services required to carry out the proposed project, either within the Applicant Organization or as consultants/vendors.	up to 10 points

Criteria 3: Public Benefit

Compatibility with statewide historic preservation priorities established by the Division in the solicitation notice. These priorities are subject to change depending on regional or statewide concerns (e.g., disasters such as fire, flooding or hurricane damage). Further information about these priorities is is specified by the Division in the yearly solicitation notice.	up to 10 points
Educational potential or demonstration of value for enhancing the public awareness of Florida history, Florida historic sites and properties, the objectives of historic preservation and the application of historic preservation.	up to 10 points
Anticipated economic benefits, including direct impact on the local economy and the stimulation of additional private sector interest and investment in historic preservation projects.	up to 10 points
Public use or other public good, including benefit to underrepresented communities, resulting from the proposed project.	up to 10 points

2. The total possible number of points the Commission can award to an application is 100. The Commission's evaluation will be based on the information contained in the application, required attachments and support materials submitted with the application. The Commission's individual scores will be averaged to determine a final score for each application.

3. Applications must receive a minimum average score of **80 or higher** to be *recommended* for funding. Applications receiving an average score of 80 or higher will be recommended to the Secretary of State for review and approval and subsequent forwarding to the Florida Legislature for funding consideration.

4. Applications with a tied average score will be ranked by application submission number order (lowest to highest).

A. Review Process

1. Division staff will conduct a technical review to determine eligibility and prepare a staff content review report. Eligible applications will then be submitted to the Florida Historical Commission who serve as the grant review panel.
2. The Florida Historical Commission will evaluate each application on the review criteria and assign a score. Applications are ranked according to the average of scores assigned for each application.

3. The Florida Historical Commission approves the ranked list for submission to the Secretary of State.
4. The Division forwards the ranked list to the Secretary of State.
5. The Secretary of State reviews and approves the ranked list and submits it to the Legislature for funding consideration.

B. Staff Review

1. The technical review of applications verifies:

   a) That the Applicant Organization has the correct **legal status** (public entity or nonprofit, tax-exempt, Florida Corporation). Note that for Development projects, the Property Owner (if not the Applicant Organization) must be a Non-profit Organization, state college or university~~,~~ or agency of government.
   b) That the Applicant Organization, if not the owner, has the permission of the Property Owner to conduct the proposed Project on the owner's property and the owner is in concurrence with the application and is a public entity or a Non-profit Organization, except for projects involving acquisition or site-specific archaeological investigation.
      i. For Acquisition and Development projects directed at Real Property, if funded, the Grantee (and the Property Owner, if not the Grantee) **must** file a Restrictive Covenant on the property with the Clerk of Court for ten (10) years for Development and twenty (20) for Acquisition prior to final release of grant funds and close-out of the project.
      ii. For Development projects involving improvements to properties other than Real Property (e.g., an aircraft, locomotive, trolley or marine vessel) and for Museum Exhibit projects, the Grantee (and the Property Owner, if not the Grantee) **must** execute and notarize a Preservation Agreement prior to release of any grant funds. The Preservation Agreement shall require the Grantee and the Property Owner(s) to maintain the improvements or exhibit for a period of ten (10) years for Development projects and five (5) years for Museum Exhibit projects.
   c) That the proposed Project is consistent with selected project type and the purpose of the Special Category grant program.
   d) That the Project Budget does not include non-allowable expenses.
   e) That appropriate **matching** funds ratio has been identified and documentation has been provided.
   f) All supporting documentation has been provided.

2. **Only documents that are provided in response to requests for clarification from staff will be considered after the application deadline.** If necessary, a request for information will be sent with a certain response deadline. Such requests will be made in writing to the Applicant Organization via the DOS Grants System online using the contact information provided in the application. These requests are to clarify the information already submitted in the application. Responses received after the established deadline will not be accepted and the application will be presented to the Florida Historical Commission by Division staff as submitted, along with staff recommendations on how to address the outstanding issues. Clarifications will become an official part of the application.

C. Information Provided to the Florida Historical Commission

1. The Division shall make available online electronic copies of the eligible applications (along with their

support materials) to the Florida Historical Commission in sufficient time for its members to review all applications prior to the Florida Historical Commission convening a public meeting for the purpose of considering the applications for funding. Ineligible applications will not be reviewed by the Florida Historical Commission or discussed at the public meeting.

2. The Division shall also make available to the Florida Historical Commission a staff content review report on each eligible application that provides an assessment of the information provided in the grant application. The staff content review report will include:

   a) A synopsis of the proposed Scope of Work;

   b) An assessment of compliance of the proposed project with any applicable Preservation Standards;

   c) Relevant concerns or issues with the application, including Applicant Organization responses to requests for information.

   d) An assessment of the proposed Scope of Work and its appropriateness in regards to the property, site, resources, or collections that forms the basis of the proposed project, personnel and timeframe;

   e) An assessment of the proposed estimated budget including eligibility of claimed match contributions, with recommendations for any grant funding level adjustments that may be justified by the findings of the staff technical review. Examples of the need for such adjustment would be a recommendation to delete work related to non-allowable expenses, work not consistent with the applicable Preservation Standards or to reduce the grant award in an amount commensurate with inadequately documented or non-allowable match contributions; and

   f) Other information regarding the Applicant Organization and its compliance with previous Division grants, if relevant.

D. Florida Historical Commission Review of Applications

1. Members of the Florida Historical Commission serve as the grant review panel for the Special Category program. All Commission members must comply with the Standards of Conduct for Public Officers and Employees of Agencies as set forth in section 112.313 Florida Statutes~~,~~ and voting conflict of interest laws as set forth in sections 112.3143 and 286.012 Florida Statutes.

2. Commissioners independently evaluate each application based on the review criteria detailed in these guidelines and are required to follow the Division's scoring instructions. After each panel member has evaluated the applications, there will be a public panel meeting to review, discuss~~,~~ and score the applications.

3. Panel meetings are a public process and anyone can participate by attending in person or via online webinar. Participation instructions will be posted on the Florida Administrative Register (FAR) as a notice, on the Division's website and in the online grant system. The Division strongly encourages applicants to participate in the grant panel meeting, however it is not required. Participating in the panel process can be very helpful for those that intend to apply for future grants.

4. The Division Director, or the Director's designee, will serve as the panel Chair. Chairs do not vote on applications being reviewed. At the public meeting, the Florida Historical Commission shall score each eligible application reviewed for each of the aforementioned criteria. For each criterion the minimum score is zero and maximum score ten. As per the results of their review, discussion in the public meeting and scoring, the Commission members shall recommend, for each application, funding levels and any revisions of Scope of Work necessary to ensure compliance with these Guidelines. After all Florida Historical Commission members have finalized scoring of all applications, the Commissioners' scores will be averaged to create a priority ranking list. This ranking list will include all applications reviewed during the public meetings.

5. A typical Commission meeting will include the following:

   a) Call to Order;
   b) Introduction of Panelists and Staff;
   c) Panel Instructions from the Chair (including purpose of and conduct of the meeting);
   d) Technical Discussion of applications. For each application:
      i. The Chair will announce the application number and applicant name;
      ii. Division staff will present the results of the staff content review for each application;
      iii. Applicant representatives (no more than 2) may come forward to answer questions from the panel regarding the proposed project and application (NOTE: presentations are not allowed); and
      iv. Panelists can update scores and written comments in the DOS Grants System online following discussion of each application;
   e) Application Scoring
      i. Time is allotted for panel to submit final scores and comments after conclusion of review for all eligible applications;
      ii. DOS Grants System averages scores for each project to produce a funding list, ranked in order of total average score, highest to lowest; and
      iii. Ranked funding list is read into the record and applications with a tied average score will be ranked by application submission number order (lowest to highest);
   f) Adoption of Recommended Funding List
      i. Panel Chair will request discussion and a vote on the approval and recommendation of the ranked funding list to the Secretary of State;
   g) Public Comment; and
   h) Adjournment.

E. Funding Process

1. Following the public meeting, the Division shall prepare a final priority list of all recommended applications with an associated level of funding for each, for review and approval by the Secretary of State. The Secretary may approve the list as submitted by the Florida Historical Commission. The approved list will be posted on the Division's webpage.

2. The Secretary of State will provide the Legislature with an approved list, ranked in order of total average score, with funding recommendations for all projects that received a total average score of 80

and above. The Legislature may use this list to make funding decisions.

3. Applications recommended for funding by the Florida Historical Commission and approved by the Secretary of State are not guaranteed funds. Funding for state Special Category Grants is contingent on an annual appropriation by the Florida Legislature and, in addition, is subject to veto by the Governor.

4. Grant funds shall be awarded in accordance with the final ranking list of the applications considered for grant assistance in a given funding cycle, unless otherwise provided by the Legislature. Special Category funds shall not be provided for projects which were not applied for, reviewed and recommended in accordance with procedures outlined in these Guidelines, unless otherwise provided by the Legislature.

5. Following legislative appropriation, any applicant on the ranked list that has not completed a previously-funded Special Category grant project by July 1 of the year for which funds are appropriated will be passed over and the funds will be allocated to the next grantee on the list without an active Special Category grant project under contract.

6. If reallocation of grant funds becomes necessary due to completion of a project at less than anticipated cost or project cancellation during the Grant Period the Division will proceed as follows:

    a) The Director may increase the grant award amount for projects funded in the same grant cycle that received only a portion of the recommended funding amount; and
    b) If the funds available for reallocation exceed the amount needed to accomplish the objective of paragraph (a) above, after funding the projects in paragraph (a), the Director may allocate remaining additional funds to new grant awards in rank order at the recommended funding level for projects reviewed and scored in the same grant cycle but not funded because of insufficient funding.
    c) Any funds remaining in any grant allocation as a result of completion of a project at less than anticipated cost or project withdrawal or cancellation that are not reallocated in accordance with paragraph (a) or (b) above shall revert to the funding source from which the grant funds were appropriated.
    d) If additional grant funds become available during the grant year, the Director may increase grant awards, award new grants for applications reviewed by the Florida Historical Commission during the normal review processes or establish a special process for awarding such additional funds.

X. HOW TO APPLY

1. Applications must be submitted on the DOS Grants website at dosgrants.com.

2. All application information submitted to the Division is open for public inspection and subject to the Public Records Law (Chapter 119, Florida Statutes).

A. Application Form

1. The application form must be completed using the Division's online grant application and submitted online **by 5:00 pm ET** on the application deadline. Deadlines and a link to the application form are posted on the Division's website at https://dos.myflorida.com/historical/grants/.

2. At any time prior to the Special Category review and ranking public meetings, an Applicant Organization may opt to remove an application from further consideration for funding. Those applications will be labeled withdrawn and will not be discussed in the public meetings.

B. Support Materials

Support materials must be uploaded into the online grant application system. Attachments and support materials will not be accepted by any other method including email and fax, excluding Letters of Support.

C. Required Materials

Support materials are required documentation of eligibility. The required support materials for the Special Category program are:

1. Documentation of Non-profit Status (for Non-profit Organizations only): In-state corporate entities must provide documentation of their active status as a Florida non-profit corporation with the Division of Corporations, Florida Department of State, which can be obtained at: http://www.sunbiz.org by searching the corporate name. Out-of-state corporate entities must include documentation from the Internal Revenue Service confirming that they are exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

2. Substitute W9 form: Applicant Organizations must submit a copy of their Substitute W9 form (SW9), which can be obtained at the Department of Financial Services (DFS) Substitute W-9 website https://flvendor.myfloridacfo.com.

3. Documentation of Confirmed Match: An Applicant Organization shall provide current documentation of all match and this must meet the minimum match requirements outlined in these Guidelines. At a minimum, 25% of the match must be evidenced to be in the form of cash.

4. Letters of Support, Endorsement or Resolutions: If available at the time of application submission, he Applicant Organization shall provide a list that includes the following information for each letter of support, endorsement or resolution included in the application: name of author, type of communication (letter, petition, resolution, etc.) and organization represented (if applicable). All letters shall be scanned together and uploaded as a single file. Additional letters may be submitted directly to the Division but must be received one month prior to the public meeting where the Florida Historical Commission will review and score applications.

5. Photographs: All Applicant Organizations shall provide digital images as specified in the application instructions. For Acquisition and Development projects, minimum requirements include current photographs of all exterior elevations, principal interior spaces~~,~~, significant architectural features, and the context the resource(s) exists within, if available, also provide

historic photographs of the property.

6. Representative Image: A single representative image of the property or project to be used in the application review meeting shall be submitted by the Applicant Organization. The image should convey the theme or purpose of the proposed project, and the property or site should be represented in its current condition.

7. Proposed Project Team Support Documents: The Applicant Organization shall provide the curricula vitae/resumes of the proposed project team as listed in the application.

8. Architectural/Design Documents (for Development and Museum Exhibit projects only): If completed, the Applicant Organization shall provide architectural project schematics, construction documents, conditions reports or exhibit design documents.

9. Appraisal and Purchase Documents (for Acquisition projects only): In this attachment the Applicant Organization must include an appraisal(s), purchase agreement, title/owner search, certified land survey and archaeological survey report, if applicable. For Acquisition projects the maximum grant share shall not exceed the value of the property as determined by a complete appraisal prepared by a Florida State Certified General Real Estate Appraiser. If the appraisal exceeds $500,000, a second appraisal must be obtained. In such case, the grant award shall not exceed the average of the two appraisals. Only the purchase of the Historic Property or archaeological site is eligible for grant funding. All closing costs are the responsibility of the Grantee. In addition to the supporting documents required for all applications, the application must include the following:
    a. A copy of the complete appraisal prepared by a Florida State Certified General Real Estate Appraiser. Two appraisals are required if the first appraisal exceeds $500,000;
    b. A copy of a title search;
    c. A copy of an executed option or purchase agreement;
    d. A copy of the certified land survey; and
    e. If applicable, a copy of the archaeological survey report substantiating the significance of the archaeological site proposed for acquisition.

10. Archaeological Supporting Documents (for Archaeological Research projects only): Copies of previous archaeological site reports or surveys of the property that is the subject of the proposed project, or reports of previous analyses of the material projected to be researched, shall be submitted. Curricula vitae for principal investigator and other key personnel, if known, must also be provided. If principal investigator has not yet been selected, a list of tasks or projected responsibilities must be submitted in place of the curriculum vitae.

11. Exhibit Supporting Documents (for Museum Exhibit projects only): The Application Organization shall include curricula vitae for all key project research and exhibit development personnel, if known. In the same manner, if objects are to be loaned from other institutions or individuals for exhibit, letters of confirmation from lending institutions must be provided.

12. Documentation of Need: An Applicant Organization should use this attachment to explain and document the need for the proposed project or activity, as it relates to the preservation of the

history of Florida and/or its historical and archaeological resources, including any immediate threats to the historical property/ies, historic resources or materials, archaeological sites or historical information that is the subject of the proposed project.

13. Local Protection (for site specific projects only): Copies of any documents that provide local protection of the project site, if any currently exist, must be provided. This may include local protection ordinances, preservation or conservation agreements, protective or restrictive covenants, or maintenance agreements.

14. Owner Concurrence Letter (for site-specific projects only): Each Applicant Organization shall provide a letter that documents that the Applicant Organization has the permission of the owner of record (if the Property Owner is not the applicant) to conduct the proposed project on the owner's property and that the owner is in concurrence with this application for grant funding. Note that, for Development projects, the owner must be a Non-profit Organization, state college or university or agency of government. If the property for which grant funding is requested is leased by the Applicant Organization, the lease agreement must be dated, signed and submitted at the time of the application submission, with the required Owner Concurrence Letter attachment to the application.

15. Optional Materials: An Applicant Organization may use this attachment to present additional documents not specifically requested by the Division that support the application. Such materials may include copies of National Register nominations, conditions assessments, newspaper articles or other documents that reflect the historical significance of the resource, highlight its historic characteristics, its public use or so on.

D. Restrictive Covenants

For Special Category Grant projects involving acquisition of or improvement to Real Property, the Grantee and the Property Owner(s) shall execute and file Restrictive Covenants with the Clerk of the Circuit Court in the county where the property is located, prior to final release of grant funds and close-out of the project. This Restrictive Covenants form is available on the Division's website http://www.dos.myflorida.com/historical/grants/special-category-grants/ and at the Department grants online system http://www.dosgrants.com.

1. The Restrictive Covenant shall include the following provisions:

   a) The Restrictive Covenants shall run with the title of the property, shall encumber the property and shall be binding upon the Grantee and the Property Owner(s), if different, and their successors in interest for ten (10) years from the date of the recordation of the Restrictive Covenants for projects involving improvements to Real Property and for twenty (20) years for acquisition projects.

   b) The Grantee and Property Owner(s) shall permit the Division to inspect the property at all reasonable times to determine whether the Grantee and Property Owner(s) are in compliance with the terms of the Restrictive Covenants.

   c) The Grantee and Property Owner(s) shall maintain the property in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

d) The Grantee and Property Owner(s) agree that no modifications will be made to the property, other than routine repairs and maintenance, without advance review and approval of the plans and specifications by the Division.

e) The Restrictive Covenants shall contain the following amortization schedule of the repayment of grant funds, should the Grantee or Property Owner(s) or their successors in interest violate the Restrictive Covenants.

i. Amortization Schedule for projects involving improvements to Real Property:
If the violation occurs within the first five (5) years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount. If the violation occurs after the first five (5) years, the Department shall be entitled to return of the entire grant amount, less 10% for each year past the first five (5).

ii. Amortization Schedule for Acquisition projects:
If the violation occurs within the first ten (10) years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount. If the violation occurs after the first ten (10) years, the Department shall be entitled to return of the entire grant amount, less 5% for each year past the first ten (10).

f) Other provisions as agreed upon by the Division and the Grantee.

E. Preservation Agreement

1. For Special Category Grant Development projects involving improvements to properties other than Real Property (e.g., an aircraft, locomotive, trolley or marine vessel) and Museum Exhibit projects, the Grantee shall execute and notarize a Preservation Agreement. The Document shall be executed and notarized prior to final release of grant funds and close-out of the project. The Preservation Agreement for these types of projects shall require the Grantee and the Property Owner(s) to the follow the terms for ten (10) years for Development projects and five (5) years for Museum Exhibit projects. The Preservation Agreement form is incorporated by reference and is available on the Division's web site http://www.dos.myflorida.com/historical/grants/special-category-grants/ and at the Department grants online system http://www.dosgrants.com.

2. The Preservation Agreement shall include the following provisions:

a) The Grantee shall assume the cost of the continued maintenance and repair of the exhibit or of the property so as to preserve the architectural or historical integrity of the same.

b) The Grantee agrees that no visual or structural alterations will be made to the exhibit or the property without prior written permission of the Division.

c) The Division, its agents and designees shall have the right to inspect the exhibit or property at all reasonable times in order to ascertain whether or not the conditions of this agreement are being

observed.

d) The Preservation Agreement shall contain requirements for the repayment of grant funds, should the Grantee or Property Owners or their successors in interest violate the Preservation Agreement.

e) Other provisions as agreed upon by the Division and the Grantee.

XI. GRANT AWARD AGREEMENT

1. All grant awards which have been approved in accordance with these Guidelines and authorized by the Legislature and Governor shall be formalized through a Grant Award Agreement by which the Grantee enters into a contract with the State of Florida for the transparent management of grant funds. The Grant Award Agreement is specific to the type of project being assisted.

2. For all funded Projects, any changes to the Scope of Work and Project Budget submitted with the application must be reviewed and approved by the Division prior to execution of a Grant Award Agreement.

3. Project work may not be initiated prior to the Effective Date of the Grant Award Agreement, unless:

   a) The Division may authorize initiation of project work prior to the Effective Date of the Grant Award Agreement if damage to, or loss of the property would likely otherwise occur. Such authorization must be secured prior to the initiation of work and shall apply only to work to be undertaken during the period after legislative appropriation for funding is made.

      i. The Grantee must request such authorization in writing and must document the imminent threat to the property by submission of a letter or report from a licensed architect, structural engineer, specialty engineer or geomorphologist, as applicable, clearly describing the conditions constituting the threat.

      ii. The Division shall review the documentation provided by the Grantee and make a determination regarding justification for requested authorization. The written determination of the Division shall be final. Any authorization granted for work initiated prior to the Effective Date of the Grant Award Agreement shall apply only to that work addressing the conditions contributing to the identified threat to the property. All proposed corrective measures shall meet applicable Preservation Standards.

   b) Division authorization for initiation of project work prior to the Effective Date of the Grant Award Agreement shall impose no liability on the Division if anticipated grant funds are not appropriated by the Legislature and approved by the Governor. All such work shall be undertaken solely at the Applicant Organization’s risk.
   c) Division authorization does not entail disbursement of any payment prior to the Effective Date of the Grant Award Agreement. Grantee shall use matching funds to carry out approved work prior to the Effective Date.

4. Grant Encumbrance Period and Expenditure Period:

   a) Encumbrance Period for Projects Requiring Contractual Services:

      i. During the encumbrance period, but not later than the end date of the encumbrance period as outlined in the Grant Award Agreement, the Grantee shall execute all required contracts for all or part of the work to be accomplished with grant funds. Projects for which no encumbrance is accomplished by the established deadline may be cancelled by the Division and the grant funds may be reallocated in accordance with these Guidelines.

      ii. Exception: The encumbrance period for a Special Category Grant project can be extended by written approval of the Division if requested in writing as indicated below and if the Grantee demonstrates to the satisfaction of the Division that partial encumbrance of grant funding and the required match by binding contract(s) is achievable by the end of the requested extended encumbrance period. The Grantee's written request for extension of the encumbrance deadline must be submitted to the Division as outlined in the Grant Award Agreement.

      iii. For projects not involving contract services, but to be conducted by Grantee's internal staff, the Grantee and the Division shall consult on a case-by-case basis to develop an acceptable encumbrance schedule.

   b) Expenditure Period:

      i. Grant funds and required match resources must be expended as outlined in the Grant Award Agreement and properly documented as required by the Division.

      ii. Grant funds shall not be used for project expenditures that are incurred after the expenditure period end date, which is the termination date of the Grant Award Agreement.

      iii. The Division may extend the expenditure period by not more than 180 days. Time extensions will be considered on a case-by-case basis and will be valid only if a contract amendment is executed by both parties, as outlined in the Grant Award Agreement. The Grantee must request the extension in writing, provide documentation that all grant funds and match contributions are encumbered and demonstrate to the satisfaction of the Division that project work is progressing at a rate such that completion is achievable within the extended expenditure period.

   c) The Grantee's written request for extension shall be submitted to the Division no later than thirty (30) days prior to the termination date of the Grant Award Agreement.

A. Reporting Requirements

1. As required by the Grant Award Agreement, Grantees shall submit periodic progress reports to the Division. Progress reports, along with any supporting or required information that documents project status, shall be submitted via the Department grants online system and meet the established deadlines indicated in the Grant Award Agreement. A progress report describes the progress of the project during the last reporting period including:

a) The progress and status of each Scope of Work activity;

b) The progress and status of the deliverables;

c) Status of executing subcontracts and encumbrance of funds;

d) Any variations from project timeline, budget and deliverables, with a description of reasons for variance; and

e) For grants receiving federal funding, the number of hours of employment for the project to date. This must include project management hours, consultant hours, and any other project work hours.

2. Progress reports shall be accompanied by support materials that can effectively document the current status of project work as related to the Scope of Work. Photographs shall be captioned with property name, date of photograph, and description of feature and work described. For photographic submissions, Grantee may follow the suggested format established by the Division and available for consult at the Division's web page http://www.dos.myflorida.com/historical/grants/special-category-grants/.

3. The Grantee shall submit a final progress report within thirty (30) days following the Expiration Date of the grant. An exception to this is the establishment of a specific final progress submission date when a grant extension is agreed upon and a contract amendment is executed by the Grantee and the Division.

4. The Grantee shall provide information and documentation to the Division to assist in identifying non-state entity Grantees that are required to comply with the Florida Single Audit Act, Sections 215.97(2)(a) and 215.97(8)(a), F.S., and federal audit guidelines. Single Audit information and related documentation provided by the Grantee shall be be submitted to the Division via dosgrants.com and shall be reviewed by the Department's Office of Inspector General.

B. Retention of Records

The Grantee shall retain financial records, supporting documents, statistical records and all other records including electronic storage media pertinent to the Project for a period of five (5) years after the close out of the grant. If any litigation or audit is initiated, or claim made, before the expiration of the five-year period, the records shall be retained until the litigation, audit or claim has been resolved.

C. Grant Withdrawal or Cancellation

In the event an Applicant Organization is unable to complete the Scope of Work specified in the executed Grant Award Agreement, the Division should be informed as soon as possible. All pre-approved grant and match expenditures shall be documented and a final progress report must be submitted along with expenditure logs and schedule of values evidencing the percentage of completion. Any unaccounted advanced funds shall be returned to the Division.

XII. GRANT FORMS

The following forms must be used in the administration of all grants in these guidelines and are hereby incorporated by reference and available from the Division at http://dos.myflorida.com/historical/grants/:

#	Title	Form #	Effective Date
1.	Special Category Grant Application	DHR002	Xx/xxxx
2.	Grant Award Agreement	GAA001	Xx/xxxx
3.	Progress and Final Report	DHR003	07/2022
4.	Preservation Agreement	DHR007	5/2018
5.	Restrictive Covenants	DHR008	5/2017

XIII. DEFINITIONS

A. "Acquisition" means fee simple purchase of Real Property.

B. "Applicant Organization" means a public entity governed by a county, municipality, school district, community college, college, university or an agency of state government; or a Non-profit Organization.

C. "Department" means the Department of State.

D. "Development" means architectural and other planning and construction required to facilitate the Preservation, Rehabilitation or Restoration of a Historic Property, or the Reconstruction of such property that no longer exists for which there is sufficient historical documentation available to accurately replicate the property.

E. "Director" means the Director of the Division of Historical Resources.

F. "Division" means Division of Historical Resources of the Department. The Division's mailing address is 500 South Bronough Street, Tallahassee, Florida 32399-0250. Its telephone number is 850.245.6333.

G. "Effective Date" means July 1 of the state fiscal year in which requested grant funding is appropriated by the Florida Legislature. Neither grant funds nor match contributions may be expended before this date except as allowed in the Guidelines.

H. "Encumbrance" means commitment of grant funds and match by binding contract.

I. "Expenditure" means the outlay of cash or the amount due and owing after receipt of goods or services included in the Scope of Work.

J. "Expiration Date" means the date by which all grant funds and match must be expended.

K. "Florida Historical Commission" means the advisory body created pursuant to Section 267.0612, F.S., to assist the Director of the Division of Historical Resources in carrying out the purposes, duties and

responsibilities of the Division.

L. “Florida Master Site File” means the list maintained by the Division of all recorded historical and archaeological sites and properties in the State of Florida.

M. “Florida Single Audit Act” means the uniform state audit requirements for state financial assistance provided by state agencies to non-state entities as codified in Section 215.97, F.S.

N. “Grant Award Agreement” means the legal instrument which binds the Grantee and the Division to the terms, conditions and limitations of the Division’s grants programs.

O. “Grantee” means the organization or governmental entity to which a grant is awarded, which has entered into a Grant Award Agreement with the Division and which is responsible and accountable both for the use of the funds provided and for the performance of the grant-assisted project.

P. “Grant Period” means the period between Effective Date and Expiration Date of the Grant Award Agreement during which time expenditure of all grant funds and all contributions to match must be made.

Q. “Historic District” means a geographically definable area, urban or rural, possessing a significant concentration, linkage or continuity of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

R. “Historic Property” means any prehistoric or historic site, district, building, object or other real or personal property of historical, architectural or archaeological value and folklife resources. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure trove, artifacts or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government and culture of Florida.

S. “In-kind Contribution” means a non-monetary contribution of equipment, services, property or labor provided by the Grantee, or a third party, and consistent with the Scope of Work and must be essential to the implementation of the Project.

T. “Match” means cash, In-kind Contributions or donated materials, which must be made by the Grantee in order to receive the grant award. All match contributions, whether cash, In-kind Contributions or donated materials, must be consistent with the Scope of Work and must be essential to the implementation of the project.

U. “National Register of Historic Places” means the list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering and culture, authorized by the National Historic Preservation Act of 1966, as amended, and administered by the U.S. Department of the Interior, National Park Service. The list of Properties on the National Register of Historic Places in Florida is available from the Division.

V. "Non-profit Organization" means a corporate entity which is registered pursuant to Chapter 617, F.S., as a Florida non-profit corporation with the Division of Corporations, Florida Department of State. Grantees other than government entities must maintain active non-profit status with the Division of Corporations during the Grant Period. For Non-profit organizations outside of Florida, the Non-profit organization must be registered under 501(c)(3) by the U.S. Department of the Treasury, Internal Revenue Service.

W. "Planning" means research, testing, analysis and design required for implementation of a Project.

a. Planning for a Development project may include historical research, development of a historic structure report, condition assessment, survey, hazardous materials survey and abatement plan, rehabilitation feasibility study and construction documents (plans and specifications).

b. Planning for an Archaeological project may include research, predictive modeling and remote sensing applications, as necessary for development of a research design for the project.

c. Planning for a Museum Exhibit project may include historical research, conceptual and design documents and specifications.

X. "Preservation" means the act or process of applying measures necessary to sustain the existing form, integrity and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work (including accessibility and life safety requirements) to make properties functional is appropriate within a preservation project.

Y. "Preservation Agreement" means the notarized legal instrument by which a Grantee and Property Owner commit to maintenance and repair of a property other than Real Property or a museum exhibit improved with Special Category grant assistance so as to preserve the architectural or historical integrity of the same. This legal instrument is applicable only to those Museum Exhibit projects and Development projects for which recordation of Restrictive Covenants is not possible or required (see X.E. Preservation Agreement). Properties other than Real Property include but are not limited to: locomotives, railcars, marine vessels, aircraft and other movable objects. The term of the Preservation Agreement for Special Category grants is ten (10) years for Development projects and five (5) years for Museum Exhibit projects, from the date of execution. The Preservation Agreement must be executed and submitted to the Division prior to any release of grant funding.

Z. "Preservation Standards" means the following standards promulgated by the National Park Service, United States Department of the Interior, and the Division for the types of projects indicated:

a. For projects involving individual historic buildings, the Secretary of the Interior's Standards for the Treatment of Historic Properties;

b. For projects where archaeological work is necessary due to the movement of soil associated to work on a Historic Property, the Secretary of the Interior's Standards for Archaeological Documentation;

c. For projects involving historical research, the Secretary of the Interior's Standards for Historical Documentation;

d. For projects involving documentation of a historic structure, the Secretary of the Interior's Standards for Architectural and Engineering Documentation; and

e. The National Park Service and Division standards referenced in paragraphs (a) through (d) above are available from the Division.

AA. "Project" means the undertaking that encompasses a set of tasks or activities defined by the Scope of Work and budget included in the grant application and formalized in the Grant Award Agreement. The Project must begin on the grant Effective Date and end on, or before, the grant Expiration Date. A Project may be a part of a larger effort undertaken in a series of distinct phases, which may have begun before the Grant Period and which may extend beyond the Grant Period but will be treated as a specific and measurable distinct project during the Grant Period and shall be documented as such by the Applicant Organization.

BB. "Project Budget" means the budget and project description included in the grant application. The Project Budget must succinctly describe all major elements of project work, the estimated cost of each and clearly allocate requested grant funding and match contributions to each.

CC. "Property Owner" means the owner(s) of land or building(s) or both, and of all improvements made with grant funds.

DD. "Real Property" means all land, structures, firmly attached and integrated equipment (e.g., light fixtures or a well pump) and anything growing on the land, as opposed to personal property (movable assets).

EE. "Reconstruction" means depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location and for which there is sufficient historical documentation available to accurately replicate the property.

FF. "Rehabilitation" means making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural or architectural values.

GG. "Religious Property" means any Real Property and associated improvements owned by a religious institution (examples include churches, schools, meeting halls and parish houses) and any Real Property, regardless of ownership, that is used as a place of worship.

HH. "Restoration" means accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

II. "Restrictive Covenant" means the legal instrument by which a Grantee and Property Owner commit to maintenance and preservation of the historic integrity of a property acquired or improved with Special Category grant assistance. This legal instrument is recorded at the appropriate county clerk's office in the county in which the property is located and is binding on the current and subsequent owners from the date on which the instrument is recorded. The Restrictive Covenants must be recorded and submitted to the Division for Development and Acquisition projects involving Real Property prior to any release of Special Category Grant funding.

JJ. "Rural Economic Development Initiative" means the program and designation administered by the Department of Economic Opportunity as established by Section 288.0656 of the *Florida Statutes.*

KK. "Scope of Work" means the work specified in the Grant Award Agreement or in an approved amendment thereto, as being authorized by the Division for expenditure of grant funds and for contribution to the required match.

XIV. HELP

For general information about the Division of Historical Resources and to access grant information, panel details and resources, visit our website at: http://dos.myflorida.com/historical/grants.

For information about the Special Category Grant program, visit our website at: http://dos.myflorida.com/historical/grants/special-category-grants/.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2026-07
(Legislative) Land Development Code Text Amendments

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Consider Ordinance 2026-07 at Second Reading.

SYNOPSIS: To amend the Land Development Code ("LDC") chapter 1.07.00, Table 2.03.02, Table 7.01.04(A), and chapter 6.02.00 relating to new statutory requirement from FL SB 954 for Certified Recovery Residences and updates to Group Home Facility definitions and standards. The City engaged outside counsel to assist with the process of updating the City's LDC pursuant to state law. Please see the legal memorandum provided by Kirsten H. Mood, Nabors, Giblin & Nickerson, dated January 23, 2026, regarding the changes provided in this amendment.

The City Commission, at their April 7, 2026, regular meeting, approved Ordinance 2026-07 at First Reading.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2026-07 at Second Reading.

Margaret Pearson, Planning and Conservation Manager	04/26/2026
Glenn Akramoff, Deputy City Manager	04/27/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/27/2026
Jeremiah Glisson, Deputy City Manager	04/27/2026
Sarah Campbell, City Manager	04/28/2026
Teresa Prince, City Attorney	04/28/2026

Caroline Best

Date: April 24, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Enact

ORDINANCE 2026-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 1.07.00 ACRONYMS AND DEFINITIONS; AMENDING TABLE 2.03.02 TABLE OF LAND USES; AMENDING SECTION 6.02.00, SUPPLEMENTAL STANDARDS FOR SPECIFIC USES, TO CREATE SUPPLEMENTAL STANDARDS FOR CERTIFIED RECOVERY RESIDENCES AND AMEND SUPPLEMENTAL STANDARDS FOR GROUP HOMES, AND AMENDING TABLE 7.01.04(A) PARKING SPACE REQUIREMENTS FOR CERTIFIED RECOVERY RESIDENCES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code ("LDC") on September 5, 2006, which became effective on October 1, 2006; and

WHEREAS, during the 2025 Legislative Session, the Legislature amended Section 397.847, Florida Statutes, to require that the governing body of each municipality adopt an ordinance for the review and approval of certified recovery residences and provide a process for requesting reasonable accommodations; and

WHEREAS, Section 419.001, Florida Statutes (2007), upon which the City of Fernandina Beach's ("City") current Group Homes section is based, has been updated several times to expand the definition of a "Community Residential Home" which requires the City to update its Group Home section to comply with the changes to Section 419.001, Florida Statutes; and

WHEREAS, the City applied for LDC amendments attached hereto as Exhibit A, to bring the LDC into compliance with Chapters 397 and 419, Florida Statutes; and

WHEREAS, notice of public hearing by the Planning Advisory Board ("PAB") on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on January 28, 2026; and

WHEREAS, the PAB, acting as the City's local planning agency has established priorities regarding LDC amendments that focus on adherence to the current language and the stipulations of the Florida Statutes; and

WHEREAS, the PAB, acting as the City's local planning agency, considered the application at its Regular Meeting on Wednesday, February 11, 2026, and unanimously recommended approval; and

WHEREAS, it is the intention of the City Commission that sections of this Ordinance may be renumbered or relettered and that the administrative correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the Land Development Code Amendments, attached hereto as Exhibit A, revises Section 1.07.00 Acronyms and Definitions to include definitions for Certified Recovery Residence and Community Residential, as well as an updated definition for Group Home Facility, in accordance with Sections 397.311 and 419.001 of the Florida Statutes, and incorporates Certified Recovery Residences into Table 2.03.02 Table of Land Uses, indicating that their use with supplemental standards is permitted in the R-3, MU-1, MU-8, and C-3 zoning districts, introduces a new Section 6.02.09, which facilitates the establishment and accommodation of Certified Recovery Residences through a development application, ensuring compliance with the LDC, and adds Certified Recovery Residences to Table 7.01.04(A) Parking Space Requirements alongside hospitals, nursing homes, rest homes, and similar facilities.

SECTION 2. SEVERABILITY. If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 3. SCRIVENOR'S ERROR. 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 become effective immediately upon adoption.

ENACTED this 5th day of May 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

Date of First Reading: April 7, 2026
Date of Publication: April 24, 2026
Date of Second Reading: May 5, 2026

1.07.00 ACRONYMS AND DEFINITIONS

* * *

Certified recovery residence means a residential dwelling unit, the community housing component of a licensed day or night treatment facility with community housing, or other form of group housing, which is offered or advertised through any means, including oral, written, electronic, or printed means, by any person or entity as a residence that provides a peer-supported, alcohol-free, and drug-free living environment that holds a valid certificate of compliance issued by a credentialing entity approved by the Florida Department of Children and Families or such agency's successor or designee and is actively managed by a certified recovery residence administrator, as defined in Section 397.311, Florida Statutes, as amended.

* * *

Community residential home means a dwelling unit licensed to serve residents who are clients of the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, or the Department of Children and Families or licensed by the Agency for Health Care Administration which provides a family living environment including supervision and care necessary to meet the physical, emotional, and social needs of its residents. The capacity of such dwelling unit shall be at least seven (7) residents but not more than fourteen (14) residents.

* * *

Group home ~~facility~~ means a ~~residential facility~~ dwelling unit licensed to serve residents who are clients of the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, or the Department of Children and Families or licensed by the Agency for Health Care Administration which provides a family living environment including supervision and care necessary to meet the physical, emotional, and social needs of its residents. The capacity of such facility shall be at least four (4) residents but not more than fourteen ~~fifteen~~ (14~~15~~) residents.

* * *

Staff Explanation: Creates a definition of Certified Recovery Residence to mirror Section 397.311, Florida Statutes. Creates a definition of Community Residential Home to mirror Section 419.001, Florida Statutes Amends the definition of Group Home Facility to mirror the relevant portions of the definition of Community Residential Home and Section 419.001, Florida Statutes

* * *

Table 2.03.02. Table of Land Uses

	ZONING DISTRICTS																				
_ – Prohibited (Empty) P – Permissible S – Permissible Subject to Supplemental Standards	**R-E**	**R1-G**	**R-1**	**RLM**	**R-2**	**R-3**	**OT-1**	**OT-2**	**MU-1**	**MU-8**	**C-1**	**C-2**	**C-3**	**I-1**	**I-2**	**I-A**	**I-W**	**W-1**	**PI-1**	**CON**	**REC**
PRINCIPAL LAND USES:																					

* * *

Certified Recovery Residences						S			S	S			S								

Staff Explanation: Adds Certified Recover Residences to the table of land uses and provides that it is permissible subject to Supplemental standards in R-3, MU-1, MU-8, and C-3.



CHAPTER 6

SUPPLEMENTAL STANDARDS AND SPECIAL SITUATIONS

		Page
6.00.00	GENERALLY	6-3
6.01.00	WIRELESS TELECOMMUNICATIONS FACILITIES NOT LOCATED IN CITY RIGHTS OF WAY	6-3
6.01.01	Purpose of Intent	6-3
6.01.02	Definitions for Communication Facilities NOT Located in a City Rights of Way	6-4
6.01.03	Exemptions	6-10
6.01.04	Applicability for All Non-Exempt WF	6-11
6.01.05	Building Code Requirements	6-11
6.01.06	WF Siting Preferences, Zoning Matrix, Review Types and Approvals Required	6-12
6.01.07	Provisions for All Wireless Facilities	6-14
6.01.08	Additional Provisions for All Wireless Facilities Outside City Rights of Way	6-17
6.01.09	Additional Provisions for Non-Exempt Temporary WF and Cellular on Wheels	6-17
6.01.10	Additional Provisions for Collocation on any Existing Tower or Base Station	6-18
6.01.11	Additional Provisions for New Small Wireless Facilities Outside City Rights of Way	6-18
6.01.12	Additional Provisions for New Macrocell Base Station Facilities	6-20
6.01.13	Additional Provisions for Outdoor Distributed Antenna System Hub	6-20
6.01.14	Additional Provisions for new Concealed Dual-purpose Towers and New Nonconcealed Replacement Monopoles	6-21
6.01.15	Additional Submittal Requirements for Applications	6-23
6.01.16	Additional Provisions for Broadcast Towers Outside the City Rights of Way	6-24
6.01.17	Appeals	6-25
6.01.18	Severability	6-25
6.02.00	SUPPLEMENTAL STANDARDS FOR SPECIFIC USES	6-25
6.02.01	Generally	6-25
6.02.02	Adult Entertainment Establishments	6-25
6.02.03	Asphalt or Concrete Plants	6-26
6.02.04	Auto Motorized Vehicle Sales, New or Used	6-27
6.02.05	Automobile Repair, Garage or Body Shop	6-27
6.02.06	Bed and Breakfast Inns	6-27
6.02.07	Business Services	6-28
6.02.08	Cemeteries	6-28
6.02.09	Certified Recovery Residences	6-29
6.02.~~09~~10	Clubs, Lodges, Community Centers, and Public Recreation Buildings	
6.02.~~10~~11	Craft Distillery or Small-scale Wineries and Breweries	6-29
6.02.~~11~~12	Cremation Facilities	6-30
6.02.~~12~~ 13	Day Care Centers	6-30
6.02.~~13~~ 14	Dining with Dogs- Outdoors Only	6-30
6.02.~~14~~ 15	Drug Store or Pharmacy	6-32
6.02.~~15~~ 16	Gasoline Stations	6-32
6.02.~~16~~ 17	Group Homes	6-33
6.02.~~17~~ 18	Group Residential	6-34
6.02.~~18~~ 19	Hospitals	6-34
6.02.~~19~~ 20	Liquor Stores, Lounges, and Bars	6-35
6.02.~~20~~ 21	Lodging Accommodations	6-35
6.02.~~21~~ 22	Lumber and Building Supply	6-35
6.02.~~22~~ 23	Marinas	6-36

6.02.~~23~~ 24 Mini-storage or Self-storage Facilities 6-37
6-38
6.02.~~24~~ 25 Mobile Food Vending "Food Truck" Parks
6.02.~~25~~ 26 Outside Sales Facilities 6-39
6.02.~~26~~ 27 Parks and Picnic Areas 6-40
6.02.~~27~~ 28 Recreation, Indoor Facilities 6-40
6.02.~~28~~ 29 Recreation, Outdoor Amusements 6-40
6.02.~~29~~ 30 Religious Uses and Facilities 6-41
6.02.~~30~~ 31 Schools 6-43
6.02.~~31~~ 32 Scooter and Moped Rentals 6-43
6.02.~~32~~ 33 Trades and Repair Services 6-44
6.02.~~33~~ 34 Triplex and Multi-family Uses in the Central Business District (C-3) 6-44

6.03.00 COMMERCE PARKS 6-46
6.03.01 Generally 6-46
6.03.02 Permissible and Prohibited Uses Within Commerce Parks 6-46
6.03.03 Design Standards 6-47
6.03.04 Performance Standards 6-48

6.04.00 COMMERCIAL DEVELOPMENT 6-48
6.04.01 Standards for Large Scale Commercial Development 6-48
6.04.02 Standards for Vacant Commercial Buildings 6-51

List of Tables Page

Table 6.01.06(A). Wireless Facility Sitting Preferences 6-13
Table 6.02.03(B). Standards for Asphalt or Concrete Plants 6-26
Table 6.02.08(C). Standards for Cemeteries 6-28
Table 6.02.09(C). Standards for Clubs, Lodges, Community Centers, and Public Recreation Buildings 6-29
Table 6.02.10(B). Standards for Craft Distillery, Small Scale Wineries or Breweries 6-29
Table 6.02.12(D). Standards for Day Care Centers 6-30
Table 6.02.18(B). Standards for Hospitals 6-34
Table 6.02.19(B). Standards for Liquor Stores, Lounges, and Bars 6-35
Table 6.02.23(F). Standards for Self-storage or Mini-storage Facilities. 6-37
Table 6.02.23(G). Standards for Outdoor Storage with Mini-storage Facilities 6-38
Table 6.02.23(H). Traffic Circulation Standards for Mini-storage Facilities 6-38
Table 6.02.25(F). Standards for Outside Sales Facilities 6-39
Table 6.02.22(D). Standards for Private Parks and Picnic Areas 6-40
Table 6.02.23(B). Standards for Indoor Facilities 6-40
Table 6.02.28(E). Standards for Outdoor Amusements. 6-40
Table 6.02.30(C). Standards for Public and Private Academic Schools 6-43
Table 6.02.32(C). Standards for Trades and Repair Services 6-44
Table 6.03.03(D). Setbacks and Yard Standards for Commerce Parks 6-47

* * *

6.02.09 Certified Recovery Residences

A. Purpose. The purpose of this section is to address the establishment of certified recovery residences and provide procedures for the review and approval of requests for reasonable accommodation in the application of the City's ordinances, rules, policies, and procedures consistent with the Federal Fair Housing Act (42 U.S.C. Section 12131 et eq.) (the "FHA") and Title II of the Americans with Disability Act (42 U.S. C. Section 12131 et seq.) (the "ADA").

B. Establishment. Certified recovery residences shall be reviewed and approved through an application for development pursuant to Chapter 11 of the Land Development Code. A certified recovery residence may be established only in the zoning districts outlined in Table 2.03.02 Table of Land Uses, and must comply with Chapter 6 of this Code for that zoning district and all other applicable land development regulations unless granted reasonable accommodation pursuant to this section. Certified recovery residences shall further comply with the following requirements:

1. Certified recovery residences must hold a valid certificate of compliance issued by a credentialing entity approved by the Florida Department of Children and Families or such agency's successor or designee and be actively managed by a certified recovery residence administrator, as defined in Section 397.311, Florida Statutes, as amended.
2. Certified recovery residences shall comply with Chapter 397, Florida Statutes, applicable provisions of Chapter 419, Florida Statutes, and applicable rules and regulations promulgated by the Department of Children and Families.
3. Certified recovery residences shall comply with applicable local, State, or federal, physical plant and fire safety standards, and shall furnish proof of appropriate County, State, or federal licensure, as applicable, before issuance of a City local business tax receipt (LBTR.
4. Certified recovery residences shall be used only for the purpose of providing a peer-supported, alcohol-free, and drug-free living environment and may not be used for administrative or office-type activities other than in support of the certified recovery residence.
5. Certified recovery residences shall provide a buffer "A" as set forth in Section 4.05.05 of the Land Development Code.
6. Certified recovery residences located in residential areas shall not have signage. CertifiedRecovery residences in nonresidential areas may have signage as set forth in Section 5.03.00 of the Land Development Code.

C. Reasonable Accommodation. Applicants seeking to establish a certified recovery residence may request reasonable accommodation from any portion of the Land Development Code that serves to prohibit the establishment of a certified recovery residence in conjunction with an application for development. All activities governed by this section shall be conducted consistently with the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq. A reasonable accommodation shall not alter the applicant's obligation to comply with other applicable federal, state, county, or City requirements, rules, regulations, or laws. The procedures for review and approval of applications for reasonable accommodation are as follows:

1. Filing Application. Application for reasonable accommodation for the establishment of a certified recovery residence shall be filed with the Planning and Conservation Department.
2. Application Contents. A complete application for reasonable accommodation for the establishment of a certified recovery residence shall include the following information:
   i. The name and contact information of the applicant making the request. If the applicant is not the certified recovery residence administrator who will be actively managing the certified recovery residence, the certified recovery residence administrator's name, contact information, and a copy of the certified recovery residence administrator's certification must also be provided. If the applicant is not the owner of the property where reasonable accommodation is being requested, then Owner's Authorization for Agent Representation Form with the contact information for the owner must be included.
   ii. The location where reasonable accommodation is requested, including the address and parcel identification number.
   iii. A statement as to the nature of the applicant's disability under the Federal Fair Housing Act (42 U.S.C. Section 12131 et eq.) (the "FHA") and Title II of the Americans with Disability Act (42 U.S. C. Section 12131 et seq.) (the "ADA"), the proposed reasonable accommodation, and the nature of the premises which makes the accommodation necessary. The application must not include information or records specific and personal to any individual's medical diagnoses, prognoses, history, or treatment.
   iv. Citation to the portion of the Land Development Code or other land development regulation, rule, policy, or procedure from which applicant seeks a reasonable accommodation and a statement of how the portion of the Land Development Code or other land development regulation, rule, policy, or procedure serves to prohibit the establishment of a certified recovery residence.
   v. Additional information or documentation necessary to support the request for reasonable accommodation, such as a survey or plot diagram indicating applicable setback lines or location of proposed construction.
   vi. Certification stating the following: "I certify, under penalty of perjury, that the information provided in this request is true and correct. I understand that if knowingly provide false information with this request, my request shall become null and void."
   vii. Signature of the applicant and date.
3. Application Receipt and Review. Upon receipt of a completed application, the City will time stamp the application upon receipt and review shall commence. During review, the City shall notify the applicant in writing within 30 days if additional information or documentation is required. The applicant must provide the requested information within 30 days.
4. Required findings. The Technical Review Committee shall review completed applications. The Technical Review Committee may make a site visit to the property that is the subject of the application and may utilize consultants in conducting the review. The Technical Review Committee shall not grant any reasonable accommodation unless it makes a positive finding based on competent, substantial evidence n each of the following criteria:
   i. The portion of the Land Development Code or other land development regulation, rule, policy, or procedure that is the subject of the application serves to prohibit the establishment of a certified recovery residence.

ii. The reasonable accommodation does not impose an undue financial or administrative burden on the City.

iii. The reasonable accommodation does not fundamentally alter the essential nature of the City's zoning scheme or require a fundamental deviation in the nature of the land use and zoning regulations of the City.

5. Alternative reasonable accommodation. If the Technical Review Committee finds that the requested reasonable accommodation will impose an undue financial or administrative burden on the City or will fundamentally alter the essential nature of the City's zoning scheme or require a fundamental deviation in the nature of the land use and zoning regulations of the City, the Technical Review Committee may consider whether an alternative reasonable accommodation exists that would effectively meet the needs of the applicant.
6. Written Determination. Within 60 days of receipt of the completed application, the Technical Review Committee shall issue a final written determination to the applicant approving the application in whole or in part, with or without conditions, approving an alternative reasonable accommodation, or denying the request for reasonable accommodation. The final written determination shall state with specificity the objective, evidence-based reasons for the determination and, if the written determination is a denial, shall identify any deficiencies or actions necessary for reconsideration. If a final written determination is not issued within 60 days after receipt of a completed application, the request is deemed approved unless the parties agree in writing to a reasonable extension of time.
7. Appeal. The final written determination may be appealed to the circuit court.
8. Fees. There shall be no fee imposed by the City in connection with a request for reasonable accommodation or any appeal. The City shall have no obligation to pay a requesting party's or an appealing party's attorney fees or costs in connection with the request or any appeal.
9. Revocation or modification. The City Manager or designee may revoke or modify a reasonable accommodation for a certified recovery residency granted under this Section for cause, including, but not limited to, a violation of the conditions of approval set forth in the final written determination or the lapse, revocation, or failure to maintain certification or licensure required under Chapter 397, Florida Statutes, if not reinstated within 180 days. The City shall provide 30 days written notice of the revocation or proposed modification.
10. Nondiscrimination. This Section does not relieve the City of its obligations under the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq. The regulation for which the applicant is seeking a reasonable accommodation must not facially discriminate against or otherwise disparately impact the applicant.

6.02.~~09~~10 ***Renumbering Sections in between***

* * *

6.02.~~16~~17 Group Homes

A. Group homes are allowable in the following zoning districts, subject to the standards of the zoning district and the supplemental standards set forth in this section: RE, R-1, R1-G, RLM, R-2, R-3, MU-1, MU-8, and C-3.
B. Group homes shall obtain an occupational license. All group homes shall comply with applicable local, State, or federal, physical plant and fire safety standards, and shall

furnish proof of appropriate County, State, or federal licensure, as applicable, before issuance of a City occupational license.

C. Group homes shall be used only for the purpose of providing assistance or specialized care and may not be used for administrative or related office-type activities other than in support of the facility.

D. No counseling or other client service for non-residents is permissible.

E. A group home shall adhere to the following requirements as provided by Policy 3.0~~5~~4.0~~6~~5 of the City's Comprehensive Plan:

1. Group homes of six (6) or fewer residents that otherwise meet the definition of a ~~licensed as~~ community residential home~~s by the Department of Children and Family Services (DCFS)~~ shall be deemed a single-family unit, and shall be allowed in single-family or multi-family zoning districts, provided that such homes shall not be located within a radius of 1,000 feet of another existing duly licensed group home of six (6) or fewer residents or a radius of 1,200 feet of another existing community residential home.
2. Community residential homes ~~Group homes duly licensed by the DCFS as community residential care facilities~~ which have from seven (7) to fourteen (14) unrelated residents operating as the functional equivalent of a family, including supportive staff as referenced in section 419.001, *F. S.*, shall be allowed in multi-family residential districts, unless the City finds that the proposed group home siting as proposed:
   a. Does not otherwise conform to existing zoning regulations applicable to other multi-family uses in the City;
   b. Does not meet applicable licensing criteria established and determined by the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, or the Department of Children and Families, ~~the DCFS,~~ including requirements that the group home be located to assure the safe care and supervision of all clients in the home; or
   c. Would result in an excessive concentration of community residential homes. A community residential ~~group~~ home that is located within a radius of 1,200 feet of another existing community residential home in a multi-family zone shall be an over-concentration of such homes that substantially alters that nature and character of the area. A community residential ~~group~~ home that is located within a radius of 500 feet of an area of single-family zoning substantially alters the nature and character of the area.
3. All distance requirements cited in this subsection shall be measured from the nearest point of the existing group home or area of single-family zoning to the nearest point of the proposed group home.
4. All sites for group homes shall contain requisite infrastructure including: potable water, adequate surface water management, an approved system of wastewater disposal, and an adequate system for solid waste collection and disposal. The sites shall also be free of safety hazards and all structures shall comply with the City's ordinances and applicable State laws, including applicable State licensing and program requirements.

F. Group homes shall provide a buffer "A," as set forth in Section 4.05.05.

G. On-site management shall be provided twenty-four (24) hours per day, seven (7) days per week.

6.02.~~17~~18 Renumbering Sections continues to the end of section

* * *

Staff Explanation: Creates a new LDC Section 6.02.09, which enables the establishment of Certified Recovery Residences through a development application and compliance with the LDC. Provides purpose and intent. Provides a process through which applicants seeking to establish a certified recovery residence may request reasonable accommodation from any portion of the LDC that serves to prohibit the establishment of a certified recovery residence. Provides for the Technical Review Committee to review any such request and issue a written determination within the timeline set forth in Section 397.487(15)(b), Florida Statutes. Provides for appeals from such written determinations. Provides that no fees shall be imposed in connection with such a request. Provides that the City Manager or designee may revoke or modify a reasonable accommodation granted in accordance with Section 397.487(15)(e), Florida Statutes. Provides a statement of nondiscrimination in accordance with Section 397.487(15)(f), Florida Statutes. The section numbering has been revised to reflect the inclusion of the Certified Recovery Residences section. Additionally, it allows for modifications to the Supplemental Standards for Group Homes to ensure alignment with the current Section 419.001 of the Florida Statutes (2025).

Table 7.01.04(A). Parking Space Requirements

Type of Use or Activity	Minimum Number of Spaces
* * *	
Hospitals, nursing homes, rest homes, convalescent homes, certified recovery residences, assisted care facilities, other similar facilities, and other medical facilities providing overnight accommodations	0.25 spaces per 1 bed plus, 1 space for each 2 employees on the largest shift.
* * *	

Staff Explanation: Adds certified recovery residences to the Table 7.01.04(A). Parking Space Requirements among hospitals, nursing homes, rest homes, and the like.

From: noreply@civicplus.com
To: Planning Info
Subject: Online Form Submittal: Planning Advisory Board (PAB)
Date: Wednesday, November 19, 2025 12:00:30 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.

Planning Advisory Board (PAB)

Planning Advisory Board (PAB) Application
USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees	LDC Text Amendment ($1,500)

IMPORTANT NOTES

Pre-Application Meeting
To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 42 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:	*Field not completed.*
The LDC is available for review at	www.fbfl.us/LDC
Application Requirements	*Field not completed.*
Have you met with a planner for a pre-application meeting?	Yes
What was the date of your pre-application meeting?	11/19/2025
PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	204 Ash St

City	Fernandina Beach
State	Florida
Zip	32034
Parcel ID #(s)	0
Lot	0
Block	0
Subdivision	0
Zoning District	C-3
Future Land Use Designation	General Commercial
Do you authorize the installation of a temporary City notice sign on your property?	YES
REVIEW TYPE	LDC Text Amendment

OWNER OF RECORD
As recorded with the Nassau County Property Appraiser

First Name	Sarah
Last Name	Campbell
Company (if applicable)	City of Fernandina Beach
Mailing Address	204 Ash Street
City	Fernandina Beach
State	Florida
Zip	32034
Telephone Number	904-310-3487
Email Address	planninginfo@fbfl.city

OWNER'S AGENT
If other than owner. If an agent will be representing the owner, an Owner's

Authorization For Agent Representation form must be included

First Name	Margaret
Last Name	Pearson
Mailing Address	204 Ash Street
City	Fernandina Beach
State	Florida
Zip	32034
Telephone Number	9043103480
E-mail Address	planninginfo@fbfl.city
PROJECT INFORMATION	
Previous Planning/Zoning Approvals	*Field not completed.*
Summary of Request (more detailed information to be provided in required letter of intent)	Request for Amendment to LDC to include Certified Recovery Residences.
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., I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

I/We understand that the City Staff may install a Notice of Hearing sign on the property 14 days before the scheduled heating and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	Margaret
Applicant Last Name	Pearson
Today's Date	11/17/2025

Upload Supporting Documentation	LDC Amendment Letter.docx
Upload 2	*Field not completed.*
Upload 3	*Field not completed.*
Upload 4	*Field not completed.*

Exhibit A

M E M O R A N D U M

To: File: City of Fernandina Beach

From: KHM

Re: Certified Recovery Residence and Group Home Land Development Code Amendments

Date: January 23,2026

ISSUE: This memorandum is intended to summarize a draft amendment to the Land Development Code of the City of Fernandina Beach (the "LDC") to bring the Code into compliance with Chapters 397 and 419, Florida Statutes.

FACTS: During the 2025 Legislative Session, the Legislature amended Section 397.487, Florida Statutes, to require that the governing body of each municipality adopt an ordinance for the review and approval of certified recovery residences and provide a process for requesting reasonable accommodations. In addition, the version of Section 419.001, Florida Statutes (2007), upon which current Section 6.02.16 of the LDC governing 'group homes' was based has been updated several times to expand the definition of a "Community Residential Home." Section 419.001, Florida Statutes (2025) defines Community Residential Homes and provides additional regulations for homes that otherwise meet the definition of a Community Residential Home but have six or fewer residents.

ANALYSIS: The following amendments to the LDC are intended to bring the LDC into compliance with Chapters 397 and 419, Florida Statutes.

Section 1.07.00 Acronyms and Definitions

- Creates a definition of Certified Recovery Residence to mirror Section 397.311, Florida Statutes.
- Creates a definition of Community Residential Home to mirror Section 419.001, Florida Statutes
- Amends the definition of Group Home Facility to mirror the relevant portions of the definition of Community Residential Home and Section 419.001, Florida Statutes

Table 2.03.02. Table of Land Uses

- Adds Certified Recovery Residences to the table of land uses and provides that it is permissible subject to supplemental standards in R-3, MU-1, MU-8, and C-3.

Creation of Section 6.02.09 Certified Recovery Residences

- Provides purpose and intent
- Provides for the establishment of Certified Recovery Residences through an application for development and compliance with the LDC

- Provides a process through which applicants seeking to establish a certified recovery residence may request reasonable accommodation from any portion of the LDC that serves to prohibit the establishment of a certified recovery residence.
- Provides for the Technical Review Committee to review any such request and issue a written determination within the timeline set forth in Section 397.487(15)(b), Florida Statutes.
- Provides for appeals from such written determinations.
- Provides that no fees shall be imposed in connection with such a request.
- Provides that the City Manager or designee may revoke or modify a reasonable accommodation granted in accordance with Section 397.487(15)(e), Florida Statutes.
- Provides a statement of nondiscrimination in accordance with Section 397.487(15)(f), Florida Statutes.

Amendment of Current Section 6.02.16 Group Homes

- Updates the Section number to account for the addition of the section on Certified Recovery Residences.
- Amends Subsection E. to remove references to the former Department of Children and Family Services, refer back to the definition of Community Residential Homes, and reference the additional agencies that have been added to Section 419.001, Florida Statutes, since this section of the LDC was last amended.
- Prohibits establishment of a Group Home that otherwise meets the definition of a Community Residential Home within 1,000 feet of another Group Home and adds the restriction on establishment of such Group Homes within 1,200 feet of a Community Residential Home, to comply with Section 419.001(2), Florida Statutes.
- Prohibits establishment of a Community Residential Home within a radius of 1,200 feet of another existing Community Residential Home (amended from "Group Home") and provides that a Community Residential Home (amended from "Group Home") within 500 feet of an area of single-family zoning substantially alters the nature and character of the area, to comply with Section 419.001(3)(c)3., Florida Statutes.

Table 7.01.04(A). Parking Space Requirements

- Adds certified recovery residences to the table among hospitals, nursing homes, rest homes, and the like, and provides that Certified Recovery Residences must have the greater of 1 space per bed or the existing regulation of .25 spaces per bed and 1 space for each 2 employees on the largest shift

STAFF REPORT
PAB 2025-0019
Planning Advisory Board Hearing
FEBRUARY 11, 2026

APPLICATION FOR TEXT ADMENTEMENTS TO THE LDC TO BRING THE LDC INTO COMPLIANCE WITH CHAPTERS 397 AND 419, FLORIDA STATUTES.

*** All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website and at the Department of Planning and Conservation. ***

APPLICATION & BACKGROUND INFORMATION:

APPLICANT/AGENT:	City of Fernandina Beach
REQUESTED ACTION:	Amendments to the LDC Section 1.07.00 Acronyms and Definitions, Table 2.03.02. Table of Land Uses, Table 7.01.04(A). Parking Space Requirements, Creation of Section 6.02.09 Certified Recovery Residences and Amendment of Current Section 06.02.16 Group Homes.
LOCATION AND DESCRIPTION OF SITE:	City Wide
APPLICABLE COMPREHENSIVE PLAN POLICIES:	Objective 3.04. Group Homes and Foster Care Facilities Policies 3.04.01.-3.04.05. Objective 3.05. Relocation
APPLICABLE LAND DEVELOPMENT CODE SECTIONS:	LDC Sections 1.07.00 Acronyms and Definitions, Table 2.03.02 Table of Land Uses, Table 7.01.04(A), Parking Space Requirements, 6.02.00 Supplemental Standards for Specific Uses and 06.02.16 Group Homes.

BACKGROUND:

During the 2025 Legislative Session, the Legislature made amendments to Section 397.847 of the Florida Statutes, mandating that each municipality's governing body enact an ordinance for the evaluation and approval of certified recovery residences, as well as establish a procedure for requesting reasonable accommodations.

Furthermore, the version of Section 419.001 of the Florida Statutes from 2007, which served as the foundation for the current Section 6.02.16 of the LDC concerning 'group homes,' has undergone several updates to broaden the definition of a 'Community Residential Home.'

As defined in Section 419.001 of the Florida Statutes (2025), Community Residential Homes are outlined along with additional regulations for homes that qualify as Community Residential Homes but accommodate six or fewer residents.

The following amendments to the LDC are proposed.

1. Section 1.07.00 Acronyms and Definitions, which covers Acronyms and Definitions, has been revised to include definitions for Certified Recovery Residence and Community Residential Home. Additionally, the definition of Group Home Facility has been updated. These modifications to the definitions are consistent with Sections 397.311 and 419.001 of the Florida Statutes.

2. Table 2.03.02 The Land Uses now includes Certified Recovery Residences, indicating that their use is allowed in R-3, MU-1, MU-8, and C-3 zones, if they meet supplemental standards.

3. Section 6.02.00 Supplemental Standards for Specific Uses presents a new Section 6.02.09, which enables the establishment of Certified Recovery Residences through a development application and compliance with the LDC. The section numbering has been revised to reflect the inclusion of the Certified Recovery Residences section. Additionally, it allows for modifications to the Supplemental Standards for Group Homes to ensure alignment with the current Section 419.001 of the Florida Statutes (2025).

4. Table 7.01.04(A) Parking Space Requirements adds Certified Recovery Residences to the table among hospitals, nursing homes, rest homes, and the like, and provides that Certified Recovery Residences must have the greater of 1 space per bed or the existing regulation of .25 space per bed and 1 space for each 2 employees on the largest shift.

The planning team engaged with the City's legal department and external counsel to verify adherence to the current LDC language and the stipulations of the Florida State Statutes concerning Group Homes and Certified Recovery Residences. A memorandum was received from Nabors Giblin & Nickerson PA, detailing the issue, facts, and analysis for the proposed amendments to the LDC, which is included as Exhibit A.

STAFF RECOMMENDATION:
Staff finds the requested amendments to be sufficiently compliant with the Comprehensive Plan, Land Development Code, and established City Commission Goals to ensure that sites zoned for group homes will be available at suitable locations to ensure that the needs of persons requiring such housing are met.

MOTION(S) TO CONSIDER
I move to recommend (approval or denial) of PAB case number 2025-0019 to the City Commission requesting that the Amendments to the LDC Section 1.07.00 Acronyms and Definitions, Table 2.03.02 Table of Land Uses, Table 7.01.04(A). Parking Space Requirements, Creation of Section 6.02.09 Certified Recovery Residences and amendment of current Section 06.02.16 Group Home, as presented, (is or is not) sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Respectfully submitted by:
Planning and Conservation Staff

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 website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: **2026-XXX**

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE (LDC) SECTIONS 1.07.00 DEFINITIONS AND ACRONYMS (FL SB 954 § 397.311), Table 2.03.02. TABLE OF LAND USES, TABLE 7.01.04(A). PARKING SPACE REQUIREMENTS AND 6.02.00 CREATING SUPPLEMENTAL STANDARDS FOR SPECIFIC USE AS IT RELATES TO NEW STATUTORY REQUIREMENTS FLORIDA SENATE BILL 954 FOR CERTIFIED RECOVERY RESIDENCES AND UPDATES TO GROUP HOME FACILITY DEFINITIONS AND STANDARDS; 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

[1] See Section 166.041(4)(c), Florida Statutes.

d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

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):

Amends the Land Development Code (LDC) chapter 1.07.00, Table 2.03.02, Table 7.01.04(A), and chapter 6.02.00 relating to new statutory requirement from FL SB 954 for Certified Recovery Residences and updates to Group Home Facility definitions and Standards to bring the LDC into compliance with Chapters 397 and 419, Florida Statutes.

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 if the ordinance is enacted: **$0.00** **Section 397.487, Florida Statutes provides that no fees shall be imposed in connection with such a request for reasonable accommodation from any portion of the LDC that serves to prohibit the establishment of a certified recovery residence.**

(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible: **None**

(c) An estimate of the City of Fernandina Beach regulatory costs, including estimated revenues from any new charges or fees to cover such costs: **$0.00**

Direct impacts involve the cost associated with the maintenance of property. The City currently maintains such city owned conservation property within the City.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: **None, businesses will not be affected by the proposed ordinance unless they are current non-compliant**

4. Additional information the governing body deems useful (if any): **None**

The 2025 Florida Statutes

397.487 Voluntary certification of recovery residences.—

(1) The Legislature finds that a person suffering from addiction has a higher success rate of achieving long-lasting sobriety when given the opportunity to build a stronger foundation by living in a recovery residence while receiving treatment or after completing treatment. The Legislature further finds that this state and its subdivisions have a legitimate state interest in protecting these persons, who represent a vulnerable consumer population in need of adequate housing. It is the intent of the Legislature to protect persons who reside in a recovery residence.

(2) The department shall approve at least one credentialing entity by December 1, 2015, for the purpose of developing and administering a voluntary certification program for recovery residences. The approved credentialing entity shall:

(a) Establish recovery residence certification requirements.

(b) Establish procedures to:

1. Administer the application, certification, recertification, and disciplinary processes.

2. Monitor and inspect a recovery residence and its staff to ensure compliance with certification requirements.

3. Interview and evaluate residents, employees, and volunteer staff on their knowledge and application of certification requirements.

(c) Provide training for owners, managers, and staff.

(d) Develop a code of ethics.

(e) Establish application, inspection, and annual certification renewal fees. The application fee may not exceed $100. Any onsite inspection fee shall reflect actual costs for inspections. The annual certification renewal fee may not exceed $100.

(3) A credentialing entity shall require the recovery residence to submit the following documents with the completed application and fee:

(a) A policy and procedures manual containing:

1. Job descriptions for all staff positions.

2. Drug-testing procedures and requirements.

3. A prohibition on the premises against alcohol, marijuana, illegal drugs, and the use of prescribed medications by an individual other than the individual for whom the medication is prescribed. For the purposes of this subsection, “marijuana” includes marijuana that has been certified by a qualified physician for medical use in accordance with s. 381.986.

4. Policies to support a resident’s recovery efforts.

5. A good neighbor policy to address neighborhood concerns and complaints.

(b) Rules for residents.

(c) Copies of all forms provided to residents.

(d) Intake procedures.

(e) Sexual predator and sexual offender registry compliance policy.

(f) Relapse policy.

(g) Fee schedule.

(h) Refund policy.

(i) Eviction procedures and policy.

(j) Code of ethics.

(k) Proof of insurance.

(l) Proof of background screening.

(m) Proof of satisfactory fire, safety, and health inspections.

(4) A certified recovery residence must be actively managed by a certified recovery residence administrator. All applications for certification must include the name of the certified recovery residence administrator who will be actively managing the applicant recovery residence.

(5) Upon receiving a complete application, a credentialing entity shall conduct an onsite inspection of the recovery residence.

(6) All owners, directors, and chief financial officers of an applicant recovery residence are subject to level 2 background screening as provided under s. 408.809 and chapter 435. A recovery residence is ineligible for certification, and a credentialing entity shall deny a recovery residence's application, if any owner, director, or chief financial officer has been found guilty of, or has entered a plea of guilty or nolo contendere to, regardless of adjudication, any offense listed in s. 408.809(4) or s. 435.04(2) unless the department has issued an exemption under s. 435.07. Exemptions from disqualification applicable to service provider personnel pursuant to s. 397.4073 or s. 435.07 shall apply to this subsection. In accordance with s. 435.04, the department shall notify the credentialing agency of an owner's, director's, or chief financial officer's eligibility based on the results of his or her background screening.

(7) A credentialing entity shall issue a certificate of compliance upon approval of the recovery residence's application and inspection. The certification shall automatically terminate 1 year after issuance if not renewed.

(8) Onsite followup monitoring of a certified recovery residence may be conducted by the credentialing entity to determine continuing compliance with certification requirements. The credentialing entity shall inspect each certified recovery residence at least annually to ensure compliance.

(a) A credentialing entity may suspend or revoke a certification if the recovery residence is not in compliance with any provision of this section or has failed to remedy any deficiency identified by the credentialing entity within the time period specified.

(b) A certified recovery residence must notify the credentialing entity within 3 business days after the removal of the recovery residence's certified recovery residence administrator due to termination, resignation, or any other reason. The certified recovery residence has 90 days to retain a certified recovery residence administrator. The credentialing entity must revoke the certificate of compliance of any certified recovery residence that fails to comply with this paragraph.

(c) If a certified recovery residence's administrator has been removed due to termination, resignation, or any other reason and had been previously approved to actively manage more than 50 residents pursuant to s. 397.4871(8)(b), the certified recovery residence has 90 days to retain another certified recovery residence administrator pursuant to s. 397.4871. The credentialing entity must revoke the certificate of compliance of any certified recovery residence that fails to comply with this paragraph.

(d) If any owner, director, or chief financial officer of a certified recovery residence is arrested and awaiting disposition for or found guilty of, or enters a plea of guilty or nolo contendere to, regardless of whether adjudication is withheld, any offense listed in s. 435.04(2) while acting in that capacity, the certified recovery residence must immediately remove the person from that position and notify the credentialing entity within 3 business days after such removal. The credentialing entity must revoke the certificate of compliance of a certified recovery residence that fails to meet these requirements.

(e) A credentialing entity shall revoke a certified recovery residence's certificate of compliance if the certified recovery residence provides false or misleading information to the credentialing entity at any time.

(f) Any decision by a department-recognized credentialing entity to deny, revoke, or suspend a certification, or otherwise impose sanctions on a certified recovery residence, is reviewable by the department. Upon receiving an adverse determination, the certified recovery residence may request an administrative hearing pursuant to ss.

120.569 and 120.57(1) within 30 days after completing any appeals process offered by the credentialing entity or the department, as applicable.

(9) A person may not advertise to the public, in any way or by any medium whatsoever, any recovery residence as a "certified recovery residence" unless such recovery residence has first secured a certificate of compliance under this section. A person who violates this subsection commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(10)(a) A certified recovery residence may allow a minor child to visit a parent who is a resident of the recovery residence, provided that a minor child may not visit or remain in the recovery residence between the hours of 9 p.m. and 7 a.m. unless:

1. A court makes a specific finding that such visitation is in the best interest of the minor child; or

2. The recovery residence is a specialized residence for pregnant women or parents whose children reside with them. Such recovery residences may allow children to visit or reside in the residence if the parent does not yet have a time-sharing plan pursuant to s. 61.13, provided that the parent files with the court for establishment of a plan within 14 days of moving into the residence.

(b) A certified recovery residence may not allow a minor child to visit a parent who is a resident of the recovery residence at any time if any resident of the recovery residence is currently required to register as a sexual predator under s. 775.21 or as a sexual offender under s. 943.0435.

(11) Notwithstanding any landlord and tenant rights and obligations under chapter 83, a recovery residence that is certified under this section and has a discharge policy approved by a department-recognized credentialing entity may immediately discharge or transfer a resident in accordance with that policy under any of the following circumstances:

(a) The discharge or transfer is necessary for the resident's welfare.

(b) The resident's needs cannot be met at the recovery residence.

(c) The health and safety of other residents or recovery residence employees is at risk or would be at risk if the resident continues to live at the recovery residence.

(12) Any person discharged from a recovery residence under subsection (11) who willfully refuses to depart after being warned by the owner or an authorized employee of the recovery residence commits the offense of trespass in a recovery residence, a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

(13) Beginning January 1, 2025, a certified recovery residence may not deny an individual access to housing solely on the basis that he or she has been prescribed federally approved medication that assists with treatment for substance use disorders by a licensed physician, a physician's assistant, or an advanced practice registered nurse registered under s. 464.0123.

(14) A local ordinance or regulation may not further regulate the duration or frequency of a resident's stay in a certified recovery residence located within a multifamily zoning district after June 30, 2024. This provision shall expire July 1, 2026.

(15)(a) By January 1, 2026, the governing body of each county or municipality shall adopt an ordinance establishing procedures for the review and approval of certified recovery residences within its jurisdiction. The ordinance must include a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence.

(b) At a minimum, the ordinance must:

1. Be consistent with the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq.

2. Establish a written application process for requesting a reasonable accommodation for the establishment of a certified recovery residence, which application must be submitted to the appropriate local government office.

3. Require the local government to date stamp each application upon receipt. If additional information is required, the local government must notify the applicant in writing within the first 30 days after receipt of the application and allow the applicant at least 30 days to respond.

4. Require the local government to issue a final written determination on the application within 60 days after receipt of a completed application. The determination must:

a. Approve the request in whole or in part, with or without conditions; or

b. Deny the request, stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration.

5. Provide that if a final written determination is not issued within 60 days after receipt of a completed application, the request is deemed approved unless the parties agree in writing to a reasonable extension of time.

6. Require that the application include, at a minimum:

a. The name and contact information of the applicant or the applicant's authorized representative;

b. The property address and parcel identification number; and

c. A description of the accommodation requested and the specific regulation or policy from which relief is sought.

(c) The ordinance may establish additional requirements for the review or approval of reasonable accommodation requests for establishing a certified recovery residence, provided such requirements are consistent with federal law and do not conflict with this subsection.

(d) The ordinance may not require public hearings beyond the minimum required by law to grant the requested accommodation.

(e) The ordinance may include provisions for the revocation of a granted accommodation of a certified recovery residence for cause, including, but not limited to, a violation of the conditions of approval or the lapse, revocation, or failure to maintain certification or licensure required under this section, if not reinstated within 180 days.

(f) The ordinance and establishment of a reasonable accommodation process does not relieve the local government from its obligations under the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq. The regulation for which the applicant is seeking a reasonable accommodation must not facially discriminate against or otherwise disparately impact the applicant.

(16) The application of this section does not supersede any current or future declaration or declaration of condominium adopted pursuant to chapter 718; any cooperative document adopted pursuant to chapter 719; or any declaration or declaration of covenant adopted pursuant to chapter 720.

History.—s. 2, ch. 2015-100; s. 2, ch. 2017-80; s. 7, ch. 2019-159; s. 2, ch. 2020-38; s. 3, ch. 2021-128; s. 10, ch. 2021-156; s. 4, ch. 2023-298; s. 15, ch. 2024-71; s. 3, ch. 2024-176; s. 27, ch. 2025-156; s. 1, ch. 2025-182.

Copyright © 1995-2026 The Florida Legislature • Privacy Statement • Contact Us

The 2025 Florida Statutes

419.001 Site selection of community residential homes.—

(1) For the purposes of this section, the term:

(a) "Community residential home" means a dwelling unit licensed to serve residents who are clients of the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, or the Department of Children and Families or licensed by the Agency for Health Care Administration which provides a living environment for 7 to 14 unrelated residents who operate as the functional equivalent of a family, including such supervision and care by supportive staff as may be necessary to meet the physical, emotional, and social needs of the residents.

(b) "Licensing entity" or "licensing entities" means the Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, the Department of Children and Families, or the Agency for Health Care Administration, all of which are authorized to license a community residential home to serve residents.

(c) "Local government" means a county as set forth in chapter 7 or a municipality incorporated under the provisions of chapter 165.

(d) "Planned residential community" means a local government-approved, planned unit development that is under unified control, is planned and developed as a whole, has a minimum gross lot area of 8 acres, and has amenities that are designed to serve residents with a developmental disability as defined in s. 393.063 but that shall also provide housing options for other individuals. The community shall provide choices with regard to housing arrangements, support providers, and activities. The residents' freedom of movement within and outside the community may not be restricted. For the purposes of this paragraph, local government approval must be based on criteria that include, but are not limited to, compliance with appropriate land use, zoning, and building codes. A planned residential community may contain two or more community residential homes that are contiguous to one another. A planned residential community may not be located within a 10-mile radius of any other planned residential community.

(e) "Resident" means any of the following: a frail elder as defined in s. 429.65; a person who has a disability as defined in s. 760.22(3)(a); a person who has a developmental disability as defined in s. 393.063; a nondangerous person who has a mental illness as defined in s. 394.455; or a child who is found to be dependent as defined in s. 39.01, or a child in need of services as defined in s. 984.03.

(f) "Sponsoring agency" means an agency or unit of government, a profit or nonprofit agency, or any other person or organization which intends to establish or operate a community residential home.

(2) Homes of six or fewer residents which otherwise meet the definition of a community residential home shall be deemed a single-family unit and a noncommercial, residential use for the purpose of local laws and ordinances. Homes of six or fewer residents which otherwise meet the definition of a community residential home shall be allowed in single-family or multifamily zoning without approval by the local government, provided that such homes are not located within a radius of 1,000 feet of another existing such home with six or fewer residents or within a radius of 1,200 feet of another existing community residential home. Such homes with six or fewer residents are not required to comply with the notification provisions of this section; provided that, before licensure, the sponsoring agency provides the local government with the most recently published data compiled from the licensing entities that identifies all community residential homes within the jurisdictional limits of the local

government in which the proposed site is to be located in order to show that there is not a home of six or fewer residents which otherwise meets the definition of a community residential home within a radius of 1,000 feet and not a community residential home within a radius of 1,200 feet of the proposed home. At the time of home occupancy, the sponsoring agency must notify the local government that the home is licensed by the licensing entity. For purposes of local land use and zoning determinations, this subsection does not affect the legal nonconforming use status of any community residential home lawfully permitted and operating as of July 1, 2016.

(3)(a) When a site for a community residential home has been selected by a sponsoring agency in an area zoned for multifamily, the agency shall notify the chief executive officer of the local government in writing and include in such notice the specific address of the site, the residential licensing category, the number of residents, and the community support requirements of the program. Such notice shall also contain a statement from the licensing entity indicating the licensing status of the proposed community residential home and specifying how the home meets applicable licensing criteria for the safe care and supervision of the clients in the home. The sponsoring agency shall also provide to the local government the most recently published data compiled from the licensing entities that identifies all community residential homes within the jurisdictional limits of the local government in which the proposed site is to be located. The local government shall review the notification of the sponsoring agency in accordance with the zoning ordinance of the jurisdiction.

(b) Pursuant to such review, the local government may:

1. Determine that the siting of the community residential home is in accordance with local zoning and approve the siting. If the siting is approved, the sponsoring agency may establish the home at the site selected.

2. Fail to respond within 60 days. If the local government fails to respond within such time, the sponsoring agency may establish the home at the site selected.

3. Deny the siting of the home.

(c) The local government shall not deny the siting of a community residential home unless the local government establishes that the siting of the home at the site selected:

1. Does not otherwise conform to existing zoning regulations applicable to other multifamily uses in the area.

2. Does not meet applicable licensing criteria established and determined by the licensing entity, including requirements that the home be located to assure the safe care and supervision of all clients in the home.

3. Would result in such a concentration of community residential homes in the area in proximity to the site selected, or would result in a combination of such homes with other residences in the community, such that the nature and character of the area would be substantially altered. A home that is located within a radius of 1,200 feet of another existing community residential home in a multifamily zone shall be an overconcentration of such homes that substantially alters the nature and character of the area. A home that is located within a radius of 500 feet of an area of single-family zoning substantially alters the nature and character of the area.

(4) Community residential homes, including homes of six or fewer residents which would otherwise meet the definition of a community residential home, which are located within a planned residential community are not subject to the proximity requirements of this section and may be contiguous to each other. A planned residential community must comply with the applicable local government's land development code and other local ordinances. A local government may not impose proximity limitations between homes within a planned residential community if such limitations are based solely on the types of residents anticipated to be living in the community.

(5) All distance requirements in this section shall be measured from the nearest point of the existing home or area of single-family zoning to the nearest point of the proposed home.

(6) If agreed to by both the local government and the sponsoring agency, a conflict may be resolved through informal mediation. The local government shall arrange for the services of an independent mediator. Mediation shall be concluded within 45 days of a request therefor. The resolution of any issue through the mediation process shall not alter any person's right to a judicial determination of any issue if that person is entitled to such a determination under statutory or common law.

(7) The licensing entity shall not issue a license to a sponsoring agency for operation of a community residential home if the sponsoring agency does not notify the local government of its intention to establish a program, as

required by subsection (3). A license issued without compliance with the provisions of this section shall be considered null and void, and continued operation of the home may be enjoined.

(8) A dwelling unit housing a community residential home established pursuant to this section shall be subject to the same local laws and ordinances applicable to other noncommercial, residential family units in the area in which it is established.

(9) Nothing in this section shall be deemed to affect the authority of any community residential home lawfully established prior to October 1, 1989, to continue to operate.

(10) Nothing in this section shall permit persons to occupy a community residential home who would constitute a direct threat to the health and safety of other persons or whose residency would result in substantial physical damage to the property of others.

(11) The siting of community residential homes in areas zoned for single family shall be governed by local zoning ordinances. Nothing in this section prohibits a local government from authorizing the development of community residential homes in areas zoned for single family.

(12) Nothing in this section requires any local government to adopt a new ordinance if it has in place an ordinance governing the placement of community residential homes that meet the criteria of this section. State law on community residential homes controls over local ordinances, but nothing in this section prohibits a local government from adopting more liberal standards for siting such homes.

History.—s. 1, ch. 89-372; s. 1, ch. 90-192; s. 4, ch. 91-429; s. 36, ch. 93-206; s. 6, ch. 95-152; s. 42, ch. 96-169; s. 222, ch. 97-101; s. 46, ch. 98-280; s. 14, ch. 98-338; s. 53, ch. 99-193; s. 23, ch. 99-284; s. 7, ch. 2000-135; s. 93, ch. 2004-267; s. 34, ch. 2006-86; s. 110, ch. 2006-120; s. 1, ch. 2006-177; s. 99, ch. 2007-5; s. 30, ch. 2008-245; s. 3, ch. 2010-193; s. 237, ch. 2014-19; s. 29, ch. 2015-30; s. 1, ch. 2016-74; s. 3, ch. 2020-76; s. 43, ch. 2025-153.

Copyright © 1995-2026 The Florida Legislature • Privacy Statement • Contact Us

MINUTES-DRAFT
PLANNING ADVISORY BOARD
REGULAR MEETING
FEBRUARY 11, 2026
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER: 5:00
ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:
Richard Doster (Chair)
Daphne Forehand (Vice-Chair)
Nick Gilette
Barbara Gingher
Victoria Robas
Peter Stevenson

MEMBERS ABSENT:
Mark Bennett

OTHERS PRESENT:
Margaret Pearson, Planning Manager
Glenn Akramoff, City Deputy Manager
Mackennah Tarmey, Recording Secretary
Mia Sadler, City Planner
Teresa Prince, City Attorney

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Regular Meeting of January 14, 2026.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by member Robas, to approve the Minutes for the Regular Meeting of January 14, 2025, as presented.

Motion was approved by voice vote, being all ayes, carried.

4. OLD BUSINESS

5. NEW BUSINESS

5.1 ***(Legislative)* - PAB 2025-0019 - CITY OF FERNANDINA BEACH**
The City of Fernandina Beach requests a Land Development Code (LDC) Text Amendment to LDC Section 1.07.00 Definitions and Acronyms (fl sb 954 § 397.311), Table 2.03.02. Table of Land Uses, table 7.01.04(a). Parking Space Requirements and 6.02.00 creating Supplemental Standards for Specific Uses as it relates to new statutory requirements Florida Senate Bill 954 for certified recovery residences and updates to group home facility definitions and standards.

Margaret Pearson, Planning Manager, introduced the case and the amendments to the board. She stated that these changes would be a City-wide plan policy implemented to comply with the legislative session 397.487 and the adoption of a process for requesting reasonable accommodation for recovery residences. These definitions are both statutory and at time could also be discretionary. Firstly, the group home definitions would provide a family living environment including supervision

and care necessary to meet the physical, emotional, and social needs of its residents. She went on to explain that this was the umbrella definition that includes community residential homes and certified recovery residences, emphasizing that the difference in these definitions is in the number of dwelling units that shall be allowed.

Ms. Pearson then explained the next section being the land uses, mainly stating that according to the statutes these residences must be included in both residential and multifamily zoning districts, with appropriate standards, which is clarified under Table 2.03.02. She reiterated that the three different definitions are based on the licensing and on how many units can be included, stating that the establishment of the certified recovery residences is defined in 6.02.09, in order to meet the standards of the Florida Legislature. She listed the requirements and went on to explain the nature of these requirements.

Ms. Pearson went on to explain the Technical Reviews Committee (TRC) role in this procedure. She stated that should there be any unreasonable accommodations, these facts would be addressed, and a decision would be made on these facts. She clarified that the City is bound to these requirements by the Florida Legislature and that the TRC can also offer other alternate location that would meet the needs of the applicant. Finally, she noted that a final written determination must be made within 60 days, that if an appeal is made, fees must be waved per Florida Legislature, but that the City Manager is allowed to revoke or modify the reasonable accommodations. Ms. Pearson commented that should there be any circumstances that would hinder the implementation of a certified recovery home, it would have to proceed to a judicial circuit for hearing.

Member Stevenson asked if something like this would ever go to the Board of Adjustment. Ms. Pearson answered in the negative.

Member Gingher wanted affirmation if this was based on the Florida Legislature Statute. Ms. Pearson answered in the affirmative.

Ms. Pearson explained Supplemental Standards for parking. There was some Board discussion about where to categorize these facilities and since there are levels of care in certified recovery residences, the City's determination was to opt for the maximum allowed parking to accommodate up to 14 people.

Chair Doster asked Ms. Teresa Prince if she would like to explain further.

Ms. Prince explained that the City consulted with additional council with further experience in these matters of implementation in other cities and agreed on some changes.

Member Stevenson asked Ms. Prince if there are any facilities currently on island and if so, are these facilities in need of additional funding or help due to their circumstances. Ms. Prince answered that she isn't aware of any on island and diverted the question to Ms. Pearson, to which Ms. Pearson said she can only think of one or two.

Chair Doster said there is little frame of reference on the island to this case.

Member Stevenson said he feels like this is the state telling us what to do again. Chair Doster concurred and said this is dictated by the legislature.

Ms. Prince went on to describe the externals council's role in this legislation, and she has had experience in other jurisdictions and that insight about best practices has helped us come to a conclusive determination about our language in addition to Planning Staff.

Member Gillette wanted to talk about the punitive aspect of parking and noted that he has seen Nassau County run into issues. He said he feels that this parking accommodation seems extreme since many of these facility's patrons are likely not driving themselves to the facility. He then suggested that parking requirements could be reduced for single-family.

Ms. Pearson gave two different scenarios that would determine how we can adjust parking requirements and how we can always add spaces depending on the level of care.

Chair Doster asked if the Board of Adjustment would be the determining Board in matter of parking amendments. Ms. Prince said she would have to look at the parking variance requirements.

Board Members then spoke about staff member of these group homes occasionally occupying these homes overnight and affecting the parking requirements. Member Gingher said there are vastly different group homes and most that exist do not

have staff. She said you would have to treat each individually in a case-by-case situation.

Ms. Pearson said that depending on locations and zoning districts, the minimum number of spaces exist already and that this draft indicates calculations based on a formula. Member Gillette said from his experience nobody drives themselves, calculations need to be adjusted and that the 2.5 spaces per bed makes a lot of sense.

Ms. Prince said that the reasonable accommodation is where they would provide the necessary parking. She went on to describe the motions that this board could make.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Vice-Chair, to recommend approval of PAB case 2025-0019 to the City Commission requesting that the amendments to the sections 1.07.00 Definitions and Acronyms, Table 2.03.02, Table of Land Uses, table 7.01.04(A) with the modification that the parking language that says "for certified recovery residences 1 space per bed, or above parking requirement or whichever is greater" be stricken, that creation of Section 6.02.09 Certified Recovery Residences and amendment of current Section 06.02.16 Group Home, as presented, (is or is not) sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

All ayes passed.

6. STAFF REPORT

6.1 Update regarding the forthcoming 2050 Vision Plan and the preparations for the Comprehensive Plan Evaluation and Appraisal Review (EAR)

Ms. Pearson described the Comprehensive Plan Evaluation and Appraisal Review and Vision Plan 2050, which would focus on small areas that would aim to facilitate targeted feedback and visioning in unique neighborhood areas on preservation of character, environmental sustainability, resiliency, and other categories. Ms. Pearson went on to explain that the NEFRC assisted to ensure the statutory changes have been included to meet State standards. Their staff will assist in updating our documents and creating the online survey for community input. She added this is personal to us as residents.

Ms. Pearson presented the maps that Staff created and the approach that this Vision Plan will go in. We need to focus on the individual neighborhoods and what makes them special to accommodate residents needs. With this plan, it would change the Comprehensive Plan which then would help curate the Land Development Code. She highlighted that these maps will help determine where we can host meetings, so each neighborhood feels heard and understand their dynamics. Also in the presentation, it was discussed what changes can be made and which cannot. Ms. Pearson showed tentative timeline of these meetings and the three community workshops, three city-driven pop-up events, and one large community pop-up event. In addition to this, an online feedback survey will be activated and at least one will be recorded for those who cannot come. Preliminarily, the timeline was presented by Ms. Pearson, and she described the places and times these could take place. The March 3rd City Commission Meeting will go into more detail of the project detail of the Comprehensive Plan and proposed 2050 Vision Plan document.

Ms. Pearson passed the presentation to Ms. Sadler. Ms. Sadler presented the visual graphic that she created, showcasing each segment of outreach and community input into the Vision Plan. Staff intends to bring back this case to the PAB around June and July as we must submit the EAR letter in September. This plan is a refreshment of the 2045 Vision Plan. Ms. Sadler welcomed feedback from the board and explained her ideas for the board's participation in this process in alignment with Sunshine Law.

Member Robas asked about the maps. She said that Sadler Road seems undefined, to which Ms. Sadler helped point out where it is on the map. She said the "Mid Shore" verbiage reminds her of California; she would like to seem something more Fernandina related. Member Robas then asked about the timeline, she feels like it's a tight timeline and getting community involvement may not be as strong as previously done. Ms. Sadler affirmed that this is not a total redo of the Vision Plan

Member Stevenson said he didn't feel like there was a buy in from City leadership. Ms. Pearson added that there were some goals that were not necessarily obtainable and this rewrite would help bring a clearer picture with things we can actually commit to.

Member Robas spoke about her availability to go to meetings and asked if there are more than one member present, what

to do. Ms. Prince then went on to explain the Sunshine Law flexibility with this, it would just require more advertisement and that board cannot have sidebar conversations.

Chair Doster asked why this is a long-term plan and why it can't be a 10 year plan. Ms. Pearson said that this is a roadmap to accomplish things. There are so many other plans that change the dynamic of this plan that can be changed. There is just no current vision of how the community wants infill development to happen, then how that translates to the Comprehensive Plan, and then inevitably the Land Development Code. Ms. Pearson said that keeping this is a long-term plan would allow.

Glenn Akramoff, Deputy City Manager said the reason we chose a 20 year outlook is because if you change the LDC and change everything, you can't implement everything. But when you start early, focus on the comp plan increments, 3 incremental changes before 25 years. It's not about destination; it's about the legacy that the leadership gives today.

Member Stevenson said his assessment for 2045 vision plan was that the community isn't all one fabric, and that we need to lower the definition of community a notch down so the community can get what they need at a surface level. He is still concerned with how we balance this city's development with the rest of Nassau County and we need to be a step ahead of development to weave in some of the aspiration of the county into our thinking.

Ms. Sadler said the NEPC are experts and see fit our place in the county.

Member Gillette said there are a few things that make impact. A couple large industrial parcels will need to be redeveloped to accommodate change and what we can do to incentivize citizens to determine the future of the City long term. How we can plan these parcels in the long term?

Member Robas asked how members will be appointed to these meetings. Ms. Pearson suggested Staff create a survey that the board can interact with for what sessions they want to attend.

Shoot dates out via email

7. BOARD BUSINESS

7.1 City Updates

Glenn Akramoff, City Dept. Manager, said there is a visioning session tomorrow at the golf course. He made updates about the demolition of Atlantic seafood, and they are in Phase 2 of planning the waterfront park. He updated about Phase 1, there is a lot of activity going on. All the electricity and irrigation begins next week, then tree planting, which will go on for the next few weeks. Substantial completion will be March 16th and they are planning a grand opening event mid-April. The city is in full force on implementing a new permitting process, City View. City staff is in the phases of fine tuning the system and the go-live date for that will be ___. Permitting should be easier and faster for staff and for residents. The last update that he provided were the retirements that are happening. He said there are plans in place for these replacements.

Member Gillette asked about the data reports on building permits and asked if there could be a more frequent update. Mr. Akramoff answered in the affirmative.

7.2 Sunshine Law Presentation

Ms. Prince gave a presentation about Sunshine Laws and refreshed the boards on their legal requirements as members.

Member Stevenson said there are sometimes that the board has classes they have to attend. He asked about what happens then.

Ms. Prince said this is a great example, and that because these are not voting matters coming before them, they are in the sun of the Sunshine Law and not in conflict.

8. PUBLIC COMMENT

Member Stevenson said that staff needs to update the terms of the board membership on the website

9. ADJOURNMENT: 6:32PM

action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.

April 24, 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, May 5, 2026, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2026-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 1.07.00 ACRONYMS AND DEFINITIONS; AMENDING TABLE 2.03.02 TABLE OF LAND USES; AMENDING SECTION 6.02.00, SUPPLEMENTAL STANDARDS FOR SPECIFIC USES, TO CREATE SUPPLEMENTAL STANDARDS FOR CERTIFIED RECOVERY RESIDENCES AND AMEND SUPPLEMENTAL STANDARDS FOR GROUP HOMES, AND AMENDING TABLE 7.01.04(A) PARKING SPACE REQUIREMENTS FOR CERTIFIED RECOVERY RESIDENCES; 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.

NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for Wednesday, February 11, 2026, at 5:00 p.m. in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following:

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS
PAB CASE 2025-0019: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC 1.07.00 DEFINITIONS AND ACRONYMS (FL SB 954 § 397.311), Table 2.03.02. TABLE OF LAND USES, TABLE 7.01.04(A). PARKING SPACE REQUIREMENTS AND 6.02.00 CREATING SUPPLEMENTAL STANDARDS FOR SPECIFIC USE AS IT RELATES TO NEW STATUTORY REQUIREMENTS FLORIDA SENATE BILL 954 FOR CERTIFIED RECOVERY RESIDENCES AND UPDATES TO GROUP HOME FACILITY DEFINITIONS AND STANDARDS.

Interested parties may appear at said hearing and be heard as to the advisability of any action which may be considered. Any person with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 at least 24 hours in advance to request such accommodation. The PAB serves as an advisory committee. Every application is submitted to the City Commission for final decision making. Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.