



AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
OCTOBER 19, 2021
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 Shad Goltz of First Baptist Church.

4. PRESENTATION

4.1 **BUDGET SUMMARY** - *Comptroller Pauline Testagrose will answer any questions regarding the preliminary budget summary for September 2021.*

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

6. CONSENT AGENDA

6.1 **APPROVAL OF MINUTES** - *City Commission Workshop - September 21, 2021; City Commission Special Meeting & Public Hearing - September 21, 2021; and the City Commission Regular Meeting - September 21, 2021.*

6.2 **SCRIVENER'S CORRECTION - SOLE SOURCE VENDOR APPROVAL - ALLIED UNIVERSAL CORP.** - RESOLUTION 2021-147 APPROVING ALLIED UNIVERSAL CORP. AS THE SOLE SOURCE VENDOR FOR CHLORINE GAS AND SULFUR DIOXIDE FOR FISCAL YEAR ~~2020/2021~~ 2021/2022; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves Allied Universal Corp. as the sole source vendor for Fiscal Year 2021/2022 in an amount not to exceed \$50,000.*

6.3 **FACILITIES USE AGREEMENT - BENDIX COMMERCIAL VEHICLE SYSTEMS, LLC** - RESOLUTION 2021-170 APPROVING A FACILITIES USE AGREEMENT WITH BENDIX COMMERCIAL VEHICLE SYSTEMS, LLC FOR THE USE OF AIRPORT PROPERTY TO CONDUCT A DEMONSTRATION OF SLOW SPEED SAFETY SYSTEMS ON COMMERCIAL/HEAVY DUTY TRUCKS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves a Facilities Use Agreement with Bendix Commercial Vehicle Systems, LLC for commercial vehicle demonstrations at the Fernandina Beach Municipal Airport.*

7. RESOLUTIONS

- 7.1 **VOLUNTARY ANNEXATION AGREEMENT - 875 CASHEN DRIVE, 2113 S. 14TH STREET, 2163 S. 14TH STREET** - RESOLUTION 2021-171 APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.94 ACRES OF LAND LOCATED AT 875 CASHEN DRIVE, 2113 S. 14TH STREET, AND 2163 S. 14TH STREET; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes the extension of water services to the property owners identified, whose property is located at 875 Cashen Drive, 2113 S. 14th Street, and 2163 S. 14th Street: Parcel Number: 00-00-30-0170-0013-0000 and also approves the Voluntary Annexation Petition.*
- 7.2 **BUDGET AMENDMENTS - VARIOUS DEPARTMENTS** - RESOLUTION 2021-172 APPROVING AMENDMENTS TO THE BUDGET FOR FISCAL YEAR 2020/2021; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the transfer of funds in various departments and various accounts in the FY 2020/2021 budget to ensure expenditures do not exceed the budget on a line-by-line basis.*
- 7.3 **AWARD OF RFQ 21-01 - CONSULTANTS' COMPETITIVE NEGOTIATION ACT** - RESOLUTION 2021-173 APPROVING A LIST QUALIFIED PROFESSIONAL SERVICE FIRMS IN ACCORDANCE WITH THE STATE OF FLORIDA CONSULTANTS' COMPETITIVE NEGOTIATION ACT; AUTHORIZING THREE-YEAR CONTRACTS WITH EACH FIRM UTILIZING THE CITY'S STANDARD PROFESSIONAL SERVICES CONTRACT FORM; AND PROVIDING FOR AN EFFECTIVE DATE. *Authorizing approval for a three-year contract with the list of professional service consultants in accordance with the State of Florida's Consultants' Competitive Negotiation Act.*
- 7.4 **SETTLEMENT AGREEMENT - O'STEEN COMPANY, LLP** - RESOLUTION 2021-174 APPROVING A SETTLEMENT AGREEMENT FOR ATTORNEYS' FEES IN THE MATTER OF CITY OF FERNANDINA BEACH V. O'STEEN COMPANY, LLP, RICHARD S. SIMMONS AND PAMELA O. SIMMONS IN THE AMOUNT OF \$47,500; AUTHORIZING EXECUTION; APPROVING A BUDGET TRANSFER; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves a Settlement Agreement for attorney's fees in the amount of \$47,500 in the matter of City of Fernandina Beach v. O'steen Company, Case 2020-CA-0146 and a budget amendment.*

8. BOARD APPOINTMENTS

- 8.1 **GENERAL EMPLOYEES' PENSION PLAN** - *Two appointments*

9. CITY MANAGER REPORTS

10. CITY ATTORNEY REPORTS

11. CITY CLERK REPORTS

12. MAYOR/COMMISSIONER COMMENTS

13. ADJOURNMENT

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- 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
Budget Summary

ITEM TYPE: Presentation

REQUESTED ACTION:

SYNOPSIS: Comptroller Pauline Testagrose will answer any questions regarding the PRELIMINARY budget summary for September 2021.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Monica Benischeck, Administrative Services Manager 10/12/2021

Dale Martin, City Manager 10/12/2021

Date: December 08, 2020

Submitted By: Pauline Testagrose, Comptroller

COMMISSION ACTION:

Monthly Budget Report

PRELIMINARY September 2021

Overall: This is a PRELIMINARY September report for the fiscal year 2020/2021. All revenue and various grant revenues have been accrued for the month of September. All recurring expenses have been recorded. Annual maintenance and service contracts have been paid. Finance will monitor expenses and prepare budget amendments to ensure budgeted amounts are not exceeded on a line-by-line basis. Reports comparing current YTD to prior year YTD are also available. Please let the Comptroller know if you wish to see any of these comparative reports.

General Fund: (001)

Total General Fund revenues are at 106.4% of the annual budget. This is due to Property Tax, Local Business Tax, and Intergovernmental receipts. For the month of September, Property Tax is at 100.2% or just over \$14.8M year to date. Intergovernmental revenue is at 136.3% of the budget due to increases in State revenue and the reimbursement under the Cares Act for COVID related expenses. Specific revenue sources we are tracking are detailed below.

	20/21 Budget	Sept 21 YTD \$	Sept 21 YTD %	Sept 20 YTD \$	Sept 20 YTD %
Local Option Gas Tax	317,214	407,698	128.5%	338,406	78.3%
Small County Surtax	1,431,912	2,003,941	139.9%	1,746,745	88.9%
Half Cent Sales Tax	683,222	985,234	144.2%	838,922	89.2%
Franchise Fees	1,440,000	1,345,382	93.4%	1,301,567	90.4%
Total FY 20/21 Bud	3,872,348				
Total FY 19/20 Actual	4,334,570				
Total FY 19/20 Bud	4,778,070				

General Fund expenses are at 74.9% of the budget. There currently are no departments over budget.

Special Revenue Funds: (100 - 190)

As was anticipated, Revenues plus Cash Balance Forward exceed Expenditures for all Special Revenue funds. The Land Conservation Fund in January closed on an additional 5.35 acres of land in the City. The City closed on an additional parcel of land for \$115k. The current available balance for land purchases is now at \$207k.

Debt Service Funds: (220 - 230)

Semiannual interest has been paid on the GO Bonds in Fund 220 in October and in March for the Utility Debt Service Fund 230. In April, the final principal payment was made on the GO Bonds. In August, the principal and interest payment were made on the Utility Bond Series 2013A.

Capital Improvement Funds: (300 - 330)

The Capital Improvement Fund - 300, a debt service payment was made on the Fire Truck and a new Bucket Truck was purchased for Streets. Payments have been issued for IT equipment, sidewalks, street striping, paving, ARC roof building C, the Peck Center windows and MLK Kiddie Pool improvements. Revenues exceed expenditures for the Capital Expansion and Wastewater Capital Improvement Funds. The American Rescue Plan Act funds were received September 28th for \$3,297,891, which is one-half of the City's allocation.

Golf Course: (410)

A new cost center has been set up to segregate the Toptracer financial transactions. Staff continues to work on segregating the transactions. Profit and loss for both the Pro Shop sales and Food and Beverage are below the budgeted ratios.

Airport: (420)

Revenues exceeded expenses primarily due to the FAA grant revenue for the Runway 4/22 Rehabilitation project and land leases.

Sanitation: (440)

Revenues exceeded expenses for September. The City, took over the yard debris collection on April 7th. A grapple truck was purchased in March to accommodate this service.

Wastewater: (450)

Revenues exceeded expenses year to date. With the reduction in Wastewater Charges that went into effect October 1st, revenue is (\$452,869) or (7.5%) lower than last year.

Water: (460)

Revenues exceeded expenses year to date for September. Water charge revenue is lower this fiscal year versus last year by (\$23,752).

Stormwater: (470)

Revenue exceeded expenses for September. Revenue is up this fiscal year versus last year by \$11,421.

Marina: (480)

Year to date revenue for Slip Rentals - Transient is at \$723,905 or 131.6% of the budget. Fuel sales began in May for both diesel and gas.

Fleet: (510)

Revenues exceeded expenses year to date. This fund is meant to be self-supporting.

Utility Billing and Utility Administration: (520 - 530)

It is anticipated in the budget, that Revenues plus Cash Balance Forward exceeds Expenditures in Utility Billing and Utility Administration.

**CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2021 - PRELIMINARY**

100.0%

GENERAL FUND (001)	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	%
REVENUES:				
Property Taxes	\$ 14,839,720	\$ 14,866,237	\$ 26,517	100.2%
Sales /Use/Fuel Taxes	1,974,126	2,691,632	717,506	136.3%
Franchise Fees	1,460,000	1,373,045	(86,955)	94.0%
Licenses/Permits	366,250	618,042	251,792	168.7%
Intergovernmental	1,488,289	2,158,159	669,870	145.0%
Charges for Services	1,492,262	1,500,968	8,706	100.6%
Fines and Forfeitures	22,500	37,102	14,602	164.9%
Other	298,373	242,765	(55,608)	81.4%
Subtotal	21,941,520	23,487,950	1,546,430	107.0%
Transfers/Reimbursements				
Utility Tax	1,700,000	1,700,000	-	100.0%
Sanitation	136,000	136,000	-	100.0%
Wastewater	360,000	360,000	-	100.0%
Water	180,000	180,000	-	100.0%
Total Revenues (excluding cash balance)	24,317,520	25,863,950	1,546,430	106.4%
EXPENDITURES:				
City Commission	314,800	285,453	29,347	90.7%
City Clerk	593,283	554,462	38,821	93.5%
City Manager	497,257	418,457	78,800	84.2%
Finance	671,837	640,771	31,066	95.4%
Information and Technology	802,763	706,410	96,353	88.0%
Human Resources	357,951	305,350	52,601	85.3%
City Attorney	450,633	419,623	31,010	93.1%
Planning	820,225	664,463	155,762	81.0%
Facility Maintenance	734,424	707,669	26,755	96.4%
Police	5,946,348	5,596,617	349,731	94.1%
Police - Beach Rangers	126,553	111,013	15,540	87.7%
Fire	4,489,631	4,157,548	332,083	92.6%
Fire - Ocean Rescue	425,691	349,355	76,336	82.1%
Building / Permitting	17,120	5,099	12,021	29.8%
Code Enforcement	265,386	224,515	40,871	84.6%
Streets	1,871,687	1,568,319	303,368	83.8%
Downtown	108,691	86,824	21,867	79.9%
Public Assistance	403,000	380,884	22,117	94.5%
Library	32,341	24,136	8,205	74.6%
Recreation	1,439,624	1,192,281	247,343	82.8%
Parks	1,288,727	1,034,016	254,711	80.2%
Peck	286,953	243,953	43,000	85.0%
MLK Center	225,831	154,483	71,348	68.4%
Youth	358,513	264,825	93,688	73.9%
Aquatics	397,800	307,665	90,135	77.3%
Non-Departmental	312,603	284,521	28,082	91.0%
Contingency	74,907	0	74,907	0.0%
Transfers				
Debt Service	426,841	426,841	-	100.0%
Historic District Trust	30,000	30,000	-	100.0%
Capital Improvements	1,739,324	1,739,324	-	100.0%
Golf	220,000	220,000	-	100.0%
Cemetery	31,300	31,300	-	100.0%
Marina	300,000	300,000	-	100.0%
Subtotal	26,062,044	23,436,178	2,625,866	89.9%
Encumbrances - All Departments		52,091	(52,091)	
Reserves	5,294,713	-	5,294,713	
Total Expenditures (including Encumbrances)	31,356,757	23,488,269	7,868,488	74.9%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(7,039,237)	2,375,682	9,414,919	
Fund Balance, October 1, 2020 (Cash Balance)				
Unrestricted	7,039,237	7,039,237	-	
Fund Balance, September 30, 2021	\$ -	\$ 9,414,919	\$ 9,414,919	

**CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2021 - PRELIMINARY**

100.0%

SPECIAL REVENUE FUNDS

FUND # NAME OF FUND	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	% Used
REVENUES				
100 Law Enforcement Trust (LETf)	\$ 2,641	\$ 22	\$ (2,619)	0.8%
110 Federal Forfeiture	90,487	33,583	(56,904)	37.1%
125 Tree Trust	342,928	181,460	(161,468)	52.9%
126 Historic District (HDC)	83,416	49,448	(33,968)	59.3%
130 CDBG - Economic Development	40,911	(8,302)	(49,213)	-20.3%
135 Land Conservation Trust	1,458,071	206,336	(1,251,735)	14.2%
140 Building Fees Fund	3,651,882	1,476,432	(2,175,450)	40.4%
145 Wastewater Impact Fees	1,848,902	499,147	(1,349,755)	27.0%
146 Water Impact Fees	483,132	205,643	(277,489)	42.6%
150 Utility Tax	1,879,781	2,067,341	187,560	110.0%
170 Cemetery	1,289,242	359,811	(929,431)	27.9%
180 Community Redevelopment Area	129,458	86,586	(42,872)	66.9%
190 Law Enforcement Recovery	161,724	114,735	(46,989)	70.9%
Total Revenues	\$ 11,462,575	\$ 5,272,242	\$ (6,190,333)	46.0%
EXPENDITURES:				
100 Law Enforcement Trust (LETf)	\$ 2,641	-	\$ 2,641	0.0%
110 Federal Forfeiture	90,487	71,082	19,405	78.6%
125 Tree Trust	342,928	71,402	271,526	20.8%
126 Historic District (HDC)	83,416	30,770	52,646	36.9%
130 CDBG - Economic Development	40,911	36,427	4,484	89.0%
135 Land Conservation Trust	1,458,071	1,213,342	244,729	83.2%
140 Building Fees Fund	3,651,882	1,066,338	2,585,544	29.2%
145 Wastewater Impact Fees	1,848,902	500,000	1,348,902	27.0%
146 Water Impact Fees	483,132	340,000	143,132	70.4%
150 Utility Tax	1,879,781	1,700,000	179,781	90.4%
170 Cemetery	1,289,242	159,909	1,129,333	12.4%
180 Community Redevelopment Area	129,458	3,500	125,958	2.7%
190 Law Enforcement Recovery	161,724	144,174	17,550	89.1%
Total Expenditures	\$ 11,462,575	\$ 5,336,944	\$ 6,125,631	46.6%

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

**CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2021 - PRELIMINARY**

100.0%

CAPITAL PROJECTS FUNDS

FUND #	NAME OF FUND	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	% Used
300	Capital Improvement				
	Revenues	\$ 3,269,044	\$ 2,404,870	\$ (864,174)	73.6%
	Expenses				
	General Government	\$ 736,044	656,331	79,713	89.2%
	Information Technology	110,000	105,329	4,671	95.8%
	Police	-	-	-	0.0%
	Fire	497,000	231,523	265,477	46.6%
	Streets	880,000	583,607	296,393	66.3%
	Recreation	165,000	120,446	44,554	73.0%
	Parks	50,000	1,500	48,500	3.0%
	Peck	800,000	44,440	755,560	5.6%
	MLK	31,000	19,590	11,410	63.2%
	Subtotal	<u>3,269,044</u>	<u>1,762,766</u>	<u>1,506,278</u>	53.9%
	Net Revenues(Expenses)	\$ -	\$ 642,104	\$ (642,104)	0.0%
310	Capital Expansion				
	Revenues				
	Grants/Interest/Loan	\$ 510,000	\$ 179,210	\$ (330,790)	35.1%
	Admin	1,130,059	174,058	(956,001)	15.4%
	Police	380,572	103,886	(276,686)	27.3%
	Fire	618,797	141,663	(477,134)	22.9%
	Sanitation	-	-	-	0.0%
	Recreation	2,206,032	993,891	(1,212,141)	45.1%
	Subtotal	<u>4,845,460</u>	<u>1,592,708</u>	<u>(3,252,752)</u>	32.9%
	Expenses				
	Admin	\$ 1,133,048	\$ -	\$ 1,133,048	0.0%
	Police	381,503	-	\$ 381,503	0.0%
	Fire	1,120,361	79,967	\$ 1,040,394	7.1%
	Recreation	2,210,548	347,204	\$ 1,863,344	15.7%
	Subtotal	<u>4,845,460</u>	<u>427,171</u>	<u>4,418,289</u>	8.8%
	Net Revenues(Expenses)	\$ -	\$ 1,165,537	\$ 1,165,537	0.0%
315	American Rescue Plan Act Capital Fund (ARPA)				
	Revenues				
	State Grant	\$ -	\$ 2,475	\$ 2,475	0.0%
	Other Grant	2,766,953	3,297,871	530,918	119.2%
	Interest	-	1,016	1,016	0.0%
	Subtotal	<u>2,766,953</u>	<u>3,301,362</u>	<u>534,409</u>	119.3%
	Expenses				
	Admin	\$ -	\$ -	\$ -	0.0%
	Airport	-	-	-	0.0%
	Stormwater	-	-	-	0.0%
	Marina	-	-	-	0.0%
	Recreation	2,766,953	-	2,766,953	0.0%
	Subtotal	<u>2,766,953</u>	<u>-</u>	<u>2,766,953</u>	0.0%
	Net Revenues(Expenses)	\$ -	\$ 3,301,362	\$ 3,301,362	0.0%
330	Wastewater Improvement				
	Revenues	\$ 8,094,066	\$ 1,558,628	\$ (6,535,438)	19.3%
	Expenses	8,094,066	-	8,094,066	0.0%
	Net Revenues(Expenses)	\$ -	\$ 1,558,628	\$ 1,558,628	0.0%

CAPITAL EXPANSION FUND**PRELIMINARY**

	FY19-20 BALANCE FORWARD	FY20-21 REVENUE	FY20-21 INTEREST	FY20-21 EXPENSES	FY20-21 BALANCE FORWARD
POLICE	322,488.50	103,885.87	2,621.93	-	428,996.30
FIRE	626,948.70	141,662.52	5,097.28	79,966.70	693,741.80
SANITATION	-	-	-	-	-
RECREATION/PARKS	1,991,467.80	1,140,531.19	16,191.23	347,204.31	2,800,985.91
ADMINISTRATION	1,065,062.80	174,057.84	8,659.27	-	1,247,779.91
	4,005,967.80	1,560,137.42	32,569.71	427,171.01	5,171,503.92
			1,592,707.13		

**CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
REVENUES AND EXPENDITURES
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2021 - PRELIMINARY**

100.0%

ENTERPRISE FUNDS	Revised Budget	Actuals	VARIANCE Fav/(UnFav)	% Used
Golf Course Fund 410				
Operating Revenues	\$ 1,571,612	\$ 1,368,170	\$ (203,442)	87.1%
Operating Expense*	1,539,008	1,197,256	341,752	77.8%
Operating Income (Loss)	32,604	170,914	138,310	524.2%
Non Operating Income (Expense) & Transfers	125,734	126,335	601	100.5%
Change in Net Position	\$ 158,338	\$ 297,248	\$ 138,910	187.7%
Airport Fund 420				
Operating Revenues	\$ 854,988	\$ 842,340	\$ (12,648)	98.5%
Operating Expense*	666,976	507,854	159,123	76.1%
Operating Income (Loss)	188,012	334,487	146,475	177.9%
Non Operating Income (Expense) & Transfers	3,606,851	2,748,211	(858,640)	76.2%
Change in Net Position	\$ 3,794,863	\$ 3,082,697	\$ (712,166)	81.2%
Sanitation Fund 440				
Operating Revenues	\$ 2,732,158	\$ 2,927,068	\$ 194,910	107.1%
Operating Expense*	2,628,771	2,606,304	22,467	99.1%
Operating Income (Loss)	103,387	320,764	217,377	310.3%
Non Operating Income (Expense) & Transfers	37,000	(66,465)	(103,465)	-179.6%
Change in Net Position	\$ 140,387	\$ 254,300	\$ 113,913	181.1%
Wastewater Fund 450				
Operating Revenues	\$ 5,365,362	\$ 5,718,498	\$ 353,136	106.6%
Operating Expense*	2,641,904	2,126,772	515,132	80.5%
Operating Income (Loss)	2,723,458	3,591,726	868,268	131.9%
Non Operating Income (Expense) & Transfers	(2,784,513)	(2,798,811)	(14,298)	100.5%
Change in Net Position	\$ (61,055)	\$ 792,916	\$ 853,971	-1298.7%
Water Fund 460				
Operating Revenues	\$ 4,365,617	\$ 4,403,901	\$ 38,284	100.9%
Operating Expense*	2,587,442	2,000,393	587,049	77.3%
Operating Income (Loss)	1,778,175	2,403,507	625,332	135.2%
Non Operating Income (Expense) & Transfers	(946,092)	(985,368)	(39,276)	104.2%
Change in Net Position	\$ 832,083	\$ 1,418,140	\$ 586,057	170.4%
Stormwater Fund 470				
Operating Revenues	\$ 875,000	\$ 895,988	\$ 20,988	102.4%
Operating Expense*	921,675	686,390	235,285	74.5%
Operating Income (Loss)	(46,675)	209,598	256,273	-449.1%
Non Operating Income (Expense) & Transfers	895,732	463,362	(432,370)	51.7%
Change in Net Position	\$ 849,057	\$ 672,961	\$ (176,096)	79.3%
Marina Fund 480				
Operating Revenues	\$ 2,625,700	\$ 1,718,386	\$ (907,314)	65.4%
Operating Expense*	2,129,615	1,536,285	593,330	72.1%
Operating Income (Loss)	496,085	182,101	(313,984)	36.7%
Non Operating Income (Expense) & Transfers	191,815	602,983	411,168	314.4%
Change in Net Position	\$ 687,900	\$ 785,084	\$ 97,184	114.1%
*Does not include Depreciation Expense and Encumbrances.				
Capital Outlay by Fund				
Golf Course Fund 410	\$ 535,100	\$ 386,496	\$ 148,604	72.2%
Airport Fund 420	4,377,117	2,997,360	\$ 1,379,757	68.5%
Sanitation Fund 440	138,316	138,316	0	100.0%
Wastewater Fund 450	977,500	226,940	750,560	23.2%
Water Fund 460	356,000	325,420	30,580	91.4%
Stormwater Fund 470	1,542,850	544,877	997,973	35.3%
Marina Fund 480	1,068,787	319,976	748,811	29.9%
Total Enterprise Funds	\$ 8,995,670	\$ 4,939,384	\$ 4,056,286	54.9%

**CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
ENTERPRISE FUNDS
FISCAL YEAR TO DATE THROUGH SEPTEMBER 30, 2021 - PRELIMINARY**

Fund	YTD Revenue Excluding Transfers*	YTD Cost Excluding Transfers**	Net	Transfers In	Transfers Out	Debt Service (including Interest)***	Total
Golf Course (410)	1,387,203.37	1,584,588.59	(197,385.22)	220,000.00		111,861.85	(89,247.07)
Airport (420)	3,705,872.37	3,505,213.68	200,658.69			115,321.70	85,336.99
Sanitation (440)	2,996,603.77	2,744,619.74	251,984.03		(136,000.00)		115,984.03
Wastewater (450)	5,797,200.86	3,703,712.15	2,093,488.71		(1,527,513.00)		565,975.71
Water (460)	4,495,411.83	2,325,813.06	2,169,598.77	600,000.00	(1,676,879.00)		1,092,719.77
Storm Water Management (470)	1,475,922.68	1,231,267.41	244,655.27			116,572.12	128,083.15
Marina (480)	2,260,341.00	1,856,260.76	404,080.24	300,000.00		238,972.00	465,108.24

*Year to Date Revenue includes Grant Revenue and Loan Proceeds.

**Year to Date Cost includes Capital Expenditures.

***Debt Service is made annually and interest is recorded monthly and/or semi annually.

This schedule was added at the request of Commissioner Lednovich

City of Fernandina Beach
Accounts Receivable Analysis
9/30/2021

Utility Billing - Current Accounts

Number of Customers		Delinquency Days	\$	Avg Monthly Billing
9,352	Active Customers			\$ 1,108,069.87
626		30	75,619.69	
106		60	11,141.36	* *payment terms
37		90	2,321.09	*
24		120+	2,956.62	*
-				
626		Total	\$ 92,038.76	

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

169 accts.
w/delinquent balances \$ 29,425.50

Utility Billings in Collections

Year based on final billing date	# of Accounts Transferred	Amt of \$ Transferred	Amt of \$ Recovered by CCI	Amt of \$ Recovered by UB	Total \$ Recovered	% recovered
2014 Charged Off Effective 9/30/17		-	-	-		0.00%
2015 Charged Off Effective 9/30/18		-	-	-		0.00%
2016 Charged Off Effective 9/30/20		-	-	-		0.00%
2017 Charged Off Effective 9/30/21		-	-	-		0.00%
2018 (thru Dec)	377	74,599.60	3,874.71	2,790.19		8.93%
2019 (thru Dec)	158	46,319.16	932.35	2,988.13		8.46%
2020 (thru Dec)	164	29,945.44	1,550.60	52.92		5.35%
2021 (thru March)	42	8,149.06				
		\$ 159,013.26	\$ 6,357.66	\$ 5,831.24	\$ 12,188.90	7.67%
Recovered to date		\$ (12,188.90)				
Balance currently at CCI		\$ 146,824.36				

Airport

Number of Customers		Delinquency Days	\$	Avg Mo'y Billing
71	ALL Customers			\$61,082.78
17		30	17,833.35	(Amelia Island Aviation - acct closed)
6		60	6,776.81	\$ -
4		90	6,209.16	\$ -
6		120+	12,144.76	\$ -
				\$ 8,758.77
17		Sub Total	\$ 42,964.08	\$ 8,758.77
				\$ 51,722.85

Marina

Number of Customers		Delinquency Days	\$	Avg Mo'y Billing
440	ALL Customers			\$153,810
36		30	2,570.85	
		60	8,941.28	
		90	943.20	
		120	1,840.27	
		150+	-	
			14,295.60	
	Customer paid in Advnace		-	Deposit
	Total A/R Balance		14,295.60	

Peck Center & Other City Leases

Number of Customers		Delinquency Days	\$	Avg Mo'y Billing
6	ALL Customers			2,416.29
2		30	1,390.23	
0		60	-	
0		90	-	
0		120+	-	
2		Sub Total	\$ 1,390.23	

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND							
001 31110		PROPERTY TAXES					
	-14,839,720.00	-14,839,720.00	-14,866,236.65	-532.59	0.00	26,516.65	100.2%
001 31240		LOCAL OPTION GAS TAX					
	-317,214.00	-317,214.00	-407,697.67	-38,760.76	0.00	90,483.67	128.5%
001 31251		STATE/FIRE INSURANCE TAX					
	-125,000.00	-125,000.00	-143,583.15	0.00	0.00	18,583.15	114.9%
001 31252		STATE/POLICE INSURANCE TAX					
	-100,000.00	-100,000.00	-136,410.47	0.00	0.00	36,410.47	136.4%
001 31260		SMALL COUNTY SURTAX					
	-1,431,912.00	-1,431,912.00	-2,003,940.51	-186,798.09	0.00	572,028.51	139.9%
001 31610		LOCAL BUSINESS TAX					
	-160,000.00	-160,000.00	-289,187.33	-70,466.40	0.00	129,187.33	180.7%
001 31620		LOCAL BUSINESS TAX - PENALTIES					
	-3,000.00	-3,000.00	-234.58	-0.50	0.00	-2,765.42	7.8%
001 31630		LOCAL BUSINESS TAX-OTHER FEES					
	-50.00	-50.00	-10,552.50	-2,310.00	0.00	10,502.50	21105.0%
001 31640		LOCAL BUSINESS TAX-PAST DUE FE					
	-2,000.00	-2,000.00	-26.25	-13.12	0.00	-1,973.75	1.3%
001 32204		BUILDING PERMIT-DRIVEWAY					
	-6,000.00	-6,000.00	-5,180.00	-315.00	0.00	-820.00	86.3%
001 32210		BUILDING PERMIT-TREE REMOVAL					
	-25,000.00	-25,000.00	-170.00	0.00	0.00	-24,830.00	.7%
001 32211		BUILDING PERMIT-FENCING					
	-5,000.00	-5,000.00	0.00	0.00	0.00	-5,000.00	.0%
001 32218		CLEARING/EXCAVATE-PERMITS					
	-25,000.00	-25,000.00	-23,657.70	-1,427.00	0.00	-1,342.30	94.6%
001 32219		TREE TRUST FUND RESERVE					
	0.00	0.00	-1,500.00	0.00	0.00	1,500.00	100.0%
001 32310		FRANCHISE FEES ELECTRIC					
	-1,440,000.00	-1,440,000.00	-1,345,382.31	-140,274.31	0.00	-94,617.69	93.4%
001 32340		FRANCHISE FEES GAS					
	-20,000.00	-20,000.00	-27,662.63	-2,668.56	0.00	7,662.63	138.3%
001 32900		CODE ENFORCEMENT FEES & FINES					
	-25,000.00	-25,000.00	-15,024.51	-200.00	0.00	-9,975.49	60.1%
001 32901		ZONING PLAN REVIEW					
	-18,000.00	-18,000.00	-125,075.00	-7,900.00	0.00	107,075.00	694.9%
001 32903		SIGN PERMITS					
	-2,250.00	-2,250.00	0.00	0.00	0.00	-2,250.00	.0%
001 32915		ANNEXATION APP FEE					
	-2,200.00	-2,200.00	-5,800.00	1,700.00	0.00	3,600.00	263.6%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 32916		BOA APP FEES-COMMERCIAL					
	0.00	0.00	-7,500.00	0.00	0.00	7,500.00	100.0%
001 32917		BOA APP FEES-RESIDENTIAL					
	-11,050.00	-11,050.00	-7,850.00	-1,000.00	0.00	-3,200.00	71.0%
001 32918		ZONING CERTIFICATION FEE					
	-3,200.00	-3,200.00	-3,000.00	-400.00	0.00	-200.00	93.8%
001 32920		CDD COPIES MADE FEE					
	-1,250.00	-1,250.00	0.00	0.00	0.00	-1,250.00	.0%
001 32921		COMP PLAN AMEND APP FEE					
	-1,500.00	-1,500.00	0.00	0.00	0.00	-1,500.00	.0%
001 32924		HDC APPLICATION FEE					
	0.00	0.00	275.00	0.00	0.00	-275.00	100.0%
001 32926		PLAT APPROVAL APP FEE					
	-3,850.00	-3,850.00	-1,500.00	0.00	0.00	-2,350.00	39.0%
001 32928		REZONING APP FEE					
	-4,200.00	-4,200.00	-10,000.00	5,000.00	0.00	5,800.00	238.1%
001 32929		SITE PLAN REVIEW APP FEE					
	-21,700.00	-21,700.00	-29,097.75	-6,800.00	0.00	7,397.75	134.1%
001 32932		DUE DILIGENCE					
	-750.00	-750.00	-500.00	0.00	0.00	-250.00	66.7%
001 32933		TELECOMMUNICATION PERMIT					
	-400.00	-400.00	0.00	0.00	0.00	-400.00	.0%
001 32935		ADMINISTRATIVE WAIVER					
	0.00	0.00	-2,800.00	-800.00	0.00	2,800.00	100.0%
001 32936		CODE TEXT AMENDMENT					
	-850.00	-850.00	0.00	0.00	0.00	-850.00	.0%
001 32937		LOT LINE ADJUSTMENTS					
	-2,000.00	-2,000.00	-5,400.00	-600.00	0.00	3,400.00	270.0%
001 32980		OTHER MISC PERMITS					
	0.00	0.00	-11,840.00	-200.00	0.00	11,840.00	100.0%
001 32981		SPECIAL EVENT PERMITS					
	-4,500.00	-4,500.00	-2,660.00	-440.00	0.00	-1,840.00	59.1%
001 32982		SPECIAL BANNER PERMITS					
	-2,000.00	-2,000.00	-1,005.00	-75.00	0.00	-995.00	50.3%
001 32992		FIRE MARSHAL FEES					
	-35,000.00	-35,000.00	-57,606.83	-50.00	0.00	22,606.83	164.6%
001 32995		ADDRESS ASSIGNMENT					
	-500.00	-500.00	-1,150.00	-40.00	0.00	650.00	230.0%
001 33125		JUSTICE ASSISTANCE GRANT (JAG)					
	0.00	-63,195.00	0.00	0.00	0.00	-63,195.00	.0%
001 33170		DOS PRESERVATION					
	-48,000.00	-48,000.00	-39,333.09	0.00	0.00	-8,666.91	81.9%
001 33350		HALF-CENT SALES TAX					
	-683,222.00	-683,222.00	-985,234.03	-103,932.99	0.00	302,012.03	144.2%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 33512		STATE REVENUE SHARING PROCEED					
	-190,187.00	-190,187.00	-249,365.88	-20,316.73	0.00	59,178.88	131.1%
001 33514		MOBILE HOME TAX					
	-800.00	-800.00	-883.79	-38.37	0.00	83.79	110.5%
001 33515		ALCOHOLIC BEV LICENSE					
	-23,000.00	-23,000.00	-25,566.25	0.00	0.00	2,566.25	111.2%
001 33522		FIREFIGHTERS SUPPLEMENT					
	-10,000.00	-10,000.00	-12,380.00	-5,880.00	0.00	2,380.00	123.8%
001 33710		COUNTY GRANT					
	0.00	-269,000.00	-677,034.00	0.00	0.00	408,034.00	251.7%
001 33720		SCHOOL RESOURCE OFFICER					
	-137,760.00	-137,760.00	-154,616.74	-17,500.10	0.00	16,856.74	112.2%
001 33721		DEA REIMBURSEMENT					
	-13,125.00	-13,125.00	-13,745.65	-3,041.43	0.00	620.65	104.7%
001 33722		NASSAU COUNTY OCEAN RESCUE					
	-135,000.00	-135,000.00	-103,975.97	-7,938.34	0.00	-31,024.03	77.0%
001 33910		OCEAN, HIGHWAY AND PRT AUTHORITY					
	-50,000.00	-50,000.00	0.00	0.00	0.00	-50,000.00	.0%
001 34260		AMBULANCE SERVICES					
	-528,762.00	-528,762.00	-515,385.03	-42,928.72	0.00	-13,376.97	97.5%
001 34290		SHRIMP FESTIVAL REIMBURSEMENT					
	-6,000.00	-6,000.00	0.00	0.00	0.00	-6,000.00	.0%
001 34700		TRUST ACTIVITIES NON-TAXABLE					
	-160,000.00	-160,000.00	-284,004.46	-27,952.45	0.00	124,004.46	177.5%
001 34701		TRUST ACTIVITIES TAXABLE					
	-23,000.00	-23,000.00	-40,282.07	-3,873.10	0.00	17,282.07	175.1%
001 34702		PARKS TRUST NON-TAXABLE					
	-12,000.00	-12,000.00	-11,273.85	-609.00	0.00	-726.15	93.9%
001 34703		PARKS TRUST TAXABLE					
	0.00	0.00	-8,468.96	-1,349.50	0.00	8,468.96	100.0%
001 34704		RENTALS NON-TAXABLE					
	-8,000.00	-8,000.00	-4,625.00	-425.00	0.00	-3,375.00	57.8%
001 34705		SOFTBALL COMPLEX					
	-500.00	-500.00	-575.00	0.00	0.00	75.00	115.0%
001 34706		PARKS LAWN CHARGES					
	-13,500.00	-13,500.00	0.00	0.00	0.00	-13,500.00	.0%
001 34720		RENTALS					
	-10,000.00	-10,000.00	-4,768.00	-740.00	0.00	-5,232.00	47.7%
001 34721		PECK RENTS					
	-8,000.00	-8,000.00	-2,760.00	0.00	0.00	-5,240.00	34.5%
001 34722		PECK RENTS NON-TAXABLE					
	-25,000.00	-25,000.00	-19,176.53	-2,367.04	0.00	-5,823.47	76.7%
001 34723		PECK TRUST TAXABLE					
	-6,500.00	-6,500.00	-11,535.18	-241.84	0.00	5,035.18	177.5%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 34724		PECK TRUST NON-TAXABLE					
	-42,000.00	-42,000.00	-11,824.00	-482.00	0.00	-30,176.00	28.2%
001 34725		MLK RENTS					
	-4,500.00	-4,500.00	-1,470.00	-210.00	0.00	-3,030.00	32.7%
001 34726		MLK RENTS NON-TAXABLE					
	0.00	0.00	-866.00	-131.00	0.00	866.00	100.0%
001 34728		MLK TRUST NON-TAXABLE					
	-12,500.00	-12,500.00	-16,940.00	-715.00	0.00	4,440.00	135.5%
001 34730		YOUTH TRUST ACTIVITIES					
	-17,000.00	-17,000.00	-13,456.00	0.00	0.00	-3,544.00	79.2%
001 34731		YOUTH CAMPS					
	-310,000.00	-310,000.00	-264,007.06	-20,827.08	0.00	-45,992.94	85.2%
001 34741		AQUATICS TRUST NON-TAXABLE					
	-116,000.00	-116,000.00	-108,338.25	-8,105.00	0.00	-7,661.75	93.4%
001 34742		SWIMMING POOLS					
	-54,000.00	-54,000.00	-64,062.07	-6,141.99	0.00	10,062.07	118.6%
001 34743		SWIMMING POOLS NON-TAXABLE					
	0.00	0.00	-12,675.00	-4,375.00	0.00	12,675.00	100.0%
001 34745		GREENWAY					
	0.00	0.00	-340.00	-70.00	0.00	340.00	100.0%
001 34746		GREENWAY TAXABLE					
	0.00	0.00	-159.50	0.00	0.00	159.50	100.0%
001 35100		COURT CASES GENERAL FUND					
	-8,000.00	-8,000.00	-7,986.24	-775.62	0.00	-13.76	99.8%
001 35115		PARKING TICKETS					
	-11,500.00	-11,500.00	-24,012.00	-995.00	0.00	12,512.00	208.8%
001 35116		POLICE CITATIONS					
	0.00	0.00	-1,379.00	-125.00	0.00	1,379.00	100.0%
001 35120		POLICE EDUCATION					
	-1,500.00	-1,500.00	-1,313.55	-131.07	0.00	-186.45	87.6%
001 35911		FINGERPRINT-ACCI-INC REPORT					
	-1,500.00	-1,500.00	-2,411.50	-54.50	0.00	911.50	160.8%
001 36110		INTEREST					
	-165,000.00	-165,000.00	-73,328.15	-4,117.98	0.00	-91,671.85	44.4%
001 36210		RENTS					
	-3,044.00	-3,044.00	-3,630.00	0.00	0.00	586.00	119.3%
001 36215		RENTS NON-TAXABLE					
	-23,800.00	-23,800.00	-20,077.42	-10.00	0.00	-3,722.58	84.4%
001 36990		OTHER REVENUE					
	-35,851.00	-35,851.00	-82,234.51	-3,853.65	0.00	46,383.51	229.4%
001 36992		GAIN ON SALE OF ASSET					
	0.00	0.00	3,200.00	0.00	0.00	-3,200.00	100.0%
001 36995		LATE FEES					
	0.00	0.00	-13.10	0.00	0.00	13.10	100.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 36996		REVENUE-GARNISHMENT FEE					
	-100.00	-100.00	-255.00	-14.00	0.00	155.00	255.0%
001 36998		STATE OF FLORIDA - FDOT					
	-62,578.00	-62,578.00	-62,578.34	-28,547.00	0.00	0.34	100.0%
001 38215		FROM UTILITY TAX					
	-1,700,000.00	-1,700,000.00	-1,700,000.00	-141,667.00	0.00	0.00	100.0%
001 38244		FROM SANITATION					
	-136,000.00	-136,000.00	-136,000.00	-11,333.00	0.00	0.00	100.0%
001 38245		FROM WASTEWATER OPERATIONS					
	-360,000.00	-360,000.00	-360,000.00	-30,000.00	0.00	0.00	100.0%
001 38246		FROM WATER OPERATIONS					
	-180,000.00	-180,000.00	-180,000.00	-15,000.00	0.00	0.00	100.0%
001 38910		CASH BALANCE FORWARD					
	-7,039,237.00	-7,039,237.00	0.00	0.00	0.00	-7,039,237.00	.0%
	TOTAL REVENUES						
	-31,016,562.00	-31,348,757.00	-25,860,102.01	-972,186.83	0.00	-5,488,654.99	
0012200 FIRE							
0012200 36993		DONATIONS/CONTRIBUTIONS					
	-8,000.00	-8,000.00	-3,848.48	-20.00	0.00	-4,151.52	48.1%
	TOTAL REVENUES						
	-8,000.00	-8,000.00	-3,848.48	-20.00	0.00	-4,151.52	
	GRAND TOTAL						
	-31,024,562.00	-31,356,757.00	-25,863,950.49	-972,206.83	0.00	-5,492,806.51	82.5%

** END OF REPORT - Generated by Michele Brown **

Revenue	Amount	% Used
Revised Budget	(\$31,356,757.00)	82.5%
Less: Cash Balance Forward		
38910	7,039,237.00	
38911	.00	
Revised Budget excluding Cash	(\$24,317,520.00)	
YTD Actual Revenue	(\$25,863,950.49)	106.4%

Revised Budget excluding Cash	(\$24,317,520.00)
Less: YTD Expenditures	23,436,178.00
Net (Revenues) Expenditures	(\$ 881,342.00)

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011100 CITY COMMISSION 314,800.00	314,800.00	285,452.90	42,767.89	0.00	29,347.10	90.7%
0011200 CITY CLERK 573,351.00	593,283.00	554,462.35	27,428.18	0.00	38,820.65	93.5%
0011210 CITY MANAGER 584,920.00	497,257.00	418,457.09	31,211.03	18,000.00	60,799.91	87.8%
0011300 FINANCE 671,837.00	671,837.00	640,771.41	47,808.55	3,976.60	27,088.99	96.0%
0011310 INFORMATION TECHNOLOGY 802,763.00	802,763.00	706,410.09	68,454.03	4,364.02	91,988.89	88.5%
0011350 HUMAN RESOURCES 357,951.00	357,951.00	305,350.26	23,525.83	0.00	52,600.74	85.3%
0011400 CITY ATTORNEY 350,633.00	450,633.00	419,622.65	57,781.03	0.00	31,010.35	93.1%
0011500 PLANNING 732,562.00	820,225.00	664,463.30	95,211.17	0.00	155,761.70	81.0%
0011910 NON DEPARTMENTAL 312,603.00	312,603.00	284,521.35	8,213.71	0.00	28,081.65	91.0%
0011930 FACILITIES MAINTENANCE 734,424.00	734,424.00	707,668.56	52,387.26	0.00	26,755.44	96.4%
0012100 POLICE 5,970,048.00	5,946,348.00	5,596,616.76	514,523.57	0.00	349,731.24	94.1%
0012101 POLICE RANGERS 102,853.00	126,553.00	111,013.00	26,060.18	0.00	15,540.00	87.7%
0012200 FIRE 4,433,935.00	4,489,631.00	4,157,548.29	329,677.02	0.00	332,082.71	92.6%
0012201 FIRE OCEAN RESCUE 418,192.00	425,691.00	349,355.08	31,503.68	0.00	76,335.92	82.1%
0012400 BUILDING / PERMITTING 17,120.00	17,120.00	5,099.45	0.00	0.00	12,020.55	29.8%
0012420 CODE ENFORCEMENT 265,386.00	265,386.00	224,515.07	18,209.30	0.00	40,870.93	84.6%
0014100 STREETS 1,871,687.00	1,871,687.00	1,568,318.52	266,867.40	25,750.00	277,618.48	85.2%
0015200 DOWNTOWN 92,530.00	108,691.00	86,824.39	7,496.89	0.00	21,866.61	79.9%
0015640 PUBLIC ASSISTANCE 145,000.00	403,000.00	380,883.50	27,735.53	0.00	22,116.50	94.5%
0017100 LIBRARY 32,341.00	32,341.00	24,135.66	2,121.94	0.00	8,205.34	74.6%
0017200 RECREATION 1,374,624.00	1,439,624.00	1,192,280.91	84,962.92	0.00	247,343.09	82.8%
0017210 PARKS 1,323,927.00	1,288,727.00	1,034,016.02	134,147.57	0.00	254,710.98	80.2%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

0017220 PECK	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 PECK	316,953.00	286,953.00	243,953.31	14,942.77	0.00	42,999.69	85.0%
0017225 MLK CENTER	225,631.00	225,831.00	154,482.68	9,357.90	0.00	71,348.32	68.4%
0017230 YOUTH	358,513.00	358,513.00	264,825.18	17,096.91	0.00	93,687.82	73.9%
0017240 AQUATICS	397,800.00	397,800.00	307,665.22	28,395.53	0.00	90,134.78	77.3%
0018100 INTERFUND TRANSFERS OUT	2,747,465.00	2,747,465.00	2,747,465.00	188,277.00	0.00	0.00	100.0%
0018200 CONTINGENCIES	200,000.00	74,907.00	0.00	0.00	0.00	74,907.00	.0%
0018300 RESERVES	5,294,713.00	5,294,713.00	0.00	0.00	0.00	5,294,713.00	.0%
GRAND TOTAL							
	31,024,562.00	31,356,757.00	23,436,178.00	2,156,164.79	52,090.62	7,868,488.38	74.9%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
100 LAW ENFORCEMENT TRUST							
100 35110		FINES/FORFEITURES					
	-140.00	-140.00	0.00	0.00	0.00	-140.00	.0%
100 36110		INTEREST					
	0.00	0.00	-21.84	-1.71	0.00	21.84	100.0%
100 38910		CASH BALANCE FORWARD					
	-2,501.00	-2,501.00	0.00	0.00	0.00	-2,501.00	.0%
100 55200		OPERATING SUPPLIES					
	2,450.00	2,450.00	0.00	0.00	0.00	2,450.00	.0%
100 59990		RESERVE					
	191.00	191.00	0.00	0.00	0.00	191.00	.0%
TOTAL LAW ENFORCEMENT TRUST	0.00	0.00	-21.84	-1.71	0.00	21.84	100.0%
	TOTAL REVENUES						
	-2,641.00	-2,641.00	-21.84	-1.71	0.00	-2,619.16	
	TOTAL EXPENSES						
	2,641.00	2,641.00	0.00	0.00	0.00	2,641.00	
	GRAND TOTAL						
	0.00	0.00	-21.84	-1.71	0.00	21.84	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
110 FEDERAL FORFEITURE							
110 35121		SEIZED CONTRABAND					
	-25,000.00	-25,000.00	-9,044.79	0.00	0.00	-15,955.21	36.2%
110 36110		INTEREST					
	-500.00	-500.00	-563.18	-24.41	0.00	63.18	112.6%
110 36992		GAIN ON SALE OF ASSET					
	0.00	0.00	-23,975.07	-3,467.00	0.00	23,975.07	100.0%
110 38910		CASH BALANCE FORWARD					
	-64,987.00	-64,987.00	0.00	0.00	0.00	-64,987.00	.0%
110 55200		OPERATING SUPPLIES					
	15,000.00	11,000.00	3,780.09	2,592.09	0.00	7,219.91	34.4%
110 56400		MACH/EQUIP					
	65,000.00	65,000.00	63,849.94	14,234.86	95.00	1,055.06	98.4%
110 56401		EQUIP-NON CAPITAL					
	0.00	4,000.00	3,452.10	0.00	0.00	547.90	86.3%
110 59990		RESERVE					
	10,487.00	10,487.00	0.00	0.00	0.00	10,487.00	.0%
TOTAL FEDERAL FORFEITURE							
	0.00	0.00	37,499.09	13,335.54	95.00	-37,594.09	100.0%
TOTAL REVENUES							
	-90,487.00	-90,487.00	-33,583.04	-3,491.41	0.00	-56,903.96	
TOTAL EXPENSES							
	90,487.00	90,487.00	71,082.13	16,826.95	95.00	19,309.87	
GRAND TOTAL							
	0.00	0.00	37,499.09	13,335.54	95.00	-37,594.09	100.0%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
125 TREE TRUST SPECIAL REV FUND							
125 32219		TREE TRUST FUND RESERVE					
	-75,000.00	-75,000.00	-179,167.50	-4,100.00	0.00	104,167.50	238.9%
125 36110		INTEREST					
	0.00	0.00	-2,694.31	-246.87	0.00	2,694.31	100.0%
125 38910		CASH BALANCE FORWARD					
	-267,928.00	-267,928.00	0.00	0.00	0.00	-267,928.00	.0%
125 51200		SALARIES					
	17,503.00	17,503.00	10,064.24	4,220.30	0.00	7,438.76	57.5%
125 52100		FICA					
	1,339.00	1,339.00	690.68	284.70	0.00	648.32	51.6%
125 52200		RETIREMENT					
	3,770.00	3,770.00	2,167.83	909.02	0.00	1,602.17	57.5%
125 52300		HEALTH INSUR					
	4,579.00	4,579.00	3,534.65	2,178.48	0.00	1,044.35	77.2%
125 52301		LIFE INSUR					
	95.00	95.00	74.25	42.45	0.00	20.75	78.2%
125 52400		WORKERS' COMP					
	256.00	256.00	256.00	25.00	0.00	0.00	100.0%
125 53100		PROFESSIONAL SERVICES					
	53,500.00	53,500.00	350.00	0.00	0.00	53,150.00	.7%
125 54970		PROGRAM COSTS					
	12,650.00	50,649.00	43,271.54	13,050.00	0.00	7,377.46	85.4%
125 55200		OPERATING SUPPLIES					
	11,500.00	11,500.00	10,992.68	3,922.42	0.00	507.32	95.6%
125 59990		RESERVE					
	237,736.00	199,737.00	0.00	0.00	0.00	199,737.00	.0%
TOTAL TREE TRUST SPECIAL REV FUND							
	0.00	0.00	-110,459.94	20,285.50	0.00	110,459.94	100.0%
TOTAL REVENUES							
	-342,928.00	-342,928.00	-181,861.81	-4,346.87	0.00	-161,066.19	
TOTAL EXPENSES							
	342,928.00	342,928.00	71,401.87	24,632.37	0.00	271,526.13	
GRAND TOTAL							
	0.00	0.00	-110,459.94	20,285.50	0.00	110,459.94	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
126 HDC SPECIAL REVENUE FUND							
126 32924		HDC APPLICATION FEE					
	-5,000.00	-5,000.00	-17,850.00	-825.00	0.00	12,850.00	357.0%
126 32931		HDC VARIANCE					
	-1,700.00	-1,700.00	-850.00	0.00	0.00	-850.00	50.0%
126 36110		INTEREST					
	0.00	0.00	-748.17	-55.37	0.00	748.17	100.0%
126 38101		FROM GENERAL FUND					
	-30,000.00	-30,000.00	-30,000.00	0.00	0.00	0.00	100.0%
126 38910		CASH BALANCE FORWARD					
	-46,716.00	-46,716.00	0.00	0.00	0.00	-46,716.00	.0%
126 53100		PROFESSIONAL SERVICES					
	36,500.00	36,500.00	0.00	0.00	0.00	36,500.00	.0%
126 54970		PROGRAM COSTS					
	37,100.00	37,100.00	30,770.10	30,570.10	0.00	6,329.90	82.9%
126 59990		RESERVE					
	9,816.00	9,816.00	0.00	0.00	0.00	9,816.00	.0%
TOTAL HDC SPECIAL REVENUE FUND							
	0.00	0.00	-18,678.07	29,689.73	0.00	18,678.07	100.0%
TOTAL REVENUES							
	-83,416.00	-83,416.00	-49,448.17	-880.37	0.00	-33,967.83	
TOTAL EXPENSES							
	83,416.00	83,416.00	30,770.10	30,570.10	0.00	52,645.90	
GRAND TOTAL							
	0.00	0.00	-18,678.07	29,689.73	0.00	18,678.07	100.0%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
130 CDBG ECON DEV							
130 33110		CDBG FEDERAL GRANT					
	0.00	0.00	8,500.00	0.00	0.00	-8,500.00	100.0%
130 36110		INTEREST					
	-500.00	-500.00	-198.03	-2.58	0.00	-301.97	39.6%
130 38910		CASH BALANCE FORWARD					
	-6,733.00	-40,411.00	0.00	0.00	0.00	-40,411.00	.0%
130 56300		IMPROVEMENTS					
	7,233.00	40,911.00	36,427.00	0.00	0.00	4,484.00	89.0%
TOTAL CDBG ECON DEV	0.00	0.00	44,728.97	-2.58	0.00	-44,728.97	100.0%
	TOTAL REVENUES						
	-7,233.00	-40,911.00	8,301.97	-2.58	0.00	-49,212.97	
	TOTAL EXPENSES						
	7,233.00	40,911.00	36,427.00	0.00	0.00	4,484.00	
	GRAND TOTAL						
	0.00	0.00	44,728.97	-2.58	0.00	-44,728.97	100.0%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
135 LAND CONSERVATION TRUST							
135 36110		INTEREST					
	-5,000.00	-5,000.00	-4,149.18	-127.52	0.00	-850.82	83.0%
135 36601		DONATIONS/LAND CONSERVATION					
	0.00	0.00	-4,350.00	0.00	0.00	4,350.00	100.0%
135 36800		CAPITAL CONTRIBUTION					
	-484,357.00	-484,357.00	-197,837.00	0.00	0.00	-286,520.00	40.8%
135 38910		CASH BALANCE FORWARD					
	-968,714.00	-968,714.00	0.00	0.00	0.00	-968,714.00	.0%
135 56100		LAND					
	1,458,071.00	1,458,071.00	1,213,342.52	0.00	0.00	244,728.48	83.2%
TOTAL LAND CONSERVATION TRUST	0.00	0.00	1,007,006.34	-127.52	0.00	-1,007,006.34	100.0%
	TOTAL REVENUES						
	-1,458,071.00	-1,458,071.00	-206,336.18	-127.52	0.00	-1,251,734.82	
	TOTAL EXPENSES						
	1,458,071.00	1,458,071.00	1,213,342.52	0.00	0.00	244,728.48	
	GRAND TOTAL						
	0.00	0.00	1,007,006.34	-127.52	0.00	-1,007,006.34	100.0%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 BUILDING FEES FUND							
140 31610		LOCAL BUSINESS TAX					
	0.00	0.00	105.00	52.50	0.00	-105.00	100.0%
140 32200		BUILDING PERMITS					
	-753,000.00	-753,000.00	-811,648.24	-41,579.25	0.00	58,648.24	107.8%
140 32202		BUILDING PERMIT-CONSTRUCTION					
	-300,000.00	-300,000.00	-338,015.70	-15,008.00	0.00	38,015.70	112.7%
140 32203		BUILDING PERMIT-DEMOLITION					
	-4,000.00	-4,000.00	-7,099.00	-440.00	0.00	3,099.00	177.5%
140 32206		BUILDING PERMIT-AFTER THE FACT					
	-25,000.00	-25,000.00	-46,196.00	-684.00	0.00	21,196.00	184.8%
140 32207		BUILDING PERMIT-REINSPECTION					
	-3,500.00	-3,500.00	-7,490.00	-280.00	0.00	3,990.00	214.0%
140 32208		BUILDING PERMIT-2ND REINSPECT					
	-100.00	-100.00	-2,240.00	-140.00	0.00	2,140.00	2240.0%
140 32209		BUILDING PERMIT-3RD REINSPECT					
	0.00	0.00	-980.00	0.00	0.00	980.00	100.0%
140 32211		BUILDING PERMIT-FENCING					
	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
140 32903		SIGN PERMITS					
	-3,000.00	-3,000.00	-4,714.00	-464.00	0.00	1,714.00	157.1%
140 32905		ELECTRICAL PERMITS-GENERAL					
	-70,000.00	-70,000.00	-81,848.00	-5,305.00	0.00	11,848.00	116.9%
140 32906		ELECTRICAL PERMITS-TEMPORARY P					
	-5,000.00	-5,000.00	-9,900.00	-750.00	0.00	4,900.00	198.0%
140 32908		GAS PERMITS-GENERAL					
	-14,000.00	-14,000.00	-17,280.00	-1,600.00	0.00	3,280.00	123.4%
140 32909		GAS PERMITS-LP INSTALLATION					
	-6,000.00	-6,000.00	-4,500.00	-300.00	0.00	-1,500.00	75.0%
140 32911		MECHANICAL					
	-50,000.00	-50,000.00	-34,160.00	-5,120.00	0.00	-15,840.00	68.3%
140 32912		PLUMBING PERMITS					
	-25,000.00	-25,000.00	-52,913.86	-4,411.76	0.00	27,913.86	211.7%
140 32913		PLUMBING-FIXTURE FEES					
	-25,000.00	-25,000.00	-25,935.00	-1,820.00	0.00	935.00	103.7%
140 32914		PERMIT/REVIEW FEES					
	0.00	0.00	150.00	0.00	0.00	-150.00	100.0%
140 32920		CDD COPIES MADE FEE					
	0.00	0.00	-30.00	-5.00	0.00	30.00	100.0%
140 32960		ADMINISTRATION COST BLDING SU					
	-2,000.00	-2,000.00	-3,503.37	0.00	0.00	1,503.37	175.2%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 32980		OTHER MISC PERMITS					
	-1,000.00	-1,000.00	-1,290.00	-100.00	0.00	290.00	129.0%
140 36110		INTEREST					
	0.00	0.00	-26,730.99	-2,173.93	0.00	26,730.99	100.0%
140 36990		OTHER REVENUE					
	0.00	0.00	-212.80	0.00	0.00	212.80	100.0%
140 38910		CASH BALANCE FORWARD					
	-2,364,282.00	-2,364,282.00	0.00	0.00	0.00	-2,364,282.00	.0%
140 51200		SALARIES					
	727,336.00	720,661.00	463,747.24	30,566.52	0.00	256,913.76	64.4%
140 51400		OVERTIME					
	10,000.00	10,000.00	2,984.32	262.82	0.00	7,015.68	29.8%
140 52100		FICA					
	56,408.00	56,408.00	34,269.82	2,294.95	0.00	22,138.18	60.8%
140 52200		RETIREMENT					
	158,829.00	158,829.00	100,534.13	6,640.65	0.00	58,294.87	63.3%
140 52300		HEALTH INSUR					
	113,684.00	113,684.00	85,852.89	6,146.52	0.00	27,831.11	75.5%
140 52301		LIFE INSUR					
	4,020.00	4,020.00	2,635.76	192.94	0.00	1,384.24	65.6%
140 52400		WORKERS' COMP					
	6,677.00	6,677.00	6,677.00	561.00	0.00	0.00	100.0%
140 52500		UNEMPLOYMENT					
	0.00	4,675.00	4,675.00	0.00	0.00	0.00	100.0%
140 53100		PROFESSIONAL SERVICES					
	80,000.00	343,120.00	222,598.37	74,622.49	57,960.02	62,561.61	81.8%
140 53400		CONTRACTUAL					
	369,852.00	269,852.00	40,168.33	640.36	0.00	229,683.67	14.9%
140 54000		TRAINING/TRAVEL					
	34,210.00	34,210.00	17,594.76	3,102.28	0.00	16,615.24	51.4%
140 54100		COMM - PHONE/FAX/ALARM					
	876.00	876.00	735.91	23.39	0.00	140.09	84.0%
140 54101		COMMUNICATIONS-CELLULAR					
	8,000.00	8,000.00	7,684.36	1,000.27	0.00	315.64	96.1%
140 54103		COMMUNICATIONS-INTERNET					
	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	.0%
140 54500		INSURANCE					
	5,492.00	5,492.00	5,492.00	454.00	0.00	0.00	100.0%
140 54611		R/M FACILITIES					
	38,000.00	38,000.00	0.00	0.00	0.00	38,000.00	.0%
140 54620		R/M EQUIPMENT					
	685.00	685.00	0.00	0.00	0.00	685.00	.0%
140 54630		R/M VEHICLES-LABOR					
	4,000.00	4,000.00	1,956.00	0.00	0.00	2,044.00	48.9%

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PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 54640		R/M VEHICLES-PARTS					
	3,500.00	6,700.00	4,936.95	5.00	0.00	1,763.05	73.7%
140 54700		PRINTING					
	8,000.00	8,000.00	1,156.42	0.00	0.00	6,843.58	14.5%
140 54934		LEGAL/CONTRACTUAL					
	20,825.00	20,825.00	0.00	0.00	0.00	20,825.00	.0%
140 55100		OFFICE SUPPLIES					
	5,000.00	5,000.00	1,872.26	46.73	0.00	3,127.74	37.4%
140 55200		OPERATING SUPPLIES					
	6,160.00	104,260.00	46,406.17	8,238.92	0.00	57,853.83	44.5%
140 55210		UNIFORMS					
	4,850.00	4,850.00	1,725.85	102.00	0.00	3,124.15	35.6%
140 55230		GAS/OIL					
	4,500.00	5,200.00	5,002.13	387.09	0.00	197.87	96.2%
140 55400		BOOKS/SUBS/DUES					
	21,000.00	21,000.00	7,631.99	5.00	0.00	13,368.01	36.3%
140 59990		RESERVE					
	1,954,478.00	1,691,358.00	0.00	0.00	0.00	1,691,358.00	.0%
TOTAL BUILDING FEES FUND							
	0.00	0.00	-410,094.30	55,164.49	57,960.02	352,134.28	100.0%
TOTAL REVENUES							
	-3,651,882.00	-3,651,882.00	-1,476,431.96	-80,128.44	0.00	-2,175,450.04	
TOTAL EXPENSES							
	3,651,882.00	3,651,882.00	1,066,337.66	135,292.93	57,960.02	2,527,584.32	
GRAND TOTAL							
	0.00	0.00	-410,094.30	55,164.49	57,960.02	352,134.28	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
145 WASTEWATER IMPACT							
145 36110		INTEREST					
	-10,800.00	-10,800.00	-10,973.41	-891.96	0.00	173.41	101.6%
145 36310		IMPACT FEES- INCORPORATED AREA					
	-464,200.00	-464,200.00	-472,903.75	-18,568.00	0.00	8,703.75	101.9%
145 36311		IMPACT FEES- UNINCORPORATED					
	-72,531.00	-72,531.00	-15,270.03	-305.44	0.00	-57,260.97	21.1%
145 38910		CASH BALANCE FORWARD					
	-1,301,371.00	-1,301,371.00	0.00	0.00	0.00	-1,301,371.00	.0%
145 59230		TRANSFER TO UTIL ACQ DS					
	500,000.00	500,000.00	500,000.00	41,667.00	0.00	0.00	100.0%
145 59990		RESERVE					
	1,348,902.00	1,348,902.00	0.00	0.00	0.00	1,348,902.00	.0%
TOTAL WASTEWATER IMPACT	0.00	0.00	852.81	21,901.60	0.00	-852.81	100.0%
	TOTAL REVENUES						
	-1,848,902.00	-1,848,902.00	-499,147.19	-19,765.40	0.00	-1,349,754.81	
	TOTAL EXPENSES						
	1,848,902.00	1,848,902.00	500,000.00	41,667.00	0.00	1,348,902.00	
	GRAND TOTAL	0.00	852.81	21,901.60	0.00	-852.81	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
146 WATER IMPACT							
146 36110		INTEREST					
	-2,000.00	-2,000.00	-1,498.31	-97.27	0.00	-501.69	74.9%
146 36310		IMPACT FEES- INCORPORATED AREA					
	-191,800.00	-191,800.00	-192,057.83	-9,777.83	0.00	257.83	100.1%
146 36311		IMPACT FEES- UNINCORPORATED					
	-59,937.00	-59,937.00	-12,086.91	-1,306.93	0.00	-47,850.09	20.2%
146 38910		CASH BALANCE FORWARD					
	-229,395.00	-229,395.00	0.00	0.00	0.00	-229,395.00	.0%
146 59230		TRANSFER TO UTIL ACQ DS					
	340,000.00	340,000.00	340,000.00	28,333.00	0.00	0.00	100.0%
146 59990		RESERVE					
	143,132.00	143,132.00	0.00	0.00	0.00	143,132.00	.0%
TOTAL WATER IMPACT	0.00	0.00	134,356.95	17,150.97	0.00	-134,356.95	100.0%
TOTAL REVENUES	-483,132.00	-483,132.00	-205,643.05	-11,182.03	0.00	-277,488.95	
TOTAL EXPENSES	483,132.00	483,132.00	340,000.00	28,333.00	0.00	143,132.00	
GRAND TOTAL	0.00	0.00	134,356.95	17,150.97	0.00	-134,356.95	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
150 UTILITY TAX							
150 31410		ELECTRIC MUNICIPAL TAX					
	-700,376.00	-700,376.00	-1,079,439.25	-108,078.02	0.00	379,063.25	154.1%
150 31420		TELEPHONE MUNICIPAL TAX					
	-673,161.00	-673,161.00	-760,683.99	-65,792.48	0.00	87,522.99	113.0%
150 31430		WATER MUNICIPAL TAX					
	0.00	0.00	317.07	291.62	0.00	-317.07	100.0%
150 31440		GAS MUNICIPAL TAX					
	-110,000.00	-110,000.00	-221,053.51	-16,668.72	0.00	111,053.51	201.0%
150 36110		INTEREST					
	-1,000.00	-1,000.00	-6,481.63	-677.33	0.00	5,481.63	648.2%
150 38910		CASH BALANCE FORWARD					
	-395,244.00	-395,244.00	0.00	0.00	0.00	-395,244.00	.0%
150 59100		TRANSFER TO GENERAL FUND					
	1,700,000.00	1,700,000.00	1,700,000.00	141,667.00	0.00	0.00	100.0%
150 59990		RESERVE					
	179,781.00	179,781.00	0.00	0.00	0.00	179,781.00	.0%
TOTAL UTILITY TAX	0.00	0.00	-367,341.31	-49,257.93	0.00	367,341.31	100.0%
TOTAL REVENUES	-1,879,781.00	-1,879,781.00	-2,067,341.31	-190,924.93	0.00	187,560.31	
TOTAL EXPENSES	1,879,781.00	1,879,781.00	1,700,000.00	141,667.00	0.00	179,781.00	
GRAND TOTAL	0.00	0.00	-367,341.31	-49,257.93	0.00	367,341.31	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
170 CEMETERY							
170 32970		BURIAL PERMITS					
	-3,000.00	-3,000.00	-4,680.00	-320.00	0.00	1,680.00	156.0%
170 34560		MARKER SETTING FEES					
	-2,200.00	-2,200.00	-2,640.00	-120.00	0.00	440.00	120.0%
170 34570		PERPETUAL CARE					
	-40,000.00	-40,000.00	-110,359.73	-11,137.51	0.00	70,359.73	275.9%
170 34580		SALE OF LOTS					
	-75,000.00	-75,000.00	-204,940.51	-26,571.47	0.00	129,940.51	273.3%
170 36110		INTEREST					
	-13,000.00	-13,000.00	-12,375.38	-518.46	0.00	-624.62	95.2%
170 36120		UNREALIZED GAIN					
	0.00	0.00	6,484.60	-379.75	0.00	-6,484.60	100.0%
170 38101		FROM GENERAL FUND					
	-31,300.00	-31,300.00	-31,300.00	0.00	0.00	0.00	100.0%
170 38910		CASH BALANCE FORWARD					
	-33,495.00	-33,495.00	0.00	0.00	0.00	-33,495.00	.0%
170 38913		CASH BAL FOR RESTD CEMET					
	-1,091,247.00	-1,091,247.00	0.00	0.00	0.00	-1,091,247.00	.0%
170 51200		SALARIES					
	79,476.00	79,376.00	75,412.70	5,977.60	0.00	3,963.30	95.0%
170 51400		OVERTIME					
	2,000.00	962.00	961.44	0.00	0.00	0.56	99.9%
170 52100		FICA					
	6,233.00	6,233.00	5,379.16	416.17	0.00	853.84	86.3%
170 52200		RETIREMENT					
	17,551.00	17,551.00	16,451.06	1,287.58	0.00	1,099.94	93.7%
170 52300		HEALTH INSUR					
	25,996.00	25,757.00	25,651.92	2,137.66	0.00	105.08	99.6%
170 52301		LIFE INSUR					
	444.00	446.00	445.56	37.13	0.00	0.44	99.9%
170 52400		WORKERS' COMP					
	2,623.00	2,623.00	2,623.00	214.00	0.00	0.00	100.0%
170 52500		UNEMPLOYMENT					
	0.00	3,300.00	3,300.00	0.00	0.00	0.00	100.0%
170 53200		AUDITING					
	2,265.00	2,265.00	2,265.00	186.00	0.00	0.00	100.0%
170 53400		CONTRACTUAL					
	10,838.00	10,838.00	5,472.83	43.82	0.00	5,365.17	50.5%
170 54101		COMMUNICATIONS-CELLULAR					
	200.00	200.00	59.00	2.00	0.00	141.00	29.5%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
170 54300		UTILITIES ELECTRIC					
	3,800.00	3,800.00	1,049.19	57.60	0.00	2,750.81	27.6%
170 54310		UTILITIES-WATER & WASTEWATER					
	1,000.00	1,000.00	123.22	12.59	0.00	876.78	12.3%
170 54500		INSURANCE					
	1,171.00	1,171.00	1,171.00	93.00	0.00	0.00	100.0%
170 54610		R/M BLDG & GROUNDS					
	13,000.00	11,075.00	9,689.33	9,650.00	0.00	1,385.67	87.5%
170 54611		R/M FACILITIES					
	2,500.00	2,500.00	2,275.02	0.00	0.00	224.98	91.0%
170 54620		R/M EQUIPMENT					
	2,000.00	2,000.00	1,263.14	52.99	0.00	736.86	63.2%
170 54630		R/M VEHICLES-LABOR					
	2,500.00	1,950.00	952.50	0.00	0.00	997.50	48.8%
170 54640		R/M VEHICLES-PARTS					
	2,000.00	2,000.00	816.92	0.00	0.00	1,183.08	40.8%
170 55200		OPERATING SUPPLIES					
	2,500.00	2,500.00	371.50	0.00	0.00	2,128.50	14.9%
170 55210		UNIFORMS					
	1,200.00	1,200.00	630.62	45.94	0.00	569.38	52.6%
170 55230		GAS/OIL					
	3,000.00	3,550.00	3,544.86	396.71	0.00	5.14	99.9%
170 59990		RESERVE					
	15,698.00	15,698.00	0.00	0.00	0.00	15,698.00	.0%
170 59997		RESERVE REST'D FOR CEMETERY					
	1,091,247.00	1,091,247.00	0.00	0.00	0.00	1,091,247.00	.0%
TOTAL CEMETERY	0.00	0.00	-199,902.05	-18,436.40	0.00	199,902.05	100.0%
TOTAL REVENUES	-1,289,242.00	-1,289,242.00	-359,811.02	-39,047.19	0.00	-929,430.98	
TOTAL EXPENSES	1,289,242.00	1,289,242.00	159,908.97	20,610.79	0.00	1,129,333.03	
GRAND TOTAL	0.00	0.00	-199,902.05	-18,436.40	0.00	199,902.05	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
180 COMM DEVELOP AREA							
180 31110		PROPERTY TAXES					
	-35,204.00	-35,204.00	-40,419.99	0.00	0.00	5,215.99	114.8%
180 31117		PROPERTY TAXES-COUNTY					
	-44,659.00	-44,659.00	-45,639.78	0.00	0.00	980.78	102.2%
180 36110		INTEREST					
	-500.00	-500.00	-526.74	-80.17	0.00	26.74	105.3%
180 36991		PARKING REVENUE					
	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
180 38910		CASH BALANCE FORWARD					
	-48,095.00	-48,095.00	0.00	0.00	0.00	-48,095.00	.0%
180 53100		PROFESSIONAL SERVICES					
	0.00	7,000.00	3,500.00	0.00	0.00	3,500.00	50.0%
180 59990		RESERVE					
	129,458.00	122,458.00	0.00	0.00	0.00	122,458.00	.0%
TOTAL COMM DEVELOP AREA	0.00	0.00	-83,086.51	-80.17	0.00	83,086.51	100.0%
	TOTAL REVENUES						
	-129,458.00	-129,458.00	-86,586.51	-80.17	0.00	-42,871.49	
	TOTAL EXPENSES						
	129,458.00	129,458.00	3,500.00	0.00	0.00	125,958.00	
	GRAND TOTAL						
	0.00	0.00	-83,086.51	-80.17	0.00	83,086.51	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
190 LAW ENFORCE RECOVERY							
190 34210		FEDERAL LAW ENFORCEMENT SUPP					
	-114,148.00	-114,148.00	-114,148.08	-9,512.34	0.00	0.08	100.0%
190 36110		INTEREST					
	0.00	0.00	-587.03	-25.53	0.00	587.03	100.0%
190 38910		CASH BALANCE FORWARD					
	-47,576.00	-47,576.00	0.00	0.00	0.00	-47,576.00	.0%
190 53400		CONTRACTUAL					
	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	.0%
190 54000		TRAINING/TRAVEL					
	8,500.00	8,500.00	2,512.00	0.00	0.00	5,988.00	29.6%
190 54921		UNDERCOVER					
	4,000.00	1,800.00	0.00	0.00	0.00	1,800.00	.0%
190 55200		OPERATING SUPPLIES					
	28,000.00	25,200.00	21,727.29	4,208.52	0.00	3,472.71	86.2%
190 56400		MACH/EQUIP					
	118,000.00	118,000.00	115,072.78	18,141.65	95.00	2,832.22	97.6%
190 56401		EQUIP-NON CAPITAL					
	0.00	5,000.00	4,862.22	0.00	0.00	137.78	97.2%
190 59990		RESERVE					
	724.00	724.00	0.00	0.00	0.00	724.00	.0%
TOTAL LAW ENFORCE RECOVERY	0.00	0.00	29,439.18	12,812.30	95.00	-29,534.18	100.0%
	TOTAL REVENUES						
	-161,724.00	-161,724.00	-114,735.11	-9,537.87	0.00	-46,988.89	
	TOTAL EXPENSES						
	161,724.00	161,724.00	144,174.29	22,350.17	95.00	17,454.71	
	GRAND TOTAL						
	0.00	0.00	29,439.18	12,812.30	95.00	-29,534.18	100.0%

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City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
220 BOND DEBT SERVICE							
220 36110		INTEREST					
	0.00	0.00	-1,702.44	0.00	0.00	1,702.44	100.0%
220 38101		FROM GENERAL FUND					
	-426,841.00	-426,841.00	-426,841.00	0.00	0.00	0.00	100.0%
220 38910		CASH BALANCE FORWARD					
	-4,464.00	-4,464.00	0.00	0.00	0.00	-4,464.00	.0%
220 57100		PRINCIPAL					
	417,000.00	417,000.00	417,000.00	0.00	0.00	0.00	100.0%
220 57200		INTEREST					
	9,841.00	9,841.00	9,841.20	0.00	0.00	-0.20	100.0%
220 59990		RESERVE					
	4,464.00	4,464.00	0.00	0.00	0.00	4,464.00	.0%
TOTAL BOND DEBT SERVICE							
	0.00	0.00	-1,702.24	0.00	0.00	1,702.24	100.0%
TOTAL REVENUES							
	-431,305.00	-431,305.00	-428,543.44	0.00	0.00	-2,761.56	
TOTAL EXPENSES							
	431,305.00	431,305.00	426,841.20	0.00	0.00	4,463.80	
GRAND TOTAL							
	0.00	0.00	-1,702.24	0.00	0.00	1,702.24	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
230 UTILITY DEBT SERVICE							
230 36110		INTEREST					
	-5,800.00	-5,800.00	-8,634.47	-190.01	0.00	2,834.47	148.9%
230 38140		FROM WW IMPACT FEES					
	-500,000.00	-500,000.00	-500,000.00	-41,667.00	0.00	0.00	100.0%
230 38141		FROM WATER IMPACT FEES					
	-340,000.00	-340,000.00	-340,000.00	-28,333.00	0.00	0.00	100.0%
230 38145		FROM WASTEWATER					
	-417,513.00	-417,513.00	-417,513.00	-34,793.00	0.00	0.00	100.0%
230 38146		FROM WATER					
	-1,496,879.00	-1,496,879.00	-1,496,879.00	-124,740.00	0.00	0.00	100.0%
230 38910		CASH BALANCE FORWARD					
	-294,317.00	-294,317.00	0.00	0.00	0.00	-294,317.00	.0%
230 57100		PRINCIPAL					
	1,648,000.00	1,648,000.00	1,648,000.00	223,000.00	0.00	0.00	100.0%
230 57200		INTEREST					
	1,106,392.00	1,106,392.00	1,106,391.70	33,320.85	0.00	0.30	100.0%
230 59990		RESERVE					
	300,117.00	300,117.00	0.00	0.00	0.00	300,117.00	.0%
TOTAL UTILITY DEBT SERVICE	0.00	0.00	-8,634.77	26,597.84	0.00	8,634.77	100.0%
	TOTAL REVENUES						
	-3,054,509.00	-3,054,509.00	-2,763,026.47	-229,723.01	0.00	-291,482.53	
	TOTAL EXPENSES						
	3,054,509.00	3,054,509.00	2,754,391.70	256,320.85	0.00	300,117.30	
	GRAND TOTAL						
	0.00	0.00	-8,634.77	26,597.84	0.00	8,634.77	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
300 CAPITAL IMPROVEMENT							
300 33400		STATE GRANT					
	-275,300.00	-275,300.00	0.00	0.00	0.00	-275,300.00	.0%
300 33544		8TH CENT GAS TAX					
	-122,000.00	-122,000.00	-128,461.23	-10,466.19	0.00	6,461.23	105.3%
300 33710		COUNTY GRANT					
	-74,700.00	-74,700.00	0.00	0.00	0.00	-74,700.00	.0%
300 36110		INTEREST					
	-8,000.00	-8,000.00	-6,284.61	-482.54	0.00	-1,715.39	78.6%
300 38101		FROM GENERAL FUND					
	-1,739,324.00	-1,739,324.00	-1,739,324.00	-144,944.00	0.00	0.00	100.0%
300 38152		FROM UB					
	-10,700.00	-10,700.00	-10,700.04	-891.67	0.00	0.04	100.0%
300 38410		LOAN PROCEEDS					
	-497,000.00	-497,000.00	-520,100.00	0.00	0.00	23,100.00	104.6%
300 38910		CASH BALANCE FORWARD					
	-542,020.00	-542,020.00	0.00	0.00	0.00	-542,020.00	.0%
TOTAL CAPITAL IMPROVEMENT							
	-3,269,044.00	-3,269,044.00	-2,404,869.88	-156,784.40	0.00	-864,174.12	73.6%
TOTAL REVENUES							
	-3,269,044.00	-3,269,044.00	-2,404,869.88	-156,784.40	0.00	-864,174.12	
GRAND TOTAL							
	-3,269,044.00	-3,269,044.00	-2,404,869.88	-156,784.40	0.00	-864,174.12	73.6%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3001000 GENERAL GOVERNMENT							
3001000 56200							
	80,000.00	BUILDING 80,000.00	77,713.31	0.00	0.00	2,286.69	97.1%
3001000 57100	619,412.00	PRINCIPAL 619,412.00	568,998.05	458,805.10	0.00	50,413.95	91.9%
3001000 57200	18,191.00	INTEREST 18,191.00	9,619.55	3,284.29	0.00	8,571.45	52.9%
3001000 57310	700.00	BOND EXPENSE 700.00	0.00	0.00	0.00	700.00	.0%
3001000 59990	17,741.00	RESERVE 17,741.00	0.00	0.00	0.00	17,741.00	.0%
TOTAL GENERAL GOVERNMENT	736,044.00	736,044.00	656,330.91	462,089.39	0.00	79,713.09	89.2%
TOTAL EXPENSES	736,044.00	736,044.00	656,330.91	462,089.39	0.00	79,713.09	
3001310 CAP IMP IT							
3001310 56400							
	110,000.00	EQUIPMENT 110,000.00	105,328.53	0.00	0.00	4,671.47	95.8%
TOTAL CAP IMP IT	110,000.00	110,000.00	105,328.53	0.00	0.00	4,671.47	95.8%
TOTAL EXPENSES	110,000.00	110,000.00	105,328.53	0.00	0.00	4,671.47	
3002200 CAP IMP FIRE							
3002200 56400							
	497,000.00	MACH/EQUIP 497,000.00	231,523.00	0.00	0.00	265,477.00	46.6%
TOTAL CAP IMP FIRE	497,000.00	497,000.00	231,523.00	0.00	0.00	265,477.00	46.6%
TOTAL EXPENSES	497,000.00	497,000.00	231,523.00	0.00	0.00	265,477.00	
3004100 CAP IMP STREETS							
3004100 56311		SIDEWALKS-GENL/MISC					

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

3004100	CAP IMP STREETS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
		110,000.00	110,000.00	93,229.75	5,292.36	0.00	16,770.25	84.8%
3004100 56312	STREET STRIPING	45,000.00	45,000.00	44,093.89	11,984.44	0.00	906.11	98.0%
3004100 56320	STREET PAVNG/RESURFACING-CAPIT	400,000.00	400,000.00	371,283.77	301.00	0.00	28,716.23	92.8%
3004100 56400	MACH/EQUIP	75,000.00	75,000.00	75,000.00	0.00	0.00	0.00	100.0%
3004100 56500	INFRASTRUCTURE	250,000.00	250,000.00	0.00	0.00	0.00	250,000.00	.0%
TOTAL CAP IMP STREETS		880,000.00	880,000.00	583,607.41	17,577.80	0.00	296,392.59	66.3%
	TOTAL EXPENSES	880,000.00	880,000.00	583,607.41	17,577.80	0.00	296,392.59	
3007200 CAP IMP REC								
3007200 56300	IMPROVEMENTS	65,000.00	65,000.00	55,067.66	0.00	0.00	9,932.34	84.7%
3007200 56327	BEACH MONITORING/REPORTING	55,000.00	55,000.00	55,000.00	49,500.00	0.00	0.00	100.0%
3007200 56331	BEACH RENOUR / ENGINEERING	45,000.00	45,000.00	10,378.00	4,282.00	29,622.00	5,000.00	88.9%
TOTAL CAP IMP REC		165,000.00	165,000.00	120,445.66	53,782.00	29,622.00	14,932.34	91.0%
	TOTAL EXPENSES	165,000.00	165,000.00	120,445.66	53,782.00	29,622.00	14,932.34	
3007210 PARKS IMPROVEMENTS								
3007210 56300	IMPROVEMENTS	50,000.00	50,000.00	1,500.00	0.00	0.00	48,500.00	3.0%
TOTAL PARKS IMPROVEMENTS		50,000.00	50,000.00	1,500.00	0.00	0.00	48,500.00	3.0%
	TOTAL EXPENSES	50,000.00	50,000.00	1,500.00	0.00	0.00	48,500.00	
3007220 CAP IMP PECK								
3007220 56300	IMPROVEMENTS	800,000.00	800,000.00	44,439.53	312.52	0.00	755,560.47	5.6%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

3007220 CAP IMP PECK	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL CAP IMP PECK	800,000.00	800,000.00	44,439.53	312.52	0.00	755,560.47	5.6%
TOTAL EXPENSES	800,000.00	800,000.00	44,439.53	312.52	0.00	755,560.47	
3007225 MLK CENTER							
3007225 56300 IMPROVEMENTS	31,000.00	31,000.00	19,590.48	0.00	0.00	11,409.52	63.2%
TOTAL MLK CENTER	31,000.00	31,000.00	19,590.48	0.00	0.00	11,409.52	63.2%
TOTAL EXPENSES	31,000.00	31,000.00	19,590.48	0.00	0.00	11,409.52	
GRAND TOTAL	3,269,044.00	3,269,044.00	1,762,765.52	533,761.71	29,622.00	1,476,656.48	54.8%

** END OF REPORT - Generated by Michele Brown **

Revenues	(\$ 2,404,870)
Expenses	\$ 1,762,766
Net	(\$ 642,104)

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
310 CAPITAL EXPANSION							
310 33323		FDOT GRANT					
	-500,000.00	-500,000.00	0.00	0.00	0.00	-500,000.00	.0%
310 33400		STATE GRANT					
	0.00	0.00	-146,640.00	-146,640.00	0.00	146,640.00	100.0%
310 36110		INTEREST					
	-10,000.00	-10,000.00	-32,569.69	-2,791.37	0.00	22,569.69	325.7%
TOTAL CAPITAL EXPANSION							
	-510,000.00	-510,000.00	-179,209.69	-149,431.37	0.00	-330,790.31	35.1%
TOTAL REVENUES							
	-510,000.00	-510,000.00	-179,209.69	-149,431.37	0.00	-330,790.31	
3101000 CAP EXP ADMIN							
3101000 32410		IMPACT FEES ADMIN					
	-100,000.00	-100,000.00	-174,057.84	-7,678.51	0.00	74,057.84	174.1%
3101000 38910		CASH BALANCE FORWARD					
	-1,030,059.00	-1,030,059.00	0.00	0.00	0.00	-1,030,059.00	.0%
TOTAL CAP EXP ADMIN							
	-1,130,059.00	-1,130,059.00	-174,057.84	-7,678.51	0.00	-956,001.16	15.4%
TOTAL REVENUES							
	-1,130,059.00	-1,130,059.00	-174,057.84	-7,678.51	0.00	-956,001.16	
3102100 CAP EXP POLICE							
3102100 32421		IMPACT FEES POLICE					
	-60,000.00	-60,000.00	-103,885.87	-4,575.91	0.00	43,885.87	173.1%
3102100 38910		CASH BALANCE FORWARD					
	-320,572.00	-320,572.00	0.00	0.00	0.00	-320,572.00	.0%
TOTAL CAP EXP POLICE							
	-380,572.00	-380,572.00	-103,885.87	-4,575.91	0.00	-276,686.13	27.3%
TOTAL REVENUES							
	-380,572.00	-380,572.00	-103,885.87	-4,575.91	0.00	-276,686.13	
3102200 CAP EXP FIRE							
3102200 32422		IMPACT FEES FIRE					

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

3102200 CAP EXP FIRE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	-80,000.00	-80,000.00	-141,662.52	-6,239.88	0.00	61,662.52	177.1%
3102200 38910	CASH BALANCE FORWARD						
	-538,797.00	-538,797.00	0.00	0.00	0.00	-538,797.00	.0%
TOTAL CAP EXP FIRE	-618,797.00	-618,797.00	-141,662.52	-6,239.88	0.00	-477,134.48	22.9%
TOTAL REVENUES	-618,797.00	-618,797.00	-141,662.52	-6,239.88	0.00	-477,134.48	
3107200 CAP EXP RECREATION							
3107200 32470	IMPACT FEES RECREATION						
	-650,000.00	-650,000.00	-993,891.19	-50,005.70	0.00	343,891.19	152.9%
3107200 38910	CASH BALANCE FORWARD						
	-1,556,032.00	-1,556,032.00	0.00	0.00	0.00	-1,556,032.00	.0%
TOTAL CAP EXP RECREATION	-2,206,032.00	-2,206,032.00	-993,891.19	-50,005.70	0.00	-1,212,140.81	45.1%
TOTAL REVENUES	-2,206,032.00	-2,206,032.00	-993,891.19	-50,005.70	0.00	-1,212,140.81	
GRAND TOTAL	-4,845,460.00	-4,845,460.00	-1,592,707.11	-217,931.37	0.00	-3,252,752.89	32.9%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3101000 CAP EXP ADMIN							
3101000 56500	INFRASTRUCTURE						
	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	.0%
3101000 59990	RESERVE						
	1,108,048.00	1,108,048.00	0.00	0.00	0.00	1,108,048.00	.0%
TOTAL CAP EXP ADMIN							
	1,133,048.00	1,133,048.00	0.00	0.00	0.00	1,133,048.00	.0%
TOTAL EXPENSES							
	1,133,048.00	1,133,048.00	0.00	0.00	0.00	1,133,048.00	
3102100 CAP EXP POLICE							
3102100 59990	RESERVE						
	381,503.00	381,503.00	0.00	0.00	0.00	381,503.00	.0%
TOTAL CAP EXP POLICE							
	381,503.00	381,503.00	0.00	0.00	0.00	381,503.00	.0%
TOTAL EXPENSES							
	381,503.00	381,503.00	0.00	0.00	0.00	381,503.00	
3102200 CAP EXP FIRE							
3102200 56200	BUILDING						
	500,000.00	500,000.00	59,968.70	587.29	0.00	440,031.30	12.0%
3102200 56400	MACH/EQUIP						
	0.00	19,998.00	0.00	0.00	19,998.00	0.00	100.0%
3102200 59990	RESERVE						
	620,361.00	600,363.00	0.00	0.00	0.00	600,363.00	.0%
TOTAL CAP EXP FIRE							
	1,120,361.00	1,120,361.00	59,968.70	587.29	19,998.00	1,040,394.30	7.1%
TOTAL EXPENSES							
	1,120,361.00	1,120,361.00	59,968.70	587.29	19,998.00	1,040,394.30	
3107200 CAP EXP RECREATION							
3107200 56100	LAND						
	900,000.00	900,000.00	0.00	0.00	0.00	900,000.00	.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

3107200	CAP EXP RECREATION							
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
3107200 56200	BUILDING							
	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	.0%	
3107200 56300	IMPROVEMENTS							
	708,000.00	708,000.00	347,204.31	0.00	0.00	360,795.69	49.0%	
3107200 59990	RESERVE							
	517,548.00	517,548.00	0.00	0.00	0.00	517,548.00	.0%	
TOTAL CAP EXP RECREATION								
	2,210,548.00	2,210,548.00	347,204.31	0.00	0.00	1,863,343.69	15.7%	
TOTAL EXPENSES								
	2,210,548.00	2,210,548.00	347,204.31	0.00	0.00	1,863,343.69		
GRAND TOTAL								
	4,845,460.00	4,845,460.00	407,173.01	587.29	19,998.00	4,418,288.99	8.8%	

** END OF REPORT - Generated by Michele Brown **

See next schedule for balances by Function. The total is based on actual expenses and not budgeted projects.

CAPITAL EXPANSION FUND

PRELIMINARY

PRELIMINARY

	FY19-20 BALANCE FORWARD	FY20-21 REVENUE	FY20-21 INTEREST	FY20-21 EXPENSES	FY20-21 BALANCE FORWARD
POLICE	322,488.50	103,885.87	2,621.93	-	428,996.30
FIRE	626,948.70	141,662.52	5,097.28	79,966.70	693,741.80
SANITATION	-	-	-	-	-
RECREATION/PARKS	1,991,467.80	1,140,531.19	16,191.23	347,204.31	2,800,985.91
ADMINISTRATION	1,065,062.80	174,057.84	8,659.27	-	1,247,779.91
	4,005,967.80	1,560,137.42	32,569.71	427,171.01	5,171,503.92
			1,592,707.13		

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
315 AMERICAN RESCUE PLAN ACT							
315 33400	STATE GRANT						
	0.00	0.00	-2,475.00	-2,475.00	0.00	2,475.00	100.0%
315 33440	OTHER GRANT						
	0.00	-2,766,953.00	-3,297,871.00	-3,297,871.00	0.00	530,918.00	119.2%
315 36110	INTEREST						
	0.00	0.00	-1,016.37	-1,016.37	0.00	1,016.37	100.0%
TOTAL AMERICAN RESCUE PLAN ACT							
	0.00	-2,766,953.00	-3,301,362.37	-3,301,362.37	0.00	534,409.37	119.3%
TOTAL REVENUES							
	0.00	-2,766,953.00	-3,301,362.37	-3,301,362.37	0.00	534,409.37	
GRAND TOTAL							
	0.00	-2,766,953.00	-3,301,362.37	-3,301,362.37	0.00	534,409.37	119.3%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
330 WASTEWATER IMPROVEMENT							
330 36110		INTEREST					
	-45,000.00	-45,000.00	-59,351.79	-4,908.89	0.00	14,351.79	131.9%
330 36120		UNREALIZED GAIN					
	0.00	0.00	723.67	7.28	0.00	-723.67	100.0%
330 38145		FROM WASTEWATER					
	-1,500,000.00	-1,500,000.00	-1,500,000.00	-125,000.00	0.00	0.00	100.0%
330 38910		CASH BALANCE FORWARD					
	-6,549,066.00	-6,549,066.00	0.00	0.00	0.00	-6,549,066.00	.0%
330 59990		RESERVE					
	8,094,066.00	8,094,066.00	0.00	0.00	0.00	8,094,066.00	.0%
TOTAL WASTEWATER IMPROVEMENT	0.00	0.00	-1,558,628.12	-129,901.61	0.00	1,558,628.12	100.0%
TOTAL REVENUES	-8,094,066.00	-8,094,066.00	-1,558,628.12	-129,901.61	0.00	-6,535,437.88	
TOTAL EXPENSES	8,094,066.00	8,094,066.00	0.00	0.00	0.00	8,094,066.00	
GRAND TOTAL	0.00	0.00	-1,558,628.12	-129,901.61	0.00	1,558,628.12	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF							
410 34710		GREEN FEES					
	-317,399.00	-317,399.00	-424,978.83	-36,085.59	0.00	107,579.83	133.9%
410 34713		GOLF CARTS					
	-472,022.00	-472,022.00	-369,613.24	-23,688.05	0.00	-102,408.76	78.3%
410 34714		RANGE FEES					
	-127,926.00	-127,926.00	-33,639.25	-3,325.00	0.00	-94,286.75	26.3%
410 34715		PRO SHOP SALES					
	-80,771.00	-80,771.00	-82,254.47	-7,558.79	0.00	1,483.47	101.8%
410 34716		FOOD AND BEVERAGE REVENUE					
	-391,952.00	-391,952.00	-204,971.36	-19,934.51	0.00	-186,980.64	52.3%
410 34718		FACILITY RENTAL					
	-43,525.00	-43,525.00	-35,103.21	0.00	0.00	-8,421.79	80.7%
410 34719		GOLF INSTRUCTION					
	-2,400.00	-2,400.00	0.00	0.00	0.00	-2,400.00	.0%
410 34733		MEMBERSHIPS					
	-135,617.00	-135,617.00	-185,582.26	-78,778.00	0.00	49,965.26	136.8%
410 34790		TOP TRACER BAY SPONSORSHIP					
	0.00	0.00	-0.30	0.00	0.00	0.30	100.0%
410 36990		OTHER REVENUE					
	-24,260.00	-24,260.00	-19,033.42	16,190.24	0.00	-5,226.58	78.5%
410 38101		FROM GENERAL FUND					
	-220,000.00	-220,000.00	-220,000.00	-18,333.00	0.00	0.00	100.0%
410 38910		CASH BALANCE FORWARD					
	1,230,902.00	1,230,902.00	0.00	0.00	0.00	1,230,902.00	.0%
410 51200		SALARIES					
	0.00	41,450.00	37,209.03	13,514.38	0.00	4,240.97	89.8%
410 51300		SEASONAL/TEMPORARY					
	0.00	346,550.00	261,026.20	25,493.14	0.00	85,523.80	75.3%
410 51350		PART-TIME					
	0.00	2,500.00	2,408.55	0.00	0.00	91.45	96.3%
410 51400		OVERTIME					
	0.00	9,900.00	10,173.26	2,122.24	0.00	-273.26	102.8%
410 52100		FICA					
	0.00	31,000.00	24,889.69	3,296.08	0.00	6,110.31	80.3%
410 52200		RETIREMENT					
	0.00	9,200.00	8,382.14	2,911.02	0.00	817.86	91.1%
410 52300		HEALTH INSUR					
	0.00	41,700.00	18,813.84	3,042.24	0.00	22,886.16	45.1%
410 52301		LIFE INSUR					
	0.00	2,000.00	144.19	48.64	0.00	1,855.81	7.2%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 52350		OPEB COSTS					
	794.00	794.00	794.00	68.00	0.00	0.00	100.0%
410 52400		WORKERS' COMP					
	0.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
410 53100		PROFESSIONAL SERVICES					
	7,525.00	7,525.00	7,111.55	0.00	0.00	413.45	94.5%
410 53200		AUDITING					
	6,975.00	6,975.00	6,975.00	584.00	0.00	0.00	100.0%
410 53400		CONTRACTUAL					
	708,896.00	292,396.00	274,827.88	6,898.66	0.00	17,568.12	94.0%
410 54000		TRAINING/TRAVEL					
	1,710.00	4,210.00	4,128.09	300.00	0.00	81.91	98.1%
410 54100		COMM - PHONE/FAX/ALARM					
	1,824.00	1,824.00	1,027.09	70.17	0.00	796.91	56.3%
410 54101		COMMUNICATIONS-CELLULAR					
	2,340.00	2,340.00	1,177.61	0.00	0.00	1,162.39	50.3%
410 54103		COMMUNICATIONS-INTERNET					
	5,500.00	5,500.00	3,771.30	311.96	0.00	1,728.70	68.6%
410 54200		POSTAGE					
	300.00	300.00	239.46	0.00	0.00	60.54	79.8%
410 54300		UTILITIES ELECTRIC					
	66,600.00	66,600.00	59,978.71	5,205.02	0.00	6,621.29	90.1%
410 54310		UTILITIES-WATER & WASTEWATER					
	10,200.00	10,200.00	10,017.84	1,620.83	0.00	182.16	98.2%
410 54400		RENTALS/LEASES					
	24,000.00	25,500.00	25,353.61	2,728.88	0.00	146.39	99.4%
410 54500		INSURANCE					
	23,671.00	23,671.00	15,019.79	823.00	0.00	8,651.21	63.5%
410 54610		R/M BLDG & GROUNDS					
	500.00	500.00	467.27	34.98	0.00	32.73	93.5%
410 54611		R/M FACILITIES					
	5,300.00	9,400.00	9,396.90	2,453.84	0.00	3.10	100.0%
410 54620		R/M EQUIPMENT					
	27,600.00	30,650.00	30,616.27	923.62	0.00	33.73	99.9%
410 54630		R/M VEHICLES-LABOR					
	500.00	570.00	569.47	119.47	0.00	0.53	99.9%
410 54640		R/M VEHICLES-PARTS					
	500.00	500.00	369.99	35.37	0.00	130.01	74.0%
410 54800		PROMOTIONAL					
	40,200.00	40,200.00	24,328.32	1,656.77	0.00	15,871.68	60.5%
410 55100		OFFICE SUPPLIES					
	1,200.00	1,200.00	684.80	241.49	0.00	515.20	57.1%
410 55200		OPERATING SUPPLIES					
	194,575.00	187,220.00	142,578.37	14,158.37	0.00	44,641.63	76.2%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 55210		UNIFORMS					
	6,000.00	6,335.00	6,333.60	653.35	0.00	1.40	100.0%
410 55220		JANITORIAL SUPPLIES					
	0.00	500.00	351.90	202.69	0.00	148.10	70.4%
410 55230		GAS/OIL					
	33,200.00	33,200.00	25,303.05	3,362.53	0.00	7,896.95	76.2%
410 55400		BOOKS/SUBS/DUES					
	7,459.00	7,459.00	3,122.29	1,106.00	0.00	4,336.71	41.9%
410 55545		PRO SHOP COST OF SALES					
	50,078.00	50,078.00	41,714.37	5,702.74	0.00	8,363.63	83.3%
410 55550		F&B COST OF SALES					
	178,582.00	178,582.00	96,815.36	10,336.16	0.00	81,766.64	54.2%
410 55555		F&B PERSONNEL COSTS					
	132,979.00	49,479.00	33,481.91	0.00	0.00	15,997.09	67.7%
410 56300		IMPROVEMENTS					
	460,100.00	460,100.00	319,766.56	0.00	0.00	140,333.44	69.5%
410 56400		MACH/EQUIP					
	75,000.00	68,440.00	60,169.15	2,488.98	0.00	8,270.85	87.9%
410 56401		EQUIP-NON CAPITAL					
	0.00	6,560.00	6,559.86	0.00	0.00	0.14	100.0%
410 57100		PRINCIPAL					
	116,931.00	116,893.00	111,066.80	111,066.80	0.00	5,826.20	95.0%
410 57200		INTEREST					
	1,595.00	1,633.00	1,632.06	795.05	0.00	0.94	99.9%
410 59990		RESERVE					
	-1,607,664.00	-1,607,664.00	0.00	0.00	0.00	-1,607,664.00	.0%
TOTAL GOLF	0.00	-9,000.00	113,620.79	52,863.77	0.00	-122,620.79	-1262.5%
TOTAL REVENUES	-584,970.00	-584,970.00	-1,575,176.34	-171,512.70	0.00	990,206.34	
TOTAL EXPENSES	584,970.00	575,970.00	1,688,797.13	224,376.47	0.00	-1,112,827.13	
4107260 GOLF TOPTRACER							
4107260 34716		TT FOOD & BEVERAGE					
	0.00	0.00	-7,822.64	-567.97	0.00	7,822.64	100.0%
4107260 34717		BAY RENTALS					
	0.00	0.00	-18,703.81	-1,460.00	0.00	18,703.81	100.0%
4107260 34790		TOPTRACER BAY SPONSORSHIP					
	0.00	0.00	-5,500.58	-916.63	0.00	5,500.58	100.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

4107260 GOLF TOPTRACER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107260 54103	0.00	COMMUNICATIONS-INTERNET 2,000.00	1,648.94	180.01	0.00	351.06	82.4%
4107260 54800	0.00	PROMOTIONAL 5,000.00	4,867.50	1,483.50	0.00	132.50	97.4%
4107260 55550	0.00	F&B COST OF SALES 2,000.00	1,136.87	0.00	0.00	863.13	56.8%
TOTAL GOLF TOPTRACER	0.00	9,000.00	-24,373.72	-1,281.09	0.00	33,373.72	-270.8%
TOTAL REVENUES	0.00	0.00	-32,027.03	-2,944.60	0.00	32,027.03	
TOTAL EXPENSES	0.00	9,000.00	7,653.31	1,663.51	0.00	1,346.69	
GRAND TOTAL	0.00	0.00	89,247.07	51,582.68	0.00	-89,247.07	100.0%

** END OF REPORT - Generated by Michele Brown **

Golf	Budget		Sept YTD	
Pro Shop Sales	80,771.00		82,254.47	
Cost of Good Sold	<u>50,078.00</u>		<u>83,236.66</u>	
Profit/(Loss)	30,693.00	61.3%	(982.19)	(1.2%)
Golf	Budget		Sept YTD	
F&B Sales*	391,952.00		212,794.00	
Cost of Good Sold	<u>311,561.00</u>		<u>(232,848.48)</u>	
Profit/(Loss)	80,391.00	25.8%	(20,054.48)	(8.6%)

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 AIRPORT							
420 33220		FAA GRANT					
	-2,680,100.00	-2,680,100.00	-2,445,898.00	0.00	0.00	-234,202.00	91.3%
420 33323		FDOT GRANT					
	-1,042,073.00	-1,042,073.00	-411,905.17	-106,459.14	0.00	-630,167.83	39.5%
420 34704		RENTALS NON-TAXABLE					
	-200.00	-200.00	-945.00	-105.00	0.00	745.00	472.5%
420 34720		RENTALS					
	-1,200.00	-1,200.00	-3,235.00	0.00	0.00	2,035.00	269.6%
420 34970		FUEL FLOW FEES					
	-24,800.00	-24,800.00	-33,008.72	-2,566.08	0.00	8,208.72	133.1%
420 34971		LEASE PAYMENTS-LAND LEASE					
	-50,161.00	-50,161.00	-69,308.31	-3,768.13	0.00	19,147.31	138.2%
420 34972		BUILDING LEASE					
	0.00	0.00	-5,361.37	-600.62	0.00	5,361.37	100.0%
420 34973		LAND LEASE- AMELIA RIVER					
	-205,960.00	-205,960.00	-219,343.44	-23,347.11	0.00	13,383.44	106.5%
420 34974		LAND LEASE PAYMENTS-NON TAXABL					
	-42,295.00	-42,295.00	-52,566.89	-5,804.13	0.00	10,271.89	124.3%
420 34975		RENT/LEASE PAYMENTS					
	-310,000.00	-310,000.00	-297,480.09	-27,186.16	0.00	-12,519.91	96.0%
420 34976		8 FLAGS RENT (TAXABLE)					
	-67,017.00	-67,017.00	-48,818.33	-4,656.22	0.00	-18,198.67	72.8%
420 34978		8 FLAGS RENT NON-TAXABLE					
	-50,266.00	-50,266.00	-60,214.41	-5,120.81	0.00	9,948.41	119.8%
420 34979		TRANSIENT REVENUE					
	0.00	0.00	-5,319.78	0.00	0.00	5,319.78	100.0%
420 36110		INTEREST					
	0.00	0.00	-4,729.18	-443.33	0.00	4,729.18	100.0%
420 36990		OTHER REVENUE					
	-103,089.00	-103,089.00	-36,811.06	19,788.37	0.00	-66,277.94	35.7%
420 36991		AIRCRAFT PARKING REVENUE					
	-2,004.00	-2,004.00	-7,875.79	-982.79	0.00	5,871.79	393.0%
420 36992		GAIN ON SALE OF ASSET					
	0.00	0.00	-1,000.00	0.00	0.00	1,000.00	100.0%
420 36995		LATE FEES					
	0.00	0.00	-2,051.83	-135.81	0.00	2,051.83	100.0%
420 38910		CASH BALANCE FORWARD					
	-734,865.00	-734,865.00	0.00	0.00	0.00	-734,865.00	.0%
420 51200		SALARIES					
	135,272.00	135,272.00	130,272.95	10,335.40	0.00	4,999.05	96.3%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 51350	15,080.00	PART-TIME 15,056.00	782.00	489.60	0.00	14,274.00	5.2%
420 52100	11,502.00	FICA 11,502.00	9,204.70	778.71	0.00	2,297.30	80.0%
420 52200	29,138.00	RETIREMENT 29,138.00	28,060.73	2,226.24	0.00	1,077.27	96.3%
420 52300	28,906.00	HEALTH INSUR 28,906.00	28,572.48	2,381.04	0.00	333.52	98.8%
420 52301	744.00	LIFE INSUR 768.00	767.04	63.92	0.00	0.96	99.9%
420 52350	1,756.00	OPEB COSTS 1,756.00	1,756.00	150.00	0.00	0.00	100.0%
420 52400	1,341.00	WORKERS' COMP 1,341.00	1,341.00	120.00	0.00	0.00	100.0%
420 53100	25,000.00	PROFESSIONAL SERVICES 28,500.00	5,000.00	0.00	17,655.00	5,845.00	79.5%
420 53200	6,795.00	AUDITING 6,795.00	6,795.00	569.00	0.00	0.00	100.0%
420 53400	49,880.00	CONTRACTUAL 49,880.00	33,669.79	733.85	0.00	16,210.21	67.5%
420 54000	3,210.00	TRAINING/TRAVEL 3,210.00	942.00	0.00	0.00	2,268.00	29.3%
420 54100	2,388.00	COMM - PHONE/FAX/ALARM 2,388.00	2,205.84	210.51	0.00	182.16	92.4%
420 54101	2,000.00	COMMUNICATIONS-CELLULAR 2,000.00	1,224.95	102.01	0.00	775.05	61.2%
420 54103	5,750.00	COMMUNICATIONS-INTERNET 5,750.00	2,226.00	185.50	0.00	3,524.00	38.7%
420 54200	100.00	POSTAGE 100.00	32.33	14.75	0.00	67.67	32.3%
420 54300	42,000.00	UTILITIES ELECTRIC 39,500.00	19,247.93	1,598.61	0.00	20,252.07	48.7%
420 54310	13,400.00	UTILITIES-WATER & WASTEWATER 13,400.00	7,364.52	659.84	0.00	6,035.48	55.0%
420 54500	66,499.00	INSURANCE 66,499.00	66,499.00	5,526.00	0.00	0.00	100.0%
420 54610	175,000.00	R/M BLDG & GROUNDS 171,500.00	119,927.49	67,210.68	13,690.32	37,882.19	77.9%
420 54611	7,500.00	R/M FACILITIES 9,000.00	8,030.27	435.38	0.00	969.73	89.2%
420 54620	1,500.00	R/M EQUIPMENT 6,350.00	6,122.13	1,031.14	0.00	227.87	96.4%
420 54630	7,000.00	R/M VEHICLES-LABOR 7,000.00	2,956.50	0.00	0.00	4,043.50	42.2%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 54640		R/M VEHICLES-PARTS					
	7,000.00	8,000.00	8,029.12	67.48	0.00	-29.12	100.4%
420 54700		PRINTING					
	650.00	650.00	0.00	0.00	0.00	650.00	.0%
420 54800		PROMOTIONAL					
	750.00	750.00	0.00	0.00	0.00	750.00	.0%
420 54910		BILLING COSTS					
	7,300.00	7,300.00	7,300.00	612.00	0.00	0.00	100.0%
420 55100		OFFICE SUPPLIES					
	4,800.00	4,500.00	343.41	318.53	0.00	4,156.59	7.6%
420 55200		OPERATING SUPPLIES					
	1,940.00	1,940.00	1,939.69	141.00	0.00	0.31	100.0%
420 55210		UNIFORMS					
	400.00	400.00	128.00	85.00	0.00	272.00	32.0%
420 55230		GAS/OIL					
	7,000.00	7,000.00	6,332.63	444.15	0.00	667.37	90.5%
420 55400		BOOKS/SUBS/DUES					
	525.00	825.00	780.00	125.00	0.00	45.00	94.5%
420 56300		IMPROVEMENTS					
	4,350,967.00	4,350,967.00	2,972,360.18	25,157.91	1,259,809.38	118,797.44	97.3%
420 56400		MACH/EQUIP					
	30,000.00	25,150.00	25,000.00	0.00	0.00	150.00	99.4%
420 56401		EQUIP-NON CAPITAL					
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
420 57100		PRINCIPAL					
	82,000.00	82,000.00	82,000.00	82,000.00	0.00	0.00	100.0%
420 57200		INTEREST					
	33,322.00	33,322.00	33,321.70	16,660.85	0.00	0.30	100.0%
420 59990		RESERVE					
	154,615.00	154,615.00	0.00	0.00	0.00	154,615.00	.0%
TOTAL AIRPORT	0.00	0.00	-85,336.99	59,047.14	1,291,154.70	-1,205,817.71	100.0%
TOTAL REVENUES	-5,314,030.00	-5,314,030.00	-3,705,872.37	-161,386.96	0.00	-1,608,157.63	
TOTAL EXPENSES	5,314,030.00	5,314,030.00	3,620,535.38	220,434.10	1,291,154.70	402,339.92	
GRAND TOTAL	0.00	0.00	-85,336.99	59,047.14	1,291,154.70	-1,205,817.71	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 SANITATION							
440 34340		GARBAGE FEES					
	-2,621,800.00	-2,524,685.00	-2,714,452.04	-228,231.00	0.00	189,767.04	107.5%
440 34341		GARBAGE FEES - CITY OF FB					
	0.00	-207,473.00	-212,616.29	-34,967.07	0.00	5,143.29	102.5%
440 36110		INTEREST					
	0.00	0.00	-232.29	-7.31	0.00	232.29	100.0%
440 36990		OTHER REVENUE					
	-37,000.00	-37,000.00	-69,303.15	-22,831.09	0.00	32,303.15	187.3%
440 38910		CASH BALANCE FORWARD					
	-280,287.00	-280,287.00	0.00	0.00	0.00	-280,287.00	.0%
440 51200		SALARIES					
	0.00	26,250.00	27,081.02	4,352.82	0.00	-831.02	103.2%
440 51400		OVERTIME					
	0.00	5,000.00	8,000.72	710.26	0.00	-3,000.72	160.0%
440 52100		FICA					
	0.00	2,009.00	2,661.20	377.76	0.00	-652.20	132.5%
440 52200		RETIREMENT					
	0.00	6,300.00	7,547.63	1,090.60	0.00	-1,247.63	119.8%
440 52300		HEALTH INSUR					
	0.00	7,500.00	7,885.19	1,481.81	0.00	-385.19	105.1%
440 52301		LIFE INSUR					
	0.00	225.00	166.16	28.15	0.00	58.84	73.8%
440 52400		WORKERS' COMP					
	0.00	750.00	0.00	0.00	0.00	750.00	.0%
440 53200		AUDITING					
	6,795.00	6,795.00	6,795.00	569.00	0.00	0.00	100.0%
440 53400		CONTRACTUAL					
	138,200.00	118,200.00	130,667.91	35,965.39	0.00	-12,467.91	110.5%
440 53440		SANITATION SERVICES EXPENSE					
	2,383,216.00	2,294,975.00	2,261,005.03	207,135.68	0.00	33,969.97	98.5%
440 53444		RECYCLING SERVICES					
	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0%
440 54101		COMMUNICATIONS-CELLULAR					
	0.00	440.00	0.00	0.00	0.00	440.00	.0%
440 54440		LAND RENT					
	0.00	18,900.00	14,437.50	2,625.00	0.00	4,462.50	76.4%
440 54500		INSURANCE					
	0.00	500.00	0.00	0.00	0.00	500.00	.0%
440 54610		R/M BLDG & GROUNDS					
	5,000.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 54630	R/M VEHICLES-LABOR 0.00	7,000.00	4,425.00	945.00	0.00	2,575.00	63.2%
440 54640	R/M VEHICLES-PARTS 0.00	7,500.00	7,106.39	3,304.37	0.00	393.61	94.8%
440 54910	BILLING COSTS 92,000.00	92,000.00	92,000.00	7,663.00	0.00	0.00	100.0%
440 55200	OPERATING SUPPLIES 0.00	367.00	366.49	0.00	0.00	0.51	99.9%
440 55230	GAS/OIL 0.00	10,000.00	11,158.83	1,559.84	0.00	-1,158.83	111.6%
440 55644	NON PROFIT KNB 5,000.00	5,000.00	5,000.00	829.79	0.00	0.00	100.0%
440 56400	MACH/EQUIP 0.00	138,316.00	138,315.67	0.00	0.00	0.33	100.0%
440 56401	NON CAP EQUIP 12,000.00	0.00	0.00	0.00	0.00	0.00	.0%
440 59100	TRANSFER TO GENERAL FUND 136,000.00	136,000.00	136,000.00	11,333.00	0.00	0.00	100.0%
440 59990	RESERVE 140,876.00	35,060.00	0.00	0.00	0.00	35,060.00	.0%
TOTAL SANITATION	0.00	-110,358.00	-115,984.03	-6,065.00	0.00	5,626.03	105.1%
TOTAL REVENUES	-2,939,087.00	-3,049,445.00	-2,996,603.77	-286,036.47	0.00	-52,841.23	
TOTAL EXPENSES	2,939,087.00	2,939,087.00	2,880,619.74	279,971.47	0.00	58,467.26	
GRAND TOTAL	0.00	-110,358.00	-115,984.03	-6,065.00	0.00	5,626.03	105.1%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 WASTEWATER							
			LY \$6,057,703.98				
450 34345		WASTEWATER CHARGES					
	-5,289,112.00	-5,289,112.00	-5,604,835.21	-478,218.77	0.00	315,723.21	106.0%
450 34530		SEPTIC DUMPING					
	-40,000.00	-40,000.00	-48,263.20	-3,312.00	0.00	8,263.20	120.7%
450 34535		WASTEWATER TAP FEES					
	-31,250.00	-31,250.00	-51,700.00	-5,700.00	0.00	20,450.00	165.4%
450 34910		WASTEWATER MISCELLANEOUS FEES					
	-5,000.00	-5,000.00	-13,700.00	-1,000.00	0.00	8,700.00	274.0%
450 36110		INTEREST					
	-90,000.00	-90,000.00	-76,423.70	-3,031.30	0.00	-13,576.30	84.9%
450 36120		UNREALIZED GAIN					
	0.00	0.00	723.67	7.28	0.00	-723.67	100.0%
450 36990		OTHER REVENUE					
	-3,000.00	-3,000.00	-1,000.00	0.00	0.00	-2,000.00	33.3%
450 36992		GAIN ON SALE OF ASSET					
	0.00	0.00	-2,002.42	-1,024.26	0.00	2,002.42	100.0%
450 38910		CASH BALANCE FORWARD					
	-6,037,004.00	-6,037,004.00	0.00	0.00	0.00	-6,037,004.00	.0%
450 51200		SALARIES					
	594,001.00	594,001.00	514,075.41	42,947.84	0.00	79,925.59	86.5%
450 51350		PART-TIME					
	32,644.00	32,644.00	31,474.67	3,137.00	0.00	1,169.33	96.4%
450 51400		OVERTIME					
	110,000.00	110,000.00	85,398.17	5,291.44	0.00	24,601.83	77.6%
450 52100		FICA					
	56,353.00	56,353.00	45,813.60	3,692.97	0.00	10,539.40	81.3%
450 52200		RETIREMENT					
	151,643.00	151,643.00	127,479.24	10,247.17	0.00	24,163.76	84.1%
450 52300		HEALTH INSUR					
	157,043.00	157,043.00	135,375.18	12,196.12	0.00	21,667.82	86.2%
450 52301		LIFE INSUR					
	3,252.00	3,252.00	2,874.23	253.56	0.00	377.77	88.4%
450 52350		OPEB COSTS					
	15,361.00	15,361.00	15,361.00	1,281.00	0.00	0.00	100.0%
450 52400		WORKERS' COMP					
	9,787.00	9,787.00	9,787.00	811.00	0.00	0.00	100.0%
450 53200		AUDITING					
	14,345.00	14,345.00	14,345.00	1,200.00	0.00	0.00	100.0%
450 53400		CONTRACTUAL					
	251,327.00	247,327.00	115,080.06	9,354.44	0.00	132,246.94	46.5%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 54000		TRAINING/TRAVEL					
	16,375.00	16,375.00	5,871.00	0.00	0.00	10,504.00	35.9%
450 54100		COMM - PHONE/FAX/ALARM					
	3,612.00	3,612.00	975.73	93.62	0.00	2,636.27	27.0%
450 54101		COMMUNICATIONS-CELLULAR					
	5,000.00	5,000.00	2,917.76	267.11	0.00	2,082.24	58.4%
450 54103		COMMUNICATIONS-INTERNET					
	3,635.00	3,635.00	3,620.90	109.00	0.00	14.10	99.6%
450 54200		POSTAGE					
	3,000.00	3,000.00	684.51	49.43	0.00	2,315.49	22.8%
450 54300		UTILITIES ELECTRIC					
	189,000.00	189,000.00	150,658.62	29,467.15	0.00	38,341.38	79.7%
450 54310		UTILITIES-WATER & WASTEWATER					
	35,000.00	35,000.00	11,735.99	1,264.33	0.00	23,264.01	33.5%
450 54320		UTILITIES-PROPANE/OTHER					
	7,800.00	7,800.00	1,179.73	0.00	0.00	6,620.27	15.1%
450 54500		INSURANCE					
	24,246.00	24,246.00	24,246.00	2,015.00	0.00	0.00	100.0%
450 54610		R/M BLDG & GROUNDS					
	22,500.00	27,500.00	27,318.00	3,144.57	0.00	182.00	99.3%
450 54611		R/M FACILITIES					
	9,500.00	9,500.00	9,291.18	11.98	0.00	208.82	97.8%
450 54620		R/M EQUIPMENT					
	113,500.00	112,500.00	92,244.28	7,362.10	7,685.90	12,569.82	88.8%
450 54630		R/M VEHICLES-LABOR					
	26,000.00	26,000.00	19,707.00	1,117.50	0.00	6,293.00	75.8%
450 54640		R/M VEHICLES-PARTS					
	40,000.00	40,000.00	30,981.91	1,543.75	0.00	9,018.09	77.5%
450 54910		BILLING COSTS					
	200,000.00	200,000.00	200,000.00	16,663.00	0.00	0.00	100.0%
450 54920		UTILITY ADMIN COSTS					
	225,000.00	225,000.00	225,000.00	18,750.00	0.00	0.00	100.0%
450 55100		OFFICE SUPPLIES					
	1,100.00	1,100.00	1,065.88	308.53	0.00	34.12	96.9%
450 55200		OPERATING SUPPLIES					
	198,955.00	198,955.00	136,925.31	21,536.47	0.00	62,029.69	68.8%
450 55210		UNIFORMS					
	10,525.00	10,525.00	5,894.79	1,204.00	0.00	4,630.21	56.0%
450 55220		JANITORIAL SUPPLIES					
	1,500.00	1,500.00	895.75	0.00	0.00	604.25	59.7%
450 55230		GAS/OIL					
	30,000.00	30,000.00	30,652.97	3,109.92	0.00	-652.97	102.2%
450 55240		CHEMICALS					
	70,000.00	70,000.00	43,163.80	3,081.80	0.00	26,836.20	61.7%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 55300		ROAD MATERIALS					
	8,000.00	8,000.00	3,784.17	923.48	0.00	4,215.83	47.3%
450 55400		BOOKS/SUBS/DUES					
	1,900.00	1,900.00	893.50	0.00	0.00	1,006.50	47.0%
450 56300		IMPROVEMENTS					
	850,000.00	850,000.00	194,796.55	9,364.04	734,234.20	-79,030.75	109.3%
450 56400		MACH/EQUIP					
	104,000.00	104,000.00	19,787.25	0.00	15,500.00	68,712.75	33.9%
450 56401		EQUIP-NON CAPITAL					
	23,500.00	23,500.00	12,356.01	0.00	0.00	11,143.99	52.6%
450 59100		TRANSFER TO GENERAL FUND					
	360,000.00	360,000.00	360,000.00	30,000.00	0.00	0.00	100.0%
450 59230		TRANSFER TO UTIL ACQ DS					
	417,513.00	417,513.00	417,513.00	34,793.00	0.00	0.00	100.0%
450 59330		TRANSFER TO WW CAPITAL					
	1,500,000.00	1,500,000.00	1,500,000.00	125,000.00	0.00	0.00	100.0%
450 59460		TRANSFER TO WATER FUND					
	600,000.00	600,000.00	600,000.00	50,000.00	0.00	0.00	100.0%
450 59990		RESERVE					
	4,998,449.00	4,998,449.00	0.00	0.00	0.00	4,998,449.00	.0%
TOTAL WASTEWATER	0.00	0.00	-565,975.71	-40,686.73	757,420.10	-191,444.39	100.0%
TOTAL REVENUES	-11,495,366.00	-11,495,366.00	-5,797,200.86	-492,279.05	0.00	-5,698,165.14	
TOTAL EXPENSES	11,495,366.00	11,495,366.00	5,231,225.15	451,592.32	757,420.10	5,506,720.75	
GRAND TOTAL	0.00	0.00	-565,975.71	-40,686.73	757,420.10	-191,444.39	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 WATER							
			LY \$4,303,296.51				
460 34346	-4,233,544.00	-4,233,544.00	-4,279,725.04	-371,460.15	0.00	46,181.04	101.1%
460 34610	-53,560.00	-53,560.00	-70,750.00	-6,500.00	0.00	17,190.00	132.1%
460 34620	-37,801.00	-37,801.00	-20,231.21	-1,358.44	0.00	-17,569.79	53.5%
460 34621	-30,000.00	-30,000.00	-24,954.26	-615.51	0.00	-5,045.74	83.2%
460 34910	-10,712.00	-10,712.00	-8,240.00	0.00	0.00	-2,472.00	76.9%
460 36110	-79,745.00	-79,745.00	-38,469.30	-3,218.68	0.00	-41,275.70	48.2%
460 36120	0.00	0.00	745.51	7.49	0.00	-745.51	100.0%
460 36323	-24,720.00	-24,720.00	-8,700.00	0.00	0.00	-16,020.00	35.2%
460 36990	-10,000.00	-10,000.00	-353.35	0.00	0.00	-9,646.65	3.5%
460 36992	0.00	0.00	-31,663.00	0.00	0.00	31,663.00	100.0%
460 36995	-16,322.00	-16,322.00	-13,071.18	-2,315.58	0.00	-3,250.82	80.1%
460 38145	-600,000.00	-600,000.00	-600,000.00	-50,000.00	0.00	0.00	100.0%
460 38910	-5,249,788.00	-5,249,788.00	0.00	0.00	0.00	-5,249,788.00	.0%
460 38912	-200,000.00	-200,000.00	0.00	0.00	0.00	-200,000.00	.0%
460 51200	575,137.00	574,332.00	463,677.87	36,660.27	0.00	110,654.13	80.7%
460 51400	125,000.00	125,000.00	95,702.36	6,505.37	0.00	29,297.64	76.6%
460 52100	53,560.00	53,560.00	41,022.13	3,146.41	0.00	12,537.87	76.6%
460 52200	151,061.00	151,061.00	113,674.62	8,326.46	0.00	37,386.38	75.3%
460 52300	147,634.00	147,634.00	123,496.19	10,368.12	0.00	24,137.81	83.7%
460 52301	3,156.00	3,156.00	2,557.87	211.79	0.00	598.13	81.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 52350		OPEB COSTS					
	14,483.00	14,483.00	14,483.00	1,206.00	0.00	0.00	100.0%
460 52400		WORKERS' COMP					
	10,353.00	10,353.00	10,353.00	860.00	0.00	0.00	100.0%
460 52500		UNEMPLOYMENT					
	0.00	805.00	802.92	0.00	0.00	2.08	99.7%
460 53200		AUDITING					
	9,815.00	9,815.00	9,815.00	817.00	0.00	0.00	100.0%
460 53400		CONTRACTUAL					
	149,651.00	142,651.00	86,351.64	10,403.08	23,120.00	33,179.36	76.7%
460 54000		TRAINING/TRAVEL					
	12,120.00	11,120.00	7,171.68	0.00	0.00	3,948.32	64.5%
460 54100		COMM - PHONE/FAX/ALARM					
	2,116.00	2,116.00	1,219.25	120.70	0.00	896.75	57.6%
460 54101		COMMUNICATIONS-CELLULAR					
	10,000.00	10,000.00	5,865.78	1,067.35	0.00	4,134.22	58.7%
460 54103		COMMUNICATIONS-INTERNET					
	5,250.00	5,250.00	3,645.36	313.24	0.00	1,604.64	69.4%
460 54200		POSTAGE					
	1,825.00	1,825.00	587.63	0.00	0.00	1,237.37	32.2%
460 54300		UTILITIES ELECTRIC					
	297,000.00	297,000.00	166,620.36	23,679.64	0.00	130,379.64	56.1%
460 54310		UTILITIES-WATER & WASTEWATER					
	1,000.00	1,000.00	854.81	179.74	0.00	145.19	85.5%
460 54320		UTILITIES-PROPANE/OTHER					
	6,000.00	6,000.00	2,039.61	0.00	0.00	3,960.39	34.0%
460 54440		LAND RENT					
	25,000.00	25,000.00	18,412.68	1,534.39	0.00	6,587.32	73.7%
460 54500		INSURANCE					
	16,036.00	16,036.00	16,036.00	1,329.00	0.00	0.00	100.0%
460 54610		R/M BLDG & GROUNDS					
	1,000.00	47,000.00	38,944.88	11,660.00	0.00	8,055.12	82.9%
460 54611		R/M FACILITIES					
	14,500.00	14,500.00	6,101.04	492.10	0.00	8,398.96	42.1%
460 54620		R/M EQUIPMENT					
	230,000.00	180,000.00	90,089.96	2,330.55	0.00	89,910.04	50.0%
460 54630		R/M VEHICLES-LABOR					
	16,000.00	16,000.00	11,778.00	817.50	0.00	4,222.00	73.6%
460 54640		R/M VEHICLES-PARTS					
	20,000.00	20,000.00	13,494.98	1,461.46	0.00	6,505.02	67.5%
460 54800		PROMOTIONAL					
	10,000.00	10,000.00	1,800.00	300.00	0.00	8,200.00	18.0%
460 54910		BILLING COSTS					
	200,000.00	200,000.00	200,000.00	16,663.00	0.00	0.00	100.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 54920	225,000.00	UTILITY ADMIN COSTS 225,000.00	225,000.00	18,750.00	0.00	0.00	100.0%
460 55100	1,000.00	OFFICE SUPPLIES 1,000.00	92.00	0.00	0.00	908.00	9.2%
460 55200	164,255.00	OPERATING SUPPLIES 180,255.00	169,783.74	10,148.08	0.00	10,471.26	94.2%
460 55210	9,900.00	UNIFORMS 9,900.00	6,799.24	1,739.14	0.00	3,100.76	68.7%
460 55220	450.00	JANITORIAL SUPPLIES 1,450.00	608.87	0.00	0.00	841.13	42.0%
460 55230	35,000.00	GAS/OIL 35,000.00	36,408.25	3,190.64	0.00	-1,408.25	104.0%
460 55240	25,000.00	CHEMICALS 25,000.00	8,365.40	0.00	0.00	16,634.60	33.5%
460 55300	8,000.00	ROAD MATERIALS 8,000.00	3,784.17	923.48	0.00	4,215.83	47.3%
460 55400	6,140.00	BOOKS/SUBS/DUES 6,140.00	2,953.00	450.00	0.00	3,187.00	48.1%
460 56200	9,000.00	BUILDING 0.00	0.00	0.00	0.00	0.00	.0%
460 56300	220,000.00	IMPROVEMENTS 220,000.00	200,456.07	0.00	0.00	19,543.93	91.1%
460 56400	107,000.00	MACH/EQUIP 111,000.00	110,846.57	0.00	0.00	153.43	99.9%
460 56401	25,000.00	EQUIP-NON CAPITAL 25,000.00	14,117.13	3,873.00	0.00	10,882.87	56.5%
460 59100	180,000.00	TRANSFER TO GENERAL FUND 180,000.00	180,000.00	15,000.00	0.00	0.00	100.0%
460 59230	1,496,879.00	TRANSFER TO UTIL ACQ DS 1,496,879.00	1,496,879.00	124,740.00	0.00	0.00	100.0%
460 59910	200,000.00	CONTINGENCY R & R 200,000.00	0.00	0.00	0.00	200,000.00	.0%
460 59990	5,725,871.00	RESERVE 5,725,871.00	0.00	0.00	0.00	5,725,871.00	.0%
TOTAL WATER	0.00	0.00	-1,092,719.77	-116,193.36	23,120.00	1,069,599.77	100.0%
TOTAL REVENUES	-10,546,192.00	-10,546,192.00	-5,095,411.83	-435,460.87	0.00	-5,450,780.17	
TOTAL EXPENSES	10,546,192.00	10,546,192.00	4,002,692.06	319,267.51	23,120.00	6,520,379.94	
GRAND TOTAL	0.00	0.00	-1,092,719.77	-116,193.36	23,120.00	1,069,599.77	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 STORMWATER							
470 33120		FEMA FED GRANT					
	-383,803.00	-383,803.00	0.00	0.00	0.00	-383,803.00	.0%
470 33400		STATE GRANT					
	0.00	0.00	-114,300.00	-114,300.00	0.00	114,300.00	100.0%
470 33420		FEMA STATE					
	-231,197.00	-231,197.00	0.00	0.00	0.00	-231,197.00	.0%
470 33700		SJRWMD GRANT					
	-412,945.00	-412,945.00	0.00	0.00	0.00	-412,945.00	.0%
470 34347		WATER DRAINAGE FEES					
	-875,000.00	-875,000.00	-895,988.12	-78,286.98	0.00	20,988.12	102.4%
470 36110		INTEREST					
	0.00	0.00	-1.86	0.00	0.00	1.86	100.0%
470 36990		OTHER REVENUE					
	0.00	0.00	-24,659.70	0.00	0.00	24,659.70	100.0%
470 36992		GAIN ON SALE OF ASSET					
	0.00	0.00	-26,100.00	0.00	0.00	26,100.00	100.0%
470 38410		LOAN PROCEEDS					
	-425,000.00	-425,000.00	-414,873.00	0.00	0.00	-10,127.00	97.6%
470 38910		CASH BALANCE FORWARD					
	-26,799.00	-26,799.00	0.00	0.00	0.00	-26,799.00	.0%
470 51200		SALARIES					
	304,844.00	304,844.00	214,518.15	15,008.02	0.00	90,325.85	70.4%
470 51210		WC REIMB					
	0.00	0.00	-2,529.68	0.00	0.00	2,529.68	100.0%
470 51400		OVERTIME					
	13,000.00	13,000.00	21,500.80	2,845.12	0.00	-8,500.80	165.4%
470 52100		FICA					
	24,315.00	24,315.00	17,337.05	1,334.50	0.00	6,977.95	71.3%
470 52200		RETIREMENT					
	68,463.00	68,463.00	50,427.00	3,845.58	0.00	18,036.00	73.7%
470 52300		HEALTH INSUR					
	70,325.00	70,325.00	56,305.22	4,124.16	0.00	14,019.78	80.1%
470 52301		LIFE INSUR					
	1,644.00	1,644.00	1,222.64	86.43	0.00	421.36	74.4%
470 52350		OPEB COSTS					
	2,194.00	2,194.00	2,194.00	181.00	0.00	0.00	100.0%
470 52400		WORKERS' COMP					
	4,195.00	4,195.00	4,195.00	345.00	0.00	0.00	100.0%
470 53100		PROFESSIONAL SERVICES					
	115,000.00	115,000.00	100,655.07	28,031.37	6,625.00	7,719.93	93.3%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 53200		AUDITING					
	6,040.00	6,040.00	6,040.00	507.00	0.00	0.00	100.0%
470 53400		CONTRACTUAL					
	74,037.00	74,037.00	53,614.91	2,053.06	0.00	20,422.09	72.4%
470 54000		TRAINING/TRAVEL					
	6,793.00	5,793.00	1,776.00	0.00	0.00	4,017.00	30.7%
470 54100		COMM - PHONE/FAX/ALARM					
	216.00	216.00	0.00	0.00	0.00	216.00	.0%
470 54101		COMMUNICATIONS-CELLULAR					
	2,500.00	2,500.00	2,437.97	194.61	0.00	62.03	97.5%
470 54103		COMMUNICATIONS-INTERNET					
	1,635.00	1,635.00	889.79	77.95	0.00	745.21	54.4%
470 54200		POSTAGE					
	50.00	50.00	0.00	0.00	0.00	50.00	.0%
470 54300		UTILITIES ELECTRIC					
	3,600.00	3,600.00	3,369.11	360.86	0.00	230.89	93.6%
470 54310		UTILITIES-WATER & WASTEWATER					
	1,000.00	1,000.00	778.16	63.80	0.00	221.84	77.8%
470 54400		RENTALS/LEASES					
	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
470 54500		INSURANCE					
	5,049.00	5,049.00	5,049.00	418.00	0.00	0.00	100.0%
470 54610		R/M BLDG & GROUNDS					
	500.00	500.00	123.49	0.00	0.00	376.51	24.7%
470 54611		R/M FACILITIES					
	2,000.00	2,000.00	436.79	375.00	0.00	1,563.21	21.8%
470 54620		R/M EQUIPMENT					
	5,000.00	5,000.00	1,448.04	0.00	0.00	3,551.96	29.0%
470 54630		R/M VEHICLES-LABOR					
	8,500.00	8,500.00	5,501.25	847.50	0.00	2,998.75	64.7%
470 54640		R/M VEHICLES-PARTS					
	10,000.00	10,000.00	7,575.31	978.19	0.00	2,424.69	75.8%
470 54700		PRINTING					
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
470 54800		PROMOTIONAL					
	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
470 54910		BILLING COSTS					
	35,000.00	35,000.00	35,000.00	2,913.00	0.00	0.00	100.0%
470 55100		OFFICE SUPPLIES					
	1,500.00	1,500.00	192.13	0.00	0.00	1,307.87	12.8%
470 55200		OPERATING SUPPLIES					
	127,565.00	127,565.00	80,682.55	5,169.89	0.00	46,882.45	63.2%
470 55210		UNIFORMS					
	3,300.00	3,300.00	2,352.80	-1.00	0.00	947.20	71.3%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 55230		GAS/OIL					
	13,000.00	13,000.00	11,597.37	1,313.05	0.00	1,402.63	89.2%
470 55400		BOOKS/SUBS/DUES					
	910.00	1,910.00	1,700.00	0.00	0.00	210.00	89.0%
470 56300		IMPROVEMENTS					
	1,107,850.00	1,107,850.00	130,004.49	58,337.73	1,314,203.56	-336,358.05	130.4%
470 56400		MACH/EQUIP					
	435,000.00	435,000.00	414,873.00	0.00	0.00	20,127.00	95.4%
470 57100		PRINCIPAL					
	118,497.00	118,497.00	108,280.58	0.00	0.00	10,216.42	91.4%
470 57200		INTEREST					
	13,716.00	13,716.00	8,291.54	0.00	0.00	5,424.46	60.5%
470 59990		RESERVE					
	-241,994.00	-241,994.00	0.00	0.00	0.00	-241,994.00	.0%
TOTAL STORMWATER	0.00	0.00	-128,083.15	-63,177.16	1,320,828.56	-1,192,745.41	100.0%
TOTAL REVENUES	-2,354,744.00	-2,354,744.00	-1,475,922.68	-192,586.98	0.00	-878,821.32	
TOTAL EXPENSES	2,354,744.00	2,354,744.00	1,347,839.53	129,409.82	1,320,828.56	-313,924.09	
GRAND TOTAL	0.00	0.00	-128,083.15	-63,177.16	1,320,828.56	-1,192,745.41	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 MARINA							
480 33120		FEMA GRANT					
	-5,754,873.00	-5,754,873.00	-2,158.11	0.00	0.00	-5,752,714.89	.0%
480 33400		STATE GRANT					
	-375,000.00	-375,000.00	-199,986.68	-131,607.00	0.00	-175,013.32	53.3%
480 33420		FEMA STATE					
	-959,145.00	-959,145.00	-359.69	0.00	0.00	-958,785.31	.0%
480 34750		SLIP RENTALS - PERMANENT					
	-350,000.00	-350,000.00	-296,727.28	-25,714.75	0.00	-53,272.72	84.8%
480 34755		SLIP RENTALS - TRANSIENT					
	-550,000.00	-550,000.00	-723,905.14	-43,484.15	0.00	173,905.14	131.6%
480 34757		SLIP RENTALS - NON-TAXABLE					
	-36,000.00	-36,000.00	-14,345.36	6,459.55	0.00	-21,654.64	39.8%
480 34759		DOCK STORE RENT					
	0.00	0.00	-1,858.02	-227.72	0.00	1,858.02	100.0%
480 34760		BUSINESS RENTALS					
	-26,500.00	-26,500.00	-26,069.14	-2,773.11	0.00	-430.86	98.4%
480 34762		MOORINGS-TAXABLE					
	-32,000.00	-32,000.00	-31,236.43	-986.50	0.00	-763.57	97.6%
480 34763		MOORINGS - NON TAXABLE					
	0.00	0.00	-50.00	0.00	0.00	50.00	100.0%
480 34766		SERVICES-NON TAXABLE					
	-100.00	-100.00	0.00	0.00	0.00	-100.00	.0%
480 34767		SERVICES-TAXABLE					
	-1,200.00	-1,200.00	-1,018.36	-34.01	0.00	-181.64	84.9%
480 34770		FUEL-DIESEL					
	-1,350,000.00	-1,350,000.00	-422,530.79	-82,941.50	0.00	-927,469.21	31.3%
480 34771		FUEL-GAS					
	-275,000.00	-275,000.00	-203,312.84	-36,266.38	0.00	-71,687.16	73.9%
480 34773		FUEL-DIESEL NON-TAXABLE					
	-4,000.00	-4,000.00	0.00	0.00	0.00	-4,000.00	.0%
480 34775		FUEL-DISCOUNTS DIESEL					
	7,500.00	7,500.00	6,738.00	2,051.37	0.00	762.00	89.8%
480 34776		FUEL-DISCOUNTS GAS					
	900.00	900.00	2,773.49	392.76	0.00	-1,873.49	308.2%
480 36215		NON-TAXABLE RENT					
	-9,300.00	-9,300.00	-6,844.42	0.00	0.00	-2,455.58	73.6%
480 36990		OTHER REVENUE					
	-3,100.00	-3,100.00	-5,760.19	-1,585.75	0.00	2,660.19	185.8%
480 38101		FROM GENERAL FUND					
	-300,000.00	-300,000.00	-300,000.00	-25,000.00	0.00	0.00	100.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 38410		LOAN PROCEEDS					
	0.00	-326,000.00	-333,690.04	0.00	0.00	7,690.04	102.4%
480 38910		CASH BALANCE FORWARD					
	2,656,656.00	2,656,656.00	0.00	0.00	0.00	2,656,656.00	.0%
480 53100		PROFESSIONAL SERVICES					
	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
480 53200		AUDITING					
	6,795.00	6,795.00	6,795.00	569.00	0.00	0.00	100.0%
480 53400		CONTRACTUAL					
	491,498.00	521,261.00	506,471.27	33,551.63	3,290.32	11,499.41	97.8%
480 54000		TRAINING/TRAVEL					
	650.00	1,200.00	1,013.63	29.86	0.00	186.37	84.5%
480 54100		COMM - PHONE/FAX/ALARM					
	3,708.00	4,708.00	4,224.70	393.94	0.00	483.30	89.7%
480 54101		COMMUNICATIONS-CELLULAR					
	2,410.00	2,410.00	139.67	0.00	0.00	2,270.33	5.8%
480 54103		COMMUNICATIONS-INTERNET					
	10,250.00	10,250.00	4,220.24	349.82	0.00	6,029.76	41.2%
480 54200		POSTAGE					
	0.00	200.00	86.77	0.00	0.00	113.23	43.4%
480 54300		UTILITIES ELECTRIC					
	48,500.00	48,500.00	7,126.84	214.18	0.00	41,373.16	14.7%
480 54310		UTILITIES-WATER & WASTEWATER					
	39,500.00	39,500.00	15,764.30	1,021.21	0.00	23,735.70	39.9%
480 54400		RENTALS/LEASES					
	6,840.00	3,590.00	0.00	0.00	0.00	3,590.00	.0%
480 54500		INSURANCE					
	236,236.00	371,236.00	366,843.49	35,246.86	0.00	4,392.51	98.8%
480 54610		R/M BLDG & GROUNDS					
	20,750.00	24,515.00	24,553.61	563.55	0.00	-38.61	100.2%
480 54611		R/M FACILITIES					
	20,300.00	13,935.00	9,183.74	0.00	0.00	4,751.26	65.9%
480 54620		R/M EQUIPMENT					
	7,700.00	11,800.00	11,246.72	0.00	0.00	553.28	95.3%
480 54630		R/M VEHICLES-LABOR					
	1,000.00	1,000.00	877.50	0.00	0.00	122.50	87.8%
480 54640		R/M VEHICLES-PARTS					
	1,000.00	1,000.00	583.38	0.00	0.00	416.62	58.3%
480 54675		R/M MOORING FIELD					
	19,950.00	19,950.00	0.00	0.00	0.00	19,950.00	.0%
480 54700		PRINTING					
	2,825.00	2,825.00	613.52	613.52	0.00	2,211.48	21.7%
480 54800		PROMOTIONAL					
	2,400.00	57,800.00	51,186.77	3,327.54	0.00	6,613.23	88.6%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 55100		OFFICE SUPPLIES					
	4,500.00	4,500.00	3,646.58	331.88	0.00	853.42	81.0%
480 55200		OPERATING SUPPLIES					
	53,365.00	73,365.00	74,280.70	7,494.41	0.00	-915.70	101.2%
480 55210		UNIFORMS					
	1,600.00	2,000.00	2,062.63	198.75	0.00	-62.63	103.1%
480 55220		JANITORIAL SUPPLIES					
	3,800.00	3,400.00	110.77	33.49	0.00	3,289.23	3.3%
480 55230		GAS/OIL					
	1,000.00	1,000.00	13.33	0.00	0.00	986.67	1.3%
480 55400		BOOKS/SUBS/DUES					
	825.00	825.00	100.00	0.00	0.00	725.00	12.1%
480 55510		FUEL FOR RESALE					
	1,150,000.00	892,050.00	445,139.90	84,313.81	0.00	446,910.10	49.9%
480 56200		BUILDING					
	0.00	336,837.00	291,750.70	6,507.50	27,011.30	18,075.00	94.6%
480 56300		IMPROVEMENTS					
	725,000.00	720,112.00	16,750.00	250.00	513,000.00	190,362.00	73.6%
480 56328		DREDGING-MARINA					
	0.00	11,838.00	11,475.00	6,286.48	0.00	363.00	96.9%
480 57100		PRINCIPAL					
	7,332,171.00	7,272,016.00	0.00	0.00	0.00	7,272,016.00	.0%
480 57200		INTEREST					
	194,132.00	204,287.00	204,284.96	1,737.50	0.00	2.04	100.0%
480 57300		FINANCING COSTS					
	0.00	50,000.00	34,687.04	0.00	0.00	15,312.96	69.4%
480 59990		RESERVE					
	-3,037,543.00	-3,037,543.00	0.00	0.00	0.00	-3,037,543.00	.0%
TOTAL MARINA	0.00	0.00	-465,108.24	-158,682.26	543,301.62	-78,193.38	100.0%
TOTAL REVENUES	-7,361,162.00	-7,687,162.00	-2,560,341.00	-341,717.19	0.00	-5,126,821.00	
TOTAL EXPENSES	7,361,162.00	7,687,162.00	2,095,232.76	183,034.93	543,301.62	5,048,627.62	
GRAND TOTAL	0.00	0.00	-465,108.24	-158,682.26	543,301.62	-78,193.38	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 FLEET							
510 36110	INTEREST						
	0.00	0.00	-548.04	-54.10	0.00	548.04	100.0%
510 36990	OTHER REVENUE						
	-4,000.00	-4,000.00	-3,300.00	-1,000.00	0.00	-700.00	82.5%
510 36992	GAIN ON SALE OF ASSET						
	-65,000.00	-65,000.00	-49,090.25	-1,142.00	0.00	-15,909.75	75.5%
510 36994	LOANER VEHICLE REVENUE						
	-1,500.00	-1,500.00	-480.85	-11.13	0.00	-1,019.15	32.1%
510 38040	PARTS						
	0.00	0.00	8,328.35	8,328.33	0.00	-8,328.35	100.0%
510 38045	LABOR						
	0.00	0.00	-1,293.75	-150.00	0.00	1,293.75	100.0%
510 38053	GAS/OIL						
	-346,000.00	-346,000.00	-344,397.63	-37,029.19	0.00	-1,602.37	99.5%
510 38144	FROM SANITATION						
	-20,000.00	-20,000.00	-20,000.00	0.00	0.00	0.00	100.0%
510 38910	CASH BALANCE FORWARD						
	-45,302.00	-45,302.00	0.00	0.00	0.00	-45,302.00	.0%
TOTAL FLEET							
	-481,802.00	-481,802.00	-410,782.17	-31,058.09	0.00	-71,019.83	85.3%
TOTAL REVENUES							
	-481,802.00	-481,802.00	-410,782.17	-31,058.09	0.00	-71,019.83	
5101000 GENERAL FUND							
5101000 38040	PARTS						
	-266,500.00	-266,500.00	-206,754.29	-9,728.25	0.00	-59,745.71	77.6%
5101000 38045	LABOR						
	-183,000.00	-183,000.00	-182,550.00	-15,207.00	0.00	-450.00	99.8%
TOTAL GENERAL FUND							
	-449,500.00	-449,500.00	-389,304.29	-24,935.25	0.00	-60,195.71	86.6%
TOTAL REVENUES							
	-449,500.00	-449,500.00	-389,304.29	-24,935.25	0.00	-60,195.71	
5102400 FLEET BUILDING/PERMITTING							
5102400 38040	PARTS						
	0.00	0.00	-4,936.95	-5.00	0.00	4,936.95	100.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

5102400 FLEET BUILDING/PERMITTING	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLEET BUILDING/PERMITTING	0.00	0.00	-4,936.95	-5.00	0.00	4,936.95	100.0%
TOTAL REVENUES	0.00	0.00	-4,936.95	-5.00	0.00	4,936.95	
5102401 FLEET BUILDING/PERMITTING							
5102401 38040 PARTS	-3,500.00	-3,500.00	0.00	0.00	0.00	-3,500.00	.0%
5102401 38045 LABOR	-4,000.00	-4,000.00	-1,956.00	0.00	0.00	-2,044.00	48.9%
TOTAL FLEET BUILDING/PERMITTING	-7,500.00	-7,500.00	-1,956.00	0.00	0.00	-5,544.00	26.1%
TOTAL REVENUES	-7,500.00	-7,500.00	-1,956.00	0.00	0.00	-5,544.00	
5103900 CEMETERY							
5103900 38040 PARTS	-2,000.00	-2,000.00	-816.92	0.00	0.00	-1,183.08	40.8%
5103900 38045 LABOR	-2,500.00	-2,500.00	-952.50	0.00	0.00	-1,547.50	38.1%
TOTAL CEMETERY	-4,500.00	-4,500.00	-1,769.42	0.00	0.00	-2,730.58	39.3%
TOTAL REVENUES	-4,500.00	-4,500.00	-1,769.42	0.00	0.00	-2,730.58	
5104100 GOLF COURSE							
5104100 38040 PARTS	-500.00	-500.00	-15.00	0.00	0.00	-485.00	3.0%
5104100 38045 LABOR	-500.00	-500.00	-450.00	0.00	0.00	-50.00	90.0%
TOTAL GOLF COURSE	-1,000.00	-1,000.00	-465.00	0.00	0.00	-535.00	46.5%
TOTAL REVENUES	-1,000.00	-1,000.00	-465.00	0.00	0.00	-535.00	

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

5104200 AIRPORT	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5104200 AIRPORT							
5104200 38040	PARTS						
	-7,000.00	-7,000.00	-8,029.12	-67.48	0.00	1,029.12	114.7%
5104200 38045	LABOR						
	-7,000.00	-7,000.00	-2,956.50	0.00	0.00	-4,043.50	42.2%
TOTAL AIRPORT							
	-14,000.00	-14,000.00	-10,985.62	-67.48	0.00	-3,014.38	78.5%
TOTAL REVENUES							
	-14,000.00	-14,000.00	-10,985.62	-67.48	0.00	-3,014.38	
5104400 SANITATION							
5104400 38040	PARTS						
	0.00	0.00	-7,106.39	-3,304.37	0.00	7,106.39	100.0%
5104400 38045	LABOR						
	0.00	0.00	-4,425.00	-945.00	0.00	4,425.00	100.0%
TOTAL SANITATION							
	0.00	0.00	-11,531.39	-4,249.37	0.00	11,531.39	100.0%
TOTAL REVENUES							
	0.00	0.00	-11,531.39	-4,249.37	0.00	11,531.39	
5104500 WASTEWATER							
5104500 38040	PARTS						
	-40,000.00	-40,000.00	-30,981.91	-1,543.75	0.00	-9,018.09	77.5%
5104500 38045	LABOR						
	26,000.00	26,000.00	-19,707.00	-1,117.50	0.00	45,707.00	-75.8%
TOTAL WASTEWATER							
	-14,000.00	-14,000.00	-50,688.91	-2,661.25	0.00	36,688.91	362.1%
TOTAL REVENUES							
	-14,000.00	-14,000.00	-50,688.91	-2,661.25	0.00	36,688.91	
5104600 WATER							
5104600 38040	PARTS						
	-20,000.00	-20,000.00	-13,494.98	-1,461.46	0.00	-6,505.02	67.5%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

5104600 WATER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5104600 38045 LABOR	-16,000.00	-16,000.00	-11,778.00	-817.50	0.00	-4,222.00	73.6%
TOTAL WATER	-36,000.00	-36,000.00	-25,272.98	-2,278.96	0.00	-10,727.02	70.2%
TOTAL REVENUES	-36,000.00	-36,000.00	-25,272.98	-2,278.96	0.00	-10,727.02	
5104700 STORMWATER							
5104700 38040 PARTS	-10,000.00	-10,000.00	-7,575.31	-978.19	0.00	-2,424.69	75.8%
5104700 38045 LABOR	-8,500.00	-8,500.00	-5,501.25	-847.50	0.00	-2,998.75	64.7%
TOTAL STORMWATER	-18,500.00	-18,500.00	-13,076.56	-1,825.69	0.00	-5,423.44	70.7%
TOTAL REVENUES	-18,500.00	-18,500.00	-13,076.56	-1,825.69	0.00	-5,423.44	
5104800 MARINA							
5104800 38040 PARTS	-1,000.00	-1,000.00	-583.38	0.00	0.00	-416.62	58.3%
5104800 38045 LABOR	-1,000.00	-1,000.00	-877.50	0.00	0.00	-122.50	87.8%
TOTAL MARINA	-2,000.00	-2,000.00	-1,460.88	0.00	0.00	-539.12	73.0%
TOTAL REVENUES	-2,000.00	-2,000.00	-1,460.88	0.00	0.00	-539.12	
GRAND TOTAL	-1,028,802.00	-1,028,802.00	-922,230.17	-67,081.09	0.00	-106,571.83	89.6%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 FLEET							
510 51200		SALARIES					
	129,578.00	129,578.00	123,086.29	10,113.90	0.00	6,491.71	95.0%
510 51210		WC REIMB					
	0.00	0.00	-608.53	0.00	0.00	608.53	100.0%
510 51350		PART-TIME					
	30,268.00	26,268.00	19,224.46	1,260.80	0.00	7,043.54	73.2%
510 51400		OVERTIME					
	8,500.00	12,500.00	11,651.59	496.69	0.00	848.41	93.2%
510 52100		FICA					
	12,878.00	12,878.00	11,186.70	836.41	0.00	1,691.30	86.9%
510 52200		RETIREMENT					
	29,742.00	29,742.00	29,049.02	2,304.59	0.00	692.98	97.7%
510 52300		HEALTH INSUR					
	27,451.00	27,451.00	26,823.56	2,758.29	0.00	627.44	97.7%
510 52301		LIFE INSUR					
	720.00	720.00	681.55	60.87	0.00	38.45	94.7%
510 52400		WORKERS' COMP					
	2,385.00	2,385.00	2,385.00	196.00	0.00	0.00	100.0%
510 53200		AUDITING					
	2,265.00	2,265.00	2,265.00	186.00	0.00	0.00	100.0%
510 53400		CONTRACTUAL					
	20,060.00	20,060.00	15,878.07	644.74	0.00	4,181.93	79.2%
510 54000		TRAINING/TRAVEL					
	3,250.00	3,250.00	2,171.22	396.00	0.00	1,078.78	66.8%
510 54100		COMM - PHONE/FAX/ALARM					
	288.00	288.00	0.00	0.00	0.00	288.00	.0%
510 54101		COMMUNICATIONS-CELLULAR					
	1,150.00	1,150.00	472.03	25.00	0.00	677.97	41.0%
510 54103		COMMUNICATIONS-INTERNET					
	1,635.00	1,635.00	1,344.96	112.08	0.00	290.04	82.3%
510 54300		UTILITIES ELECTRIC					
	4,225.00	4,225.00	3,723.54	813.89	0.00	501.46	88.1%
510 54310		UTILITIES-WATER & WASTEWATER					
	2,100.00	2,100.00	1,828.03	165.19	0.00	271.97	87.0%
510 54500		INSURANCE					
	13,150.00	13,150.00	13,150.00	1,105.00	0.00	0.00	100.0%
510 54610		R/M BLDG & GROUNDS					
	500.00	500.00	27.90	0.00	0.00	472.10	5.6%
510 54611		R/M FACILITIES					
	4,500.00	5,257.00	5,256.10	2,327.89	0.00	0.90	100.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
510 54620		R/M EQUIPMENT					
	7,500.00	6,743.00	4,118.32	0.00	0.00	2,624.68	61.1%
510 54630		R/M VEHICLES-LABOR					
	2,500.00	2,500.00	1,293.75	150.00	0.00	1,206.25	51.8%
510 54640		R/M VEHICLES-PARTS					
	3,000.00	3,000.00	2,212.70	309.39	0.00	787.30	73.8%
510 55100		OFFICE SUPPLIES					
	200.00	200.00	140.50	20.93	0.00	59.50	70.3%
510 55200		OPERATING SUPPLIES					
	9,390.00	9,390.00	9,105.87	1,925.55	0.00	284.13	97.0%
510 55210		UNIFORMS					
	1,150.00	1,175.00	1,174.65	0.00	0.00	0.35	100.0%
510 55230		GAS/OIL					
	5,000.00	5,000.00	4,015.48	651.45	0.00	984.52	80.3%
510 55240		CHEMICALS					
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
510 55400		BOOKS/SUBS/DUES					
	200.00	200.00	138.25	0.00	0.00	61.75	69.1%
510 56400		MACH/EQUIP					
	28,000.00	28,000.00	21,483.14	0.00	0.00	6,516.86	76.7%
510 56401		EQUIP-NON CAPITAL					
	6,000.00	5,975.00	2,889.00	0.00	0.00	3,086.00	48.4%
510 58600		GAS/OIL COSTS					
	295,000.00	295,000.00	264,422.96	27,565.83	0.00	30,577.04	89.6%
510 58700		VEHICLE PARTS/SRVCS COSTS					
	305,000.00	305,000.00	261,548.30	21,346.67	0.00	43,451.70	85.8%
510 59990		RESERVE					
	70,717.00	70,717.00	0.00	0.00	0.00	70,717.00	.0%
TOTAL FLEET							
	1,028,802.00	1,028,802.00	842,139.41	75,773.16	0.00	186,662.59	81.9%
TOTAL EXPENSES							
	1,028,802.00	1,028,802.00	842,139.41	75,773.16	0.00	186,662.59	
GRAND TOTAL							
	1,028,802.00	1,028,802.00	842,139.41	75,773.16	0.00	186,662.59	81.9%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 UTILITY BILLING							
520 34300		UB ADMIN FEES					
	-32,000.00	-32,000.00	-25,183.87	-1,279.43	0.00	-6,816.13	78.7%
520 36110		INTEREST					
	0.00	0.00	-1,912.41	-167.29	0.00	1,912.41	100.0%
520 36990		OTHER REVENUE					
	0.00	0.00	-1,840.89	-10.00	0.00	1,840.89	100.0%
520 38910		CASH BALANCE FORWARD					
	-226,948.00	-226,948.00	0.00	0.00	0.00	-226,948.00	.0%
TOTAL UTILITY BILLING	-258,948.00	-258,948.00	-28,937.17	-1,456.72	0.00	-230,010.83	11.2%
TOTAL REVENUES	-258,948.00	-258,948.00	-28,937.17	-1,456.72	0.00	-230,010.83	
5204200 AIRPORT							
5204200 38052		CHARGES FOR UB SERVICES					
	-7,300.00	-7,300.00	-7,300.00	-612.00	0.00	0.00	100.0%
TOTAL AIRPORT	-7,300.00	-7,300.00	-7,300.00	-612.00	0.00	0.00	100.0%
TOTAL REVENUES	-7,300.00	-7,300.00	-7,300.00	-612.00	0.00	0.00	
5204400 SANITATION							
5204400 38052		CHARGES FOR UB SERVICES					
	-92,000.00	-92,000.00	-92,000.00	-7,663.00	0.00	0.00	100.0%
TOTAL SANITATION	-92,000.00	-92,000.00	-92,000.00	-7,663.00	0.00	0.00	100.0%
TOTAL REVENUES	-92,000.00	-92,000.00	-92,000.00	-7,663.00	0.00	0.00	
5204500 WASTE WATER							
5204500 38052		CHARGES FOR UB SERVICES					
	-200,000.00	-200,000.00	-200,000.00	-16,663.00	0.00	0.00	100.0%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

5204500 WASTE WATER	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL WASTE WATER							
-200,000.00		-200,000.00	-200,000.00	-16,663.00	0.00	0.00	100.0%
TOTAL REVENUES							
-200,000.00		-200,000.00	-200,000.00	-16,663.00	0.00	0.00	
5204600 WATER							
5204600 38052	CHARGES FOR UB SERVICES						
-200,000.00	-200,000.00	-200,000.00	-200,000.00	-16,663.00	0.00	0.00	100.0%
TOTAL WATER							
-200,000.00		-200,000.00	-200,000.00	-16,663.00	0.00	0.00	100.0%
TOTAL REVENUES							
-200,000.00		-200,000.00	-200,000.00	-16,663.00	0.00	0.00	
5204700 STORMWATER							
5204700 38052	CHARGES FOR UB SERVICES						
-35,000.00	-35,000.00	-35,000.00	-35,000.00	-2,913.00	0.00	0.00	100.0%
TOTAL STORMWATER							
-35,000.00		-35,000.00	-35,000.00	-2,913.00	0.00	0.00	100.0%
TOTAL REVENUES							
-35,000.00		-35,000.00	-35,000.00	-2,913.00	0.00	0.00	
GRAND TOTAL							
-793,248.00		-793,248.00	-563,237.17	-45,970.72	0.00	-230,010.83	71.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 UTILITY BILLING							
520 51200		SALARIES					
	268,108.00	266,848.00	242,623.01	19,371.59	0.00	24,224.99	90.9%
520 51400		OVERTIME					
	2,000.00	2,000.00	1,783.75	360.48	0.00	216.25	89.2%
520 52100		FICA					
	20,664.00	20,664.00	18,182.65	1,464.65	0.00	2,481.35	88.0%
520 52200		RETIREMENT					
	58,182.00	58,182.00	52,517.90	4,250.29	0.00	5,664.10	90.3%
520 52300		HEALTH INSUR					
	47,027.00	48,287.00	48,281.47	4,242.08	0.00	5.53	100.0%
520 52301		LIFE INSUR					
	1,500.00	1,500.00	1,384.62	119.85	0.00	115.38	92.3%
520 52400		WORKERS' COMP					
	350.00	350.00	350.00	31.00	0.00	0.00	100.0%
520 53400		CONTRACTUAL					
	33,054.00	33,054.00	25,746.98	334.77	0.00	7,307.02	77.9%
520 54000		TRAINING/TRAVEL					
	3,575.00	3,575.00	1,197.02	177.50	0.00	2,377.98	33.5%
520 54100		COMM - PHONE/FAX/ALARM					
	888.00	888.00	471.50	46.78	0.00	416.50	53.1%
520 54103		COMMUNICATIONS-INTERNET					
	1,635.00	1,635.00	1,344.96	112.08	0.00	290.04	82.3%
520 54200		POSTAGE					
	40,000.00	42,000.00	41,990.00	2,000.00	0.00	10.00	100.0%
520 54300		UTILITIES ELECTRIC					
	3,675.00	3,675.00	2,872.04	756.94	0.00	802.96	78.2%
520 54310		UTILITIES-WATER & WASTEWATER					
	1,100.00	1,100.00	608.34	55.31	0.00	491.66	55.3%
520 54610		R/M BLDG & GROUNDS					
	750.00	750.00	62.50	62.50	0.00	687.50	8.3%
520 54611		R/M FACILITIES					
	11,750.00	11,750.00	11,319.74	0.00	0.00	430.26	96.3%
520 54620		R/M EQUIPMENT					
	700.00	700.00	0.00	0.00	0.00	700.00	.0%
520 54700		PRINTING					
	6,652.00	6,652.00	5,299.00	0.00	0.00	1,353.00	79.7%
520 54902		BAD DEBT EXPENSE					
	1,500.00	1,500.00	761.94	108.58	0.00	738.06	50.8%
520 55100		OFFICE SUPPLIES					
	3,332.00	3,332.00	3,319.55	0.00	0.00	12.45	99.6%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
520 55200		OPERATING SUPPLIES					
	55,515.00	53,515.00	44,011.15	7,915.88	0.00	9,503.85	82.2%
520 55210		UNIFORMS					
	700.00	700.00	52.00	0.00	0.00	648.00	7.4%
520 55220		JANITORIAL SUPPLIES					
	685.00	685.00	140.84	0.00	0.00	544.16	20.6%
520 59300		TRANSFER TO CAP IMP					
	10,700.00	10,700.00	10,700.04	891.67	0.00	-0.04	100.0%
520 59990		RESERVE					
	219,206.00	219,206.00	0.00	0.00	0.00	219,206.00	.0%
TOTAL UTILITY BILLING							
	793,248.00	793,248.00	515,021.00	42,301.95	0.00	278,227.00	64.9%
TOTAL EXPENSES							
	793,248.00	793,248.00	515,021.00	42,301.95	0.00	278,227.00	
GRAND TOTAL							
	793,248.00	793,248.00	515,021.00	42,301.95	0.00	278,227.00	64.9%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 UTILITY ADMIN							
530 36110	INTEREST						
	0.00	0.00	-1,449.55	-101.89	0.00	1,449.55	100.0%
530 38910	CASH BALANCE FORWARD						
	-134,408.00	-134,408.00	0.00	0.00	0.00	-134,408.00	.0%
TOTAL UTILITY ADMIN							
	-134,408.00	-134,408.00	-1,449.55	-101.89	0.00	-132,958.45	1.1%
TOTAL REVENUES							
	-134,408.00	-134,408.00	-1,449.55	-101.89	0.00	-132,958.45	
5304500 WASTE WATER							
5304500 38054	CHARGES FOR UTIL ADM						
	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	100.0%
TOTAL WASTE WATER							
	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	100.0%
TOTAL REVENUES							
	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	
5304600 WATER							
5304600 38054	CHARGES FOR UTIL ADM						
	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	100.0%
TOTAL WATER							
	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	100.0%
TOTAL REVENUES							
	-225,000.00	-225,000.00	-225,000.00	-18,750.00	0.00	0.00	
GRAND TOTAL							
	-584,408.00	-584,408.00	-451,449.55	-37,601.89	0.00	-132,958.45	77.2%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 UTILITY ADMIN							
530 51200		SALARIES					
	345,099.00	338,699.00	276,423.86	25,334.16	0.00	62,275.14	81.6%
530 51400		OVERTIME					
	2,500.00	2,500.00	239.19	0.00	0.00	2,260.81	9.6%
530 52100		FICA					
	25,444.00	25,444.00	19,353.59	1,755.93	0.00	6,090.41	76.1%
530 52200		RETIREMENT					
	68,497.00	68,497.00	59,613.82	5,467.16	0.00	8,883.18	87.0%
530 52300		HEALTH INSUR					
	48,694.00	55,094.00	55,018.72	5,816.09	0.00	75.28	99.9%
530 52301		LIFE INSUR					
	1,578.00	1,578.00	1,448.68	152.40	0.00	129.32	91.8%
530 52400		WORKERS' COMP					
	3,405.00	3,405.00	3,405.00	281.00	0.00	0.00	100.0%
530 53400		CONTRACTUAL					
	3,655.00	5,655.00	4,879.19	665.22	0.00	775.81	86.3%
530 54000		TRAINING/TRAVEL					
	6,460.00	3,760.00	745.77	9.36	0.00	3,014.23	19.8%
530 54100		COMM - PHONE/FAX/ALARM					
	792.00	792.00	235.75	23.39	0.00	556.25	29.8%
530 54101		COMMUNICATIONS-CELLULAR					
	3,000.00	3,000.00	933.25	128.83	0.00	2,066.75	31.1%
530 54103		COMMUNICATIONS-INTERNET					
	1,635.00	1,635.00	1,371.96	114.33	0.00	263.04	83.9%
530 54200		POSTAGE					
	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
530 54300		UTILITIES ELECTRIC					
	3,000.00	3,700.00	3,549.75	756.95	0.00	150.25	95.9%
530 54310		UTILITIES-WATER & WASTEWATER					
	800.00	800.00	720.90	167.87	0.00	79.10	90.1%
530 54610		R/M BLDG & GROUNDS					
	500.00	500.00	62.50	62.50	0.00	437.50	12.5%
530 54611		R/M FACILITIES					
	12,000.00	12,000.00	10,195.23	0.00	0.00	1,804.77	85.0%
530 54620		R/M EQUIPMENT					
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
530 55100		OFFICE SUPPLIES					
	4,000.00	4,000.00	1,260.88	0.00	0.00	2,739.12	31.5%
530 55200		OPERATING SUPPLIES					
	8,518.00	8,518.00	3,468.59	40.97	0.00	5,049.41	40.7%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
530 55210		UNIFORMS					
	1,800.00	1,800.00	1,179.50	200.00	0.00	620.50	65.5%
530 55220		JANITORIAL SUPPLIES					
	4,000.00	4,000.00	88.71	0.00	0.00	3,911.29	2.2%
530 55400		BOOKS/SUBS/DUES					
	2,100.00	2,100.00	258.25	0.00	0.00	1,841.75	12.3%
530 59990		RESERVE					
	34,431.00	34,431.00	0.00	0.00	0.00	34,431.00	.0%
TOTAL UTILITY ADMIN							
	584,408.00	584,408.00	444,453.09	40,976.16	0.00	139,954.91	76.1%
TOTAL EXPENSES							
	584,408.00	584,408.00	444,453.09	40,976.16	0.00	139,954.91	
GRAND TOTAL							
	584,408.00	584,408.00	444,453.09	40,976.16	0.00	139,954.91	76.1%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
610 PENSION - GENERAL							
610 36110		INTEREST					
	-375,000.00	-375,000.00	-268,367.20	-17,445.34	0.00	-106,632.80	71.6%
610 36120		UNREALIZED GAIN					
	-55,000.00	-55,000.00	-63,171.75	0.00	0.00	8,171.75	114.9%
610 36130		INCOME/LOSS/REALIZED G/L					
	-60,000.00	-60,000.00	-109,157.91	0.00	0.00	49,157.91	181.9%
610 36700		GAIN/LOSS ON INVESTMENT					
	-500,000.00	-500,000.00	-320,407.33	-12,559.14	0.00	-179,592.67	64.1%
610 36840		CONTRIBUTIONS FROM CITY					
	-1,575,000.00	-1,575,000.00	-1,041,493.92	-336,935.11	0.00	-533,506.08	66.1%
610 36850		CONTRIBUTIONS FROM EMPLOYEES					
	-390,000.00	-390,000.00	-380,550.73	-33,739.71	0.00	-9,449.27	97.6%
610 36990		OTHER REVENUE					
	0.00	0.00	17,972.69	2,244.94	0.00	-17,972.69	100.0%
610 38910		CASH BALANCE FORWARD					
	-22,816,829.00	-22,816,829.00	0.00	0.00	0.00	-22,816,829.00	.0%
610 53400		CONTRACTUAL					
	77,435.00	77,435.00	106,195.51	850.00	0.00	-28,760.51	137.1%
610 53401		CONTRACTUAL AMERICAN CORE REA					
	26,400.00	26,400.00	19,804.71	0.00	0.00	6,595.29	75.0%
610 53404		INVESTMENT EXPENSE					
	35,765.00	35,765.00	30,571.63	6,531.80	0.00	5,193.37	85.5%
610 53600		RETIREE BENEFITS					
	1,790,000.00	1,790,000.00	1,704,324.80	157,316.76	0.00	85,675.20	95.2%
610 59990		RESERVE					
	23,842,229.00	23,842,229.00	0.00	0.00	0.00	23,842,229.00	.0%
TOTAL PENSION - GENERAL	0.00	0.00	-304,279.50	-233,735.80	0.00	304,279.50	100.0%
	TOTAL REVENUES						
	-25,771,829.00	-25,771,829.00	-2,165,176.15	-398,434.36	0.00	-23,606,652.85	
	TOTAL EXPENSES						
	25,771,829.00	25,771,829.00	1,860,896.65	164,698.56	0.00	23,910,932.35	
	GRAND TOTAL						
	0.00	0.00	-304,279.50	-233,735.80	0.00	304,279.50	100.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
620 PENSION - POLICE/FIRE							
620 31251		STATE/FIRE INSURANCE TAX					
	-115,000.00	-115,000.00	-144,679.21	-143,853.15	0.00	29,679.21	125.8%
620 31252		STATE/POLICE INSURANCE TAX					
	-110,000.00	-110,000.00	-136,410.47	-136,410.47	0.00	26,410.47	124.0%
620 36110		INTEREST					
	-450,000.00	-450,000.00	-358,716.89	-22,807.58	0.00	-91,283.11	79.7%
620 36120		UNREALIZED GAIN					
	-55,000.00	-55,000.00	-72,342.96	0.00	0.00	17,342.96	131.5%
620 36130		INCOME/LOSS/REALIZED G/L					
	-70,000.00	-70,000.00	-125,005.31	0.00	0.00	55,005.31	178.6%
620 36700		GAIN/LOSS ON INVESTMENT					
	-500,000.00	-500,000.00	-1,854,862.87	-111,024.55	0.00	1,354,862.87	371.0%
620 36850		CONTRIBUTIONS FROM EMPLOYEES					
	-315,000.00	-315,000.00	-318,212.35	-25,155.77	0.00	3,212.35	101.0%
620 36990		OTHER REVENUE					
	0.00	0.00	25,917.59	3,024.51	0.00	-25,917.59	100.0%
620 38910		CASH BALANCE FORWARD					
	-27,034,324.00	-27,034,324.00	0.00	0.00	0.00	-27,034,324.00	.0%
TOTAL PENSION - POLICE/FIRE							
	-28,649,324.00	-28,649,324.00	-2,984,312.47	-436,227.01	0.00	-25,665,011.53	10.4%
TOTAL REVENUES							
	-28,649,324.00	-28,649,324.00	-2,984,312.47	-436,227.01	0.00	-25,665,011.53	
6202100 POLICE							
6202100 36840		CONTRIBUTIONS FROM CITY					
	-700,000.00	-700,000.00	-511,990.95	-168,617.93	0.00	-188,009.05	73.1%
TOTAL POLICE							
	-700,000.00	-700,000.00	-511,990.95	-168,617.93	0.00	-188,009.05	73.1%
TOTAL REVENUES							
	-700,000.00	-700,000.00	-511,990.95	-168,617.93	0.00	-188,009.05	
6202200 FIRE							
6202200 36840		CONTRIBUTIONS FROM CITY					
	-590,000.00	-590,000.00	-402,278.60	-132,485.51	0.00	-187,721.40	68.2%

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

6202200 FIRE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FIRE	-590,000.00	-590,000.00	-402,278.60	-132,485.51	0.00	-187,721.40	68.2%
TOTAL REVENUES	-590,000.00	-590,000.00	-402,278.60	-132,485.51	0.00	-187,721.40	
GRAND TOTAL	-29,939,324.00	-29,939,324.00	-3,898,582.02	-737,330.45	0.00	-26,040,741.98	13.0%

** END OF REPORT - Generated by Michele Brown **

City of Fernandina Beach YEAR-TO-DATE BUDGET REPORT

PRELIMINARY

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
620 PENSION - POLICE/FIRE							
620 53400		CONTRACTUAL					
	80,700.00	80,700.00	86,532.09	850.00	0.00	-5,832.09	107.2%
620 53401		CONTRACTUAL-AMERICAN CORE REA					
	21,630.00	21,630.00	22,679.93	0.00	0.00	-1,049.93	104.9%
620 53404		INVESTMENT EXPENSE					
	53,000.00	53,000.00	57,522.06	11,291.88	0.00	-4,522.06	108.5%
620 53600		RETIREE BENEFITS					
	1,868,000.00	1,868,000.00	2,314,419.62	164,081.01	0.00	-446,419.62	123.9%
620 59990		RESERVE					
	27,915,994.00	27,915,994.00	0.00	0.00	0.00	27,915,994.00	.0%
TOTAL PENSION - POLICE/FIRE							
	29,939,324.00	29,939,324.00	2,481,153.70	176,222.89	0.00	27,458,170.30	8.3%
TOTAL EXPENSES							
	29,939,324.00	29,939,324.00	2,481,153.70	176,222.89	0.00	27,458,170.30	
GRAND TOTAL							
	29,939,324.00	29,939,324.00	2,481,153.70	176,222.89	0.00	27,458,170.30	8.3%

** END OF REPORT - Generated by Michele Brown **

The City Commission of the City of Fernandina Beach, Florida, met in a Workshop on Tuesday, September 21, 2021, at 4:00 PM in the City Hall Commission Chambers. Present were Mayor Michael A. Lednovich presiding, Vice Mayor Kreger. and Commissioners Bradley Bean, Chip Ross, and David Sturges. Also, present were City Clerk Caroline Best, City Manager Dale L. Martin, and City Attorney Tammi Bach. 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 Lednovich called the meeting to order.

3.1 CITY HALL: This item was placed on the agenda at the request of Commissioner Ross who addressed City Hall maintenance/safety concerns and offered the following options for consideration: 1) Do Nothing – continue to defer maintenance/repairs, allow a future Commission to address failures. 2) Approve the Silling Architects proposal – estimated cost \$11.7 - \$12.7 million dollars. 3) Opt for a scaled down version of the Silling Architects proposal to be completed in phases.

Silling Architects Principal Jody Driggs provided a detailed City Hall assessment report summarizing that due to inadequate initial construction of the one and two story additions, their removal would be more cost effective than their renovation. The adjacent parcels could potentially deliver the square footage and parking spaces necessary for an optimal new City Hall facility.

City Engineer Charles George noted although the Florida Building Code does not require City Hall undergo a renovation, repairs are the right thing to do in order to preserve what is left of the historic structure. Public Works Director Jeremiah Glisson noted pest control is an ongoing issue with treatments being consistently scheduled over the years. Vice Mayor Kreger remarked the Atlantic Avenue Recreation Center regularly hosts more people and is in need of vital maintenance that could impact life safety. Commissioner Sturges advocated for City Halls' relocation to the structure located next door, currently occupied by Marlin and Barrell Distillery. Following additional discussion, ***Commission consensus was achieved to direct the City Manager to explore alternative renovation/repair/maintenance options, the cost of which is not to exceed \$10,000.***

3.2 REMOTE/VIRTUAL MEETING PARTICIPATION: This item is placed on the agenda at the request of Mayor Lednovich who explained this is a frequent question from constituents considering Nassau County has remote/virtual options. Following additional discussion regarding set up and costs, ***the consensus of the Commission was to direct the City Manager to have the Information Technology Department explore options.***

4. ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 4:42PM.

ATTEST:

Caroline Best
City Clerk

Michael A. Lednovich
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Special Meeting on Tuesday, September 21, 2021, at 5:05 pm in the City Commission Chambers. Present were Mayor Michael A. Lednovich presiding, Vice Mayor Len Kreger, Commissioner Bradley Bean, Commissioner Chip Ross, and Commissioner David Sturges. Also present were City Clerk Caroline Best, City Manager Dale L. Martin, and City Attorney Tammi Bach, and

3.1 TRIM STATEMENT: Statement regarding the percentage increase in Millage over the rolled-back rate necessary to fund the budget and the specific purpose for which ad valorem tax revenues are being increased.

- I. Millage rate for operation expenditures.
- II. Millage rate for voter approved debt.

City Attorney Bach read the truth and millage statement into the record, which was as follows: “Prior to adoption of Resolution 2021-148, which sets the property tax millage rate for operating expenditures, and sets the millage rate for voter approved debt, Chapter 200.065 (4)(d), Florida Statutes, requires that the following statement be publicly announced. The taxing authority levying this property tax is the City Commission of the City of Fernandina Beach. The rolled back rate is 5.1068 mills per \$1,000 of assessed value. The percentage increase is 4.43% over the rollback millage rate. The operating millage rate to be levied is 5.3330 mills per \$1,000 of assessed value. The voter debt millage rate is .0000.”

4.1 RESOLUTION ADOPTING THE FINAL OPERATING MILLAGE FOR FISCAL YEAR 2021/2022 – RESOLUTION 2021-148: ADOPTING THE FINAL LEVY OF AD VALOREM TAXES FOR OPERATING EXPENSES AND THE FINAL LEVY OF AD VALOREM TAXES FOR VOTER APPROVED DEBT FOR THE CITY OF FERNANDINA BEACH, NASSAU COUNTY, FOR FISCAL YEAR 2021/2022: According to the agenda support documents, Resolution 2021-148 adopts the final operating millage of 5.3330 mills for the Fiscal Year 2021/2022 Budget and since the voter approved debt has been satisfied, the millage rate for the City of Fernandina Beach is .0000 mills. **A motion was made by Commissioner Ross, seconded by Vice Mayor Kreger, to approve Resolution 2021-148. Vote upon passage of the motion was as follows:**

Commissioner Ross:	Aye
Vice Mayor Kreger:	Aye
Commissioner Bean:	Nay
Commissioner Sturges:	Aye
Mayor Lednovich:	Aye

Motion carried.

5.1 ADOPTION OF FINAL FY 2021/2022 BUDGET - PUBLIC HEARING - RESOLUTION 2021-149: ADOPTING THE FINAL BUDGET FOR THE 2021/2022 FISCAL YEAR, INCLUDING THE FIVE YEAR CAPITAL IMPROVEMENT PLAN: According to the agenda support documents, Resolution 2021-149 adopts the final budget for Fiscal Year 2021/2022. **A motion was made by Commissioner Ross, seconded by Vice Mayor Kreger, to approve Resolution 2021-149. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6. ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 5:09pm.

DRAFT

MINUTES
City Commission Special Meeting –
Public Hearing
September 21, 2021
Page 2 of 2

ATTEST:

CAROLINE BEST
City Clerk

MICHAEL A. LEDNOVICH
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, September 21, 2021, at 6:00 PM in City Commission Chambers. Present were Mayor Michael A. Lednovich presiding, Vice Mayor Len Kreger, Commissioners Bradley A. Bean, Chip Ross, and David Sturges. Also in attendance were City Clerk Caroline Best, City Manager Dale L. Martin, and City Attorney Tammi Bach. 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 Lednovich called the meeting to order, and Vice Mayor Kreger led the Pledge of Allegiance to the Flag.

The invocation was given by Chaplain Bruce Malcolm of the American Legion.

*ADDITION TO THE AGENDA – PROCLAMATION – “NATIONAL SUICIDE PREVENTION MONTH”: Mayor Lednovich read the Proclamation in full proclaiming the month of September as “National Suicide Prevention Month”. Starting Point Behavioral Health Mobile Response Team/ Suicide Prevention Team Leader Kayla Woodle was in attendance to accept the Proclamation

4.1 BUDGET SUMMARY: Comptroller Pauline Testagrose reviewed the budget summary for August 2021 and was available to answer any questions

4.2 NORTHEAST FLORIDA REGIONAL COUNCIL PRESENTATION: Resiliency Coordinator Sean Lahav presented the Covid-19 Economic Recovery Plan.

4.3 PROCLAMATION - "LES DEMERLE AMELIA ISLAND JAZZ FESTIVAL WEEK": Mayor Lednovich read the Proclamation in full proclaiming the week of October 3-10, 2021, as “Les DeMerle Amelia Island Jazz Festival Week”. Mr. Les DeMerle and Ms. Bonnie Eisele along were in attendance to accept the Proclamation.

4.4 PROCLAMATION - "NATIONAL HISPANIC HERITAGE MONTH": Vice Mayor Kreger and Planning and Conservation Department Planner Daphne Forehand read the Proclamation in full, in English and Spanish, proclaiming September 15 -October 15, 2021, as “National Hispanic Heritage Month”. Mr. Waldemar Borrero was in attendance to accept the Proclamation.

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

OCEAN HIGHWAY AND PORT AUTHORITY (OHPA) UPDATE: Tammi Kosack, 322 N. 3rd Street, attended the September 8, 2021, OHPA meeting which was well attended. OHPA will now conduct their meetings on the 2nd and 4th Wednesday of each month. The Port Operator indicated he is using day labor due to staff shortages. The PIPD grant application has been received through public records request (OHPA Commissioners did not see the PIPD grant application prior to its submission) requesting \$12.2 million dollars. OHPA Commissioners issued a unanimous no confidence vote in the Port Operator. Since the meeting, the Nassau County Property Appraisers Office has had a team of six appraisers at Port property to assess taxable value, their report is pending. In a separate meeting, OHPA is actively seeking fulfillment of the Port Operator role, OHPA is in the final stage of the scope of work for consulting firm RS&H for their master plan. The master plan process will have three public meetings. Ms. Kosack’s grass roots group, NOPE (No Port Expansion) is assembling a support team for continued engagement in the process and requested robust City government involvement. Finally, Ms. Kosack urged support of House Bill 619 which will remove OHPA’s imminent domain status.

6. CONSENT AGENDA: According to the agenda support documents, the following seven items were on the Consent Agenda and were approved by one motion:

6.1 APPROVAL OF MINUTES: According to the agenda support documents, the Workshop of August 3, 2021; the Regular Meeting of August 3, 2021; the Workshop of August 17, 2021; the Regular Meeting of August 17, 2021; and the Workshop of August 24, 2021, were presented for approval. Staff recommended approval as

submitted. **A motion was made by Commissioner Ross, seconded by Commissioner Bean, to approve the recommendation. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2021-150 DECLARING CERTAIN TITLED CITY PROPERTY SURPLUS; AUTHORIZING THE CITY MANAGER TO DISPOSE OF SAID PROPERTY IN A MANNER CONSISTENT WITH THE CITY'S POLICIES AND PROCEDURES: According to the agenda support documents, Resolution 2021-150 declares certain property as surplus, and authorizes the disposal of such. **A motion was made by Commissioner Ross, seconded by Commissioner Bean, to approve Resolution 2021-150. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 RESOLUTION 2021-151 AUTHORIZING THE CITY ATTORNEY TO ENGAGE IN QUALIFIED OUTSIDE LEGAL COUNSEL FOR CONFLICTS, COMPLEX LEGAL MATTERS, CODE ENFORCEMENT AND APPEALS BOARD REPRESENTATION, AND SPECIAL MAGISTRATE SERVICES IN AN AMOUNT NOT TO EXCEED \$65,000 IN FISCAL YEAR 2021/2022: According to the agenda support documents, Resolution 2021-151 Authorizes the City Attorney to engage qualified outside legal counsel, as needed, in an amount not to exceed \$65,000 in FY 2021/2022. **A motion was made by Commissioner Ross, seconded by Commissioner Bean, to approve Resolution 2021-151. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.4 RESOLUTION 2021-152 APPROVING AN AMENDMENT TO THE LEGAL DEPARTMENT BUDGET FOR FISCAL YEAR 2020/2021: According to the agenda support documents, Resolution 2021-152 approves a budget transfer of \$50,000 from the Contingency account to the Legal Department Legal/Contractual account. **A motion was made by Commissioner Ross, seconded by Commissioner Bean, to approve Resolution 2021-152. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.5 RESOLUTION 2021- 153 APPROVING A BUDGET AMENDMENT FOR FISCAL YEAR 2020/2021: According to the agenda support documents, Resolution 2021-153 approves an amendment to the Budget for FY2020/2021 for Brett's structural assessment in the CDBG Fund. **A motion was made by Commissioner Ross, seconded by Commissioner Bean, to approve Resolution 2021-153. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.6 RESOLUTION 2021-154 APPROVING BUDGET TRANSFERS WITHIN THE STREETS DEPARTMENT FOR FISCAL YEAR 2020/2021: According to the agenda support documents, Resolution 2021-154 approves transfers within the Streets Department Fiscal Year 2020/2021 budget. **A motion was made by Commissioner Ross, seconded by Commissioner Bean, to approve Resolution 2021-154. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.7 RESOLUTION 2021-155 APPROVING AMENDMENTS TO THE FISCAL YEAR 2020/2021 BUDGET: According to the agenda support documents, Resolution 2021-155 approves the transfer of funds in various Departments and various accounts in the FY 2020/2021 budget to ensure expenditures do not exceed the budget on a line- by-line basis. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Bean, to approve Resolution 2021-155. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 RESOLUTION 2021-156 APPROVING THE PURCHASE OF VEHICLES, EQUIPMENT, AND RELATED ACCESSORIES, FOR THE CITY FLEET FOR FISCAL YEAR 2021/2022: According to the agenda support documents, Resolution 2021-156 approves the purchase of vehicles, equipment, and related accessories for the City fleet for Fiscal Year 2021/2022. **A motion was made by Commission Ross, seconded by Commissioner Bean, to approve Resolution 2021-156, as amended to include the following language: due to exigent circumstances involving a worldwide computer chip shortage, some vehicles may need to be purchased through single source acquisition with documentation justifying the single source. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.2 RESOLUTION 2021-157 APPROVING A LOBBYING SERVICES AGREEMENT BETWEEN THE CITY AND JACOBS SCHOLZ & WYLER, LLC FOR STATE AND FEDERAL LOBBYING SERVICES FOR FY 2021/2022: According to the agenda support documents, Resolution 2021-157 approves the lobbying services agreement with Jacobs Scholz & Wyler, LLC for FY 2021/2022. **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve Resolution 2021-157. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 RESOLUTION 2021-158 APPROVING CHARTER OFFICERS' PERFORMANCE EVALUATIONS FOR FISCAL YEAR 2020/2021: According to the agenda support documents, Resolution 2021-158 approves the Charter Officers' performance evaluations for Fiscal Year 2020/2021. **A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve Resolution 2021-158. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.4 RESOLUTION 2021-159 APPROVING A TWELVE MONTH RENEWAL WITH PREFERRED GOVERNMENTAL INSURANCE TRUST (PGIT) COVERAGE FOR CITY PROPERTY, GENERAL LIABILITY, WORKERS' COMPENSATION, LAW ENFORCEMENT LIABILITY, PUBLIC OFFICIALS' LIABILITY, AUTOMOBILE LIABILITY AND PHYSICAL DAMAGE; APPROVING OTHER INSURANCE POLICIES COVERING MARINA, FLOOD, AIRPORT, ACCIDENTAL DEATH & DISMEMBERMENT (AD&D), YOUTH ACCIDENT, ENVIRONMENTAL AND LIQUOR LIABILITY: According to the agenda support documents, Resolution 2021-159 approves a twelve-month renewal offer by Preferred Governmental Insurance Trust (PGIT). **A motion was made by Commissioner Bean, seconded by Vice Mayor Kreger, to approve Resolution 2021-159. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.5 RESOLUTION 2021-160 APPROVING A PROFESSIONAL SERVICES CONTRACT AMENDMENT WITH CHARLES ABBOTT ASSOCIATES, INC.: According to the agenda support documents, Resolution 2021-160 approves an amendment to the Charles Abbott Associates, Inc. Professional Services Contract to provide for Building Official services. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Bean, to approve Resolution 2021-160. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.6 RESOLUTION 2021-161 AUTHORIZING THE CITY ATTORNEY TO ENGAGE THE FLORIDA DIVISION OF ADMINISTRATIVE HEARINGS AND ADMINISTRATIVE LAW JUDGES TO RESOLVE DISPUTES PRIOR TO LITIGATION AND HEAR CASES AS SPECIAL MAGISTRATES FROM TIME TO TIME: According to the agenda support documents, Resolution 2021-161 authorizes the City Attorney to engage Florida DOAH Administrative Law Judges to adjudicate disputes in FY21/22. **A motion was made by Vice Mayor Kreger, seconded by Commissioner Bean, to approve Resolution 2021-161. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.1 SECOND READING OF ORDINANCE 2021-26: City Attorney Bach read Ordinance 2021-26 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ESTABLISHING AND AMENDING FEES FOR THE AIRPORT, BUILDING, BUSINESS/CODE ENFORCEMENT, CEMETERY, CITY CLERK'S OFFICE, CITY MANAGER'S OFFICE, FIRE, GOLF COURSE, MARINA, PARKS AND RECREATION, PLANNING, POLICE, SANITATION, STORMWATER, STREETS, WASTEWATER, WATER, AND IMPACT FEES, EXCLUDING WATER AND SEWER IMPACT FEES FOR FY 2021/2022; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents, Ordinance 2021-26 approves the amended Master Fee Schedule consisting of the Airport, Building, Business/Code Enforcement, Cemetery, City Clerk's Office, City Manager's Office, Fire, Golf Course, Marina, Parks and Recreation, Planning, Police, Sanitation, Stormwater, Streets, Wastewater, Water, and Impact Fees, excluding Water and Wastewater Impact Fees for Fiscal Year 2021/2022.

The public hearing was opened at this time and there being no comments from the floor, the public hearing was closed.

A motion was made by Vice Mayor Kreger, seconded by Commissioner Bean, to approve Ordinance 2021-26, as amended to include Police Special Events, three hour minimum for all events: Police Office - \$38/hour; Police Supervisor - \$48/hour; (one Supervisor required per four – seven officers) and Police Service Aide - \$24/hour.) Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

8.2 SECOND READING OF ORDINANCE 2021-27: City Attorney Bach read Ordinance 2021-27 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF FERNANDINA BEACH, FLORIDA, BY AMENDING CHAPTER 18, ANIMALS, BY RENUMBERING THE CHAPTER TO FIX ERRORS AND INCLUDE A NEW SECTION 1 TITLED PURPOSE/INTENT; BY AMENDING SECTION 2, DEFINITIONS, BY AMENDING SECTION 15 REMOVING REQUIREMENT FOR A SEPARATE LICENSE TO OWN A PET IN CITY LIMITS; BY AMENDING ARTICLE III TO CLARIFY THE NEED TO OBTAIN A BUSINESS TAX RECEIPT; AMENDING SECTIONS 1-10, 15- 17, 20-25, 30-35, 40-41 FOR CLARITY WITHOUT CHANGING THEIR MEANING; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2021-27 Amends Chapter 18, Animals, by renumbering to correct errors, edit for clarity, and remove the requirement for a separate license to ownpets within City limits.

The public hearing was opened at this time and there being no comments from the floor, the public hearing was closed.

A motion was made by Commissioner Bean, seconded by Commissioner Sturges, to approve Ordinance 2021-27. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

CITY MANAGER REPORTS:

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA): Mr. Martin noted that with the assistance of Comptroller Pauline Testagrose, all documentation has been submitted to the Florida Department of Emergency Management. FEMA has sixty days to review and rule on the City’s reasonable costs.

CHARTER OFFICER EVALUATIONS: Mr. Martin, on behalf of all the Charter Officers, expressed thanks for the positive performance reviews and noted they enjoy working with one another, each of the Commissioners, and the entire community.

PUBLIC OFFICIALS’ APPRECIATION: Mr. Martin announced the Chamber of Commerce will host the Public Officials Appreciation on Monday October 4th.

EMPLOYMENT CHALLENGES: Mr. Martin explained the City continues to lose staff, particularly in the Fire Department, to other area agencies. Firefighter Union negotiations are underway and hope to address the issues. Commissioner Sturges expressed concern related to Fire Department staff shortages and requested grant opportunities be pursued. Mr. Martin explained staff is exploring the SAFER grant which funds the first couple of years of Fire Department new hires.

COMMUNITY SURVEY: City Manager Martin noted two separate surveys will be prepared, one of which will be specifically focused on the waterfront. Survey questions will be prepared by staff and brought before the Commission for approval prior to being publicly distributed.

NOISE METERS: Mr. Martin stated the Police Department noise meters were ordered July 21st and have a six-to - twelve- week delivery window. From July 1st to present, the Police Department has received forty-eight noise complaints: six of which were downtown.

CITY ATTORNEY REPORTS:

BRETTS WATERWAY CAFÉ: City Attorney Bach noted Centre Street Restaurant Group will pay for the substructure ground penetrating radar (GPR), a geophysical locating method that uses radio waves to capture images below the surface of the ground, and the subsequent results analysis. The Appeal Hearing is scheduled for October 20th.

LITIGATION UPDATE: City Attorney Bach explained the City is denying liability in Susan M. Jakuszewski v. City of Fernandina Beach et al. Ms. Jakuszewski was run over by a Jeep driving on the beach sand at the Sadler Road public beach access.

CHARTER OFFICER EVALUATIONS: City Attorney Bach thanked the Commissioners for the positive performance reviews and expressed appreciation for each of them meeting weekly/monthly with the City Clerk, City Manager and City Attorney.

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

MAYOR/COMMISSIONER COMMENTS:

ISLAND HOP CRAFT BEER FESTIVAL: Commissioner Bean had the pleasure of emceeding last weekend's sold-out Island Hop Beer Festival event that was a huge success for all involved.

LEGISLATIVE REQUESTS: Vice Mayor Kreger noted the Northeast Florida Regional Council would like the City's legislative requests which would be helpful.

CONDOLENCES: Mayor Lednovich expressed condolences to former City Commissioner Pat Gass and her family on the passing of her brother, Stephen Kelley who served two 4 - year terms as Nassau County Commissioner representing District Two.

FALLING FOR SHRIMP: Mayor Lednovich noted the Isle of Eight Flags Shrimp Festival will host "Falling For Shrimp" the first weekend in October. This event is a scaled back version of our traditional Shrimp Boat Festival which was cancelled the last two years due to Covid-19.

BIRTHDAY: Mayor Lednovich offered happy 100th birthday wishes to local resident Ms. Dorothy Brazel and noted the City Clerk is working with community members to formally recognize Ms. Brazel in the near future.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 7:44 PM.

ATTEST:

Caroline Best
City Clerk

Michael A. Lednovich
Mayor-Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Resolution 2021-147
Scrivener's Correction - Sole Source Vendor Approval - Allied Universal Corp.

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2021-147.

SYNOPSIS: Due to supply shortages and a volatile market for the chlorine gas and sulfur dioxide required for the water and wastewater treatment process, vendors are unable to provide pricing for annual contracts. The City's bid process was utilized to secure competitive bids for the ~~2020/21~~ 2021/2022 FY and the contract was awarded to Allied Universal Corp. Staff recommends approving the existing vendor, Allied Universal Corp. as a sole source vendor in an amount not to exceed \$50,000 for the 2021/22 FY. Vendor will provide quarterly pricing.

FISCAL IMPACT: Funds are available in the Water Department Chemicals account, 460 55240 and Wastewater Department Chemicals account 450 55240 in FY ~~2020/2021~~ 2021/2022.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2021-147.

Andre Desilet, Stormwater Manager	10/12/2021
Monica Benischeck, Administrative Services Manager	10/12/2021
Dale Martin, City Manager	10/12/2021
Pauline Testagrose, Comptroller	10/12/2021
Tammi E. Bach, City Attorney	10/12/2021



Date: October 12, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Approve

SCRIVENER'S CORRECTION
RESOLUTION 2021-147

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
FERNANDINA BEACH, FLORIDA, APPROVING ALLIED
UNIVERSAL CORP. AS THE SOLE SOURCE VENDOR FOR
CHLORINE GAS AND SULFUR DIOXIDE FOR FISCAL YEAR
~~2020/2021~~ 2021/2022; AUTHORIZING EXECUTION; AND
PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City's Purchasing Policy requires accumulated purchases from a sole source vendor may not exceed \$20,000 per year. Any purchases which exceed \$20,000, require City Commission approval; and

WHEREAS, the City's bid process was utilized to secure competitive bids for the purchase of the annual necessities of chlorine gas and sulfur dioxide to be utilized by the Utilities Department Water and Wastewater operations in Fiscal Year ~~2020/2021~~ 2021/2022; and

WHEREAS, due to supply shortages and volatile market for these chemicals, vendors cannot provide pricing for annual contracts; and

WHEREAS, staff recommends sole source for the current supplier Allied Universal Corp. who will provide quarterly pricing; and

WHEREAS, funds are available in the Water Department Chemical account, 460 55240 and in Wastewater Department Chemical account, 450 55240, in FY ~~2020/2021~~ 2021/2022.

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

SECTION 1. The City Commission hereby approves Allied Universal Corp. as a sole source vendor for Fiscal Year ~~2020/2021~~ 2021/2022 in an amount not to exceed \$50,000.

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

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

ADOPTED this 7th day of September 2021.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner – Mayor

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:



TAMMI E. BACH
City Attorney

RESOLUTION 2020-112

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDED BID #2020-07 FOR CHLORINE GAS AND SULFUR DIOXIDE TO ALLIED UNIVERSAL CORPORATION FOR FISCAL YEAR 2020/2021; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City's bid process was utilized to secure competitive bids for the purchase of the annual requirement of Chlorine Gas and Sulfur Dioxide to be utilized by the Water and Wastewater operations of the City's Utilities Department in Fiscal Year 2020/2021; and

WHEREAS, Bid #2020-07 for Chlorine Gas and Sulfur Dioxide was advertised according to purchasing policies and procedures; and

WHEREAS, after review and consideration of the one bid received, staff recommends awarding Bid #2020-07 to the sole bidder, Allied Universal Corporation, with a per pound bid price of \$0.27795 for Chlorine Gas and \$0.4925 for Sulfur Dioxide; and

WHEREAS, funds are budgeted in Water Chemicals account, 460 55240, and Wastewater Chemicals account, 450 55240.

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 award of Bid #2020-07 to Allied Universal Corporation.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute any documents pertaining to the bid award upon review and approval of the City Attorney.

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

ADOPTED this 18th day of August, 2020.

CITY OF FERNANDINA BEACH



John A. Miller
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



Caroline Best
City Clerk



Tammi E. Bach
City Attorney

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE

SPECIFICATIONS

BID SPECIFICATIONS FOR CHLORINE GAS AND SULFUR DIOXIDE

This Invitation to Bid is for annual requirements for Chlorine Gas in one-ton container cylinders and Sulfur Dioxide in one-ton container cylinders for the City of Fernandina Beach, Florida.

Bidders must guarantee delivery to the City within five business days of order placement. **Method of transportation must be in full compliance with EPA, DOT, OSHA and any additional prevailing regulation(s).**

Bidders must be Certified and agree to conduct a single session annual chlorine safety training class for 50 people per OSHA Hazard Awareness Level One Training Guidelines. Training will also include overview of Material Safety Data Sheets for chlorine. The City of Fernandina Beach will determine the time, date, and location on City property for the safety training and coordinate with successful bidder.

Bidders agree to be able to remove chlorine cylinders from the City in an emergency with a maximum of one-hour notification. The City reserves the right to hold one-ton containers for a period up to six months at a time without any additional payment required. Bidders assume all responsibility for cylinders at all times. Vendor distribution center shall be located within a 120 mile-radius from 1180 S. 5th Street, Fernandina Beach, FL. The City of Fernandina Beach may inspect Bidders facilities for approval prior to awarding this contract.

Estimated annual chlorine consumption is 97,000 # total in one-ton cylinders containers averaging four one-ton cylinders/month. Estimated annual sulfur dioxide consumption is 16,000-19,000 # total.

The City of Fernandina Beach reserves the right to increase or decrease estimated annual quantities to meet additional or reduced requirements based on operations and/or the City's 2020-2021 budget.

Chlorine and Sulfur Dioxide are to be quoted unit price per pound, delivered, F.O.B. Fernandina Beach, Florida.

Surcharges or fees must be identified and quoted and will be totaled with the delivered unit price for award calculation. Prices are to remain firm through contract duration beginning October 1, 2020 through September 30, 2021. All delivery tickets and invoices must show who ordered, the date ordered and the Contract or PO number.

The length of this agreement shall be one year, with two one-year renewals possible based on the mutual consent of both parties. Contract may be terminated by either party with 60 days written notification.

QUALIFICATIONS

In addition to any State or Federal required licensing or certifications, bidder must show that they are legally licensed to operate in the State of Florida and are properly licensed in their local municipality. If such municipality does not require occupational/business license they must provide documentation that states such licensing is not required. If Bidder's business office is located in the City of Fernandina Beach a business tax license is required.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE

AWARD

Award recommendation shall be awarded to the most responsive and responsible bidder offering the best value. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

BID PACKAGE

Bid Documents and Specifications are available to download from the City of Fernandina Beach website at www.fbfl.us/bids and DemandStar at www.demandstar.com. Questions regarding the bid package can be directed to Wanda Weeks, Purchasing Agent, wweeks@fbfl.org.

CONTACT

Specification questions during the bid period shall be submitted in writing to the appropriate Department contact below with a copy to Wanda Weeks, wweeks@fbfl.org.

<u>Department</u>	<u>Contact</u>	<u>Email</u>	<u>Phone</u>
Utilities	John Mandrick	jmandrick@fbfl.org	904-310-3421

Bidders are hereby put on notice that no contact shall be made with any of the City Commission members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

ADDENDA

A written response to bidder questions will be issued via Addendum and posted on the City's website at www.fbfl.us, Bids and Purchasing web page. It is the bidder's responsibility to check the City's website for Addenda prior to submitting their bid. The deadline for questions is 5 days before bid opening.

If there is an Addendum it becomes part of the original Bid or RFP and shall be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the person or company submitting the bid or proposal. Failure to do so may disqualify the bid or proposal.

INSURANCE REQUIREMENTS

Insurance requirements are outlined in the General Conditions of this Invitation to Bid.

BOND REQUIREMENTS

Bid bonds requirements are outlined in the General Conditions of this Invitation to Bid.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The City is an equal opportunity/affirmative action employer. The City is committed to equal opportunity employment effort and expects firms that do business with the City to have an affirmative action program.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE

GENERAL CONDITIONS OF INVITATION TO BID
"GENERAL"

1. PREPARATION OF BID

- a. INVITATION TO BID shall be prepared in accordance with the following:
- b. The enclosed Contact Sheet/Bid Form, attached hereto as "Exhibit A", shall be used when submitting your INVITATION TO BID.
- c. All information required by the Contact Sheet/Bid Form shall be furnished. The Bidder shall print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
- d. Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- e. Alternate Bids will not be considered unless authorized by the Invitation to Bid.
- f. Bidders will **not** include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
- g. Bidders shall make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the Bidder of conditions that exists or may hereafter exist as a result of failure or omission on the part of the Bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes. The City's Purchasing Ordinance is set forth in Chapter 2-420, *et seq.*
- h. Prices quoted must be FOB City of Fernandina Beach, Florida with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- i. Deliveries are to be FOB Destination unless otherwise specified in the Invitation to bid
- j. Deliveries are to be made during regular business hours.
- k. Bids and Bid prices shall be valid for a minimum of ninety (90) days, unless otherwise stated on the INVITATION TO BID.

2. SUBMISSION OF BID

- a. Bids and changes thereto shall be enclosed in sealed envelopes & addressed as instructed on the Bid Form. The name and address of the Bidder, the date and hour of the Invitation to Bid opening and the material or service shall be placed on the outside of the envelope.
- b. INVITATION TO BID must be submitted on the forms furnished. Electronic Bids will not be considered.

3. REJECTION OF BID

- a. The City reserves the right to accept or reject any or all Bids, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City shall be the sole judge of the submittals. The City's decision shall be final.

4. WITHDRAWAL OF BID

- a. Bids may not be withdrawn after the time set for the opening for a period of time as specified.
- b. Bids may be withdrawn prior to the time set for the opening. Such request must be in writing.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE

5. LATE BID

- a. INVITATION TO BID and modifications received after the time set for the opening will not be considered.
- b. Modifications in writing received prior to the time set for the opening will be accepted.

6. LOCAL, STATE, AND FEDERAL COMPLIANCE

- a. Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to the INVITATION TO BID and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.
- b. A "Public Entity Crimes Statement", in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as Exhibit "B", must be received at the time of the bid.
- c. A "Drug Free Workplace Certification" attached hereto as Exhibit "C", must be received at the time of the bid.
- d. The City of Fernandina Beach requires that the Bidder selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations.
- e. An "E-Verify Statement" attached hereto as Exhibit "D" must be received at the time of the bid.

7. AWARD OF INVITATION TO BID

- a. The INVITATION TO BID will be awarded to the most responsive and responsible bidder offering the best value to the City of Fernandina Beach.
- b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
- c. A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful Bidder shall result in a binding contract without further action by either party.
- d. Unless otherwise noted in the specifications, the length of the agreement shall be one year, with 2 one year renewals possible based on the mutual consent of the parties.
- e. Upon award, for construction projects, the Contractor will be required to complete/execute the City's Contract and General Conditions for Construction Services. An example of the contract can be found on the City's website at www.fbfl.us, Bids and Purchasing web page.
- f. Agreement may be cancelled with 60-day notice unless otherwise stated in signed contract documents.

8. NOT RESPONSIBLE FOR COSTS

- a. The City shall not be responsible for any cost incurred by a prospective Bidder in responding to this INVITATION TO BID.

9. BONDS

- a. If Bid is less than \$100,000 no Bid Bond or Payment and Performance Bond required.
- b. If Bid is greater than \$100,000 and is for material only, a Bid Bond is required but no Payment and Performance Bond is required.
- c. If Bid is \$100,000 - \$200,000, and is for services, a Bid Bond is required but no Payment and Performance Bond is required.
- d. If Bid is greater than \$200,000, and is for services, Bid Bond and Payment and Performance Bond is required.
- e.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE

BID BOND:

- a. If the Base Bid or the Base Bid plus the sum of any alternates fall into the criteria above requiring a Bid Bond, the bidder shall enclose a Certified Check or Bid Bond with each bid. A Certified Check or Bid Bond shall be for an amount not less than five percent (5%) of the Bid price and shall be made payable to the CITY OF FERNANDINA BEACH as a guarantee that the Bidder will not withdraw its bid for a period of ninety (90) calendar days after Bid closing time. Bid Bonds or Certified Checks will be returned to unsuccessful bidders within 10 days of bid award. Successful bidders will receive their Certified Check or Bid Bond after the contract/agreement has been signed and a Performance and Payment Bond is received.

PERFORMANCE AND PAYMENT BONDS:

- a. In the event the Contract is awarded to the Bidder, Bidder will thereafter enter into a written contract with the CITY OF FERNANDINA BEACH and furnish a Payment and Performance Bond in an amount equal to the contract price. The form of the bonds shall be in accordance with Section 255.05 of Florida Statutes. Failing to do so, Bidder shall forfeit its bid security.

Payment and Performance Bond shall be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

The following exceptions to bidder providing Performance and Payment Bonds are as follows: In lieu of the Performance and Payment Bonds, a contractor may file with the City an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in part II of chapter 625, Florida Statutes. Any such alternative form of security shall be for the same purpose and be subject to the same conditions as those applicable to the bonds. The value of an alternative form of security shall be in the amount of the bid.

10. PUBLIC INFORMATION

- a. All information contained in this Bid is public information, and as such will be handled in accordance with chapter 119, Florida Statutes.

11. ADDITIONAL INFORMATION

- a. The City reserves the right to require Bidders to provide references and information on previous similar experience prior to award of the contract.

12. QUESTIONS

- a. Any questions about the INVITATION TO BID should be communicated per instructions in the INVITATION TO BID.

13. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION-GENERAL

The parties recognize that CONTRACTOR/VENDOR is an independent Contractor. CONTRACTOR/VENDOR agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of

CITY OF FERNANDINA BEACH, FLORIDA
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action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of CONTRACTOR/VENDOR, its officers, employees, agents, and representatives. CONTRACTOR/VENDOR's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of CONTRACTOR/VENDOR against the CITY and CONTRACTOR/VENDOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

INSURANCE

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the CONTRACTOR/VENDOR shall, at its sole expense, maintain the following insurance on its own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Contractor" as used in the insurance rider, shall mean and include Subcontractors of every tier.

- A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million (\$1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.
- B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million (\$1,000,000.00) Dollars per occurrence and TWO Million (\$2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per project basis. Coverage must include the following perils:
 - 1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
 - 2. Completed Operations/Products Liability.
 - 3. Broad Form Property Damage
 - 4. Personal and Advertising Injury Liability
 - 5. Independent Contractors
 - 6. Endorsements must be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Contractor, Contractor, (your company) , their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and non-contributing basis.
 - 7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Contractor, Contractor, (your company) and all other parties required to be named as additional insureds.
 - 8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Contractor (your company).

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INVITATION TO BID #2020-07
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9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.
- C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million (\$1,000,000.00) Dollars.
- D. Umbrella I Excess Liability Insurance with a limit of no less than One Million (\$1, 000,000) minimum per occurrence.
- E. During the term of this agreement, (if applicable) the Contractor/Vendor will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the Contractor/Vendor. The amount of insurance shall not be less than \$1,000,000 per occurrence and aggregate.
- F. Loss Deductible – If the insurance of any CONTRACTOR/VENDOR contains deductible(s), penalty(s) or self-insured retention(s), the CONTRACTOR/VENDOR Whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).
- G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense shall furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which shall provide for the interests of [Name of Owner] , [Name of General Contractor] and (your company) to be named as Loss Payees and shall contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.
"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.
- H. The above insurances shall each contain the following wording verbatim: "[Name of Owner], [Name of General Contractor] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of General Contractor] and [Name and address of your company] by certified mail-return receipt requested ."
- I. The amount of insurance contained in the aforementioned insurance coverages shall not be construed to be a limitation of the liability on the part of the Subcontractor or any of its Subcontractors.
- J. The Contractor shall file certificates of insurance prior to the commencement of work with the Owner and the General Contractor which shall be subject to the Owner, General Contractor and (your company) approval of adequacy of protection and the satisfactory character of the Insurer.
- K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.
- L. The carrying of the insurance described shall in no way be interpreted as relieving the Contractor or Subcontractor of any responsibility of liability under this Contract.
- M. Any policies effected by the Contractor on its Owned and/or Rented Equipment and Materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation

CITY OF FERNANDINA BEACH, FLORIDA
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CHLORINE GAS AND SULFUR DIOXIDE

against the [Name of Owner], [Name of General Contractor], [Name of Contractor (your company)] and all other indemnities named in the Contract.

- N. Should the Contractor engage a Subcontractor, the same conditions will apply under this contract to each Subcontractor, however, the retained Subcontractor shall be required to maintain limits of liability of not less than One Million (\$1,000,000.00) Dollars per occurrence and Two Million (\$2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Subcontractor.

14. PAYMENT

Payment due hereunder shall be made by the City to CONTRACTOR/VENDOR in accordance with the Florida Prompt Payment Act. The City's preferred method of payment is electronically by credit card/line. Upon award, CONTRACTOR/VENDOR will be contacted by the City's provider, Commerce Bank, to participate in the City's electronic payments program. **CONTRACTOR/ VENDOR must state on Exhibit "A" Bid Form whether they accept credit card payments and provide their Accounting Department contact name, phone number and email address.**

15. BID PROTESTS

Bid protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section 2-244.

16. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, CONTRACTOR/VENDOR may not participate in the bid if CONTRACTOR/VENDOR is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. <https://www.dol.gov>. CONTRACTOR/VENDOR shall include copy of search results with bid or proposal.

17. LOBBYING

- a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. CONTRACTORS shall not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters shall be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBITS

EXHIBIT "A"	Contact Sheet/Bid Form
EXHIBIT "B"	Public Entity Crimes
EXHIBIT "C"	Drug-Free Workplace Certification
EXHIBIT "D"	E-Verify Statement
EXHIBIT "E"	Proposer Acknowledgments and Agreements
EXHIBIT "F"	Conflict of Interest
EXHIBIT "G"	Non-Collusion Affidavit
EXHIBIT "H"	Dispute Disclosure Form

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT "A"

CONTACT SHEET/BID FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

BID AMOUNT: \$ _____ PER LB CHLORINE GAS

 \$ _____ PER LB SULFUR DIOXIDE

Delivered, F.O.B. Fernandina Beach, Florida

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Submitted By: _____

Title: _____

FIRM Accepts Credit Cards*: Yes No

Accounting Contact:

Name: _____ Title: _____

Email Address: _____ Phone: _____

*See preferred method of payment under "Prompt Payment Act" section of the General Conditions

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
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CHLORINE GAS AND SULFUR DIOXIDE

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.
2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
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8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

Date:

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20 ____, and is personally known to me, or has provided _____ as identification.

Notary Public

My Commission expires: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ PHONE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT "D"

CITY OF FERNANDINA BEACH, FLORIDA



E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT “E”

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
Understands and agrees to all terms.
2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
Understands and agrees to all terms.
3. EVALUATION AND CONTRACT OVERVIEW
Understands and agrees to all terms.
4. PROPOSER’S RESPONSE: SUBMITTAL INFORMATION
Understands and agrees to all terms.
5. PROPOSER’S RESPONSE: PROPOSED TEAM
Understands and agrees to all terms.
6. PROPOSER’S RESPONSE: PROPOSED COMPENSATION
Understands and agrees to all terms.

Name: _____ Title: _____

Signature: _____ Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is _____ and my relationship to the entity named above is _____.

1. The above named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

Signature

Date:

STATE OF FLORIDA

COUNTY OF _____

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20____, and is personally known to me, or has provided _____ as identification.

Notary Signature

My Commission expires: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is _____ and my relationship to the entity named above is _____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Date:

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20__, and is personally known to me, or has provided _____ as identification.

My Commission expires: _____

Notary Signature

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES___ NO___

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Firm

Date

Authorized Signature

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH BID OPENING
ITB 2020-07 CHLORINE GAS AND SULFUR DIOXIDE

June 26, 2020 Bid Opening

Opened by: Wanda Weaks

DATE/TIME	COMPANY NAME	BID AMOUNT	REQUIRED FORMS A-H
6/24/2020 2:44pm	Allied Universal	Chlorine Gas 0.27795 per lb Sulfur Dioxide 0.4925 per lb	√

This is a preliminary summary of the quotes as they were opened and announced. Contractor/Vendor should not assume award until after final/review/ recommendation for award.

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT "A"
CONTACT SHEET/BID FORM

Price is in accordance with the Specifications and the General Conditions of the ITB as provided.

BID AMOUNT: \$ 0.27795 PER LB CHLORINE GAS
 \$ 0.4925 PER LB SULFUR DIOXIDE

Delivered, F.O.B. Fernandina Beach, Florida

Name: Allied Universal Corporation

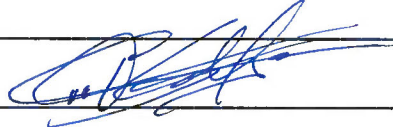
Federal Taxpayer ID: 59 0776285

Mailing Address: 3901 NW 115 Ave

City, State, & Zip Code: Miami, FL 33178

Telephone: (305) 888-2623 Fax: (786) 522 0215

Email: Bids@Allieduniversal.com

Submitted By: Cristhianne Munguia 

Title: Bid Coordinator

FIRM Accepts Credit Cards*: ☒ Yes ☐ No

Accounting Contact:

Name: David Bargamento Title: Credit Manager

Email Address: DaveB@Allieduniversal.com Phone: (305) 888-2623 Ext. 118

*See preferred method of payment under "Prompt Payment Act" section of the General Conditions

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for 2020-07.
2. This sworn statement is submitted by (entity) Allied Universal Corporation whose business address is 3901 NW 115 Ave, Miami FL 33178 and (if applicable) Federal Employer Identification Number (FEIN) is 59 0776285 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Cristhianne Munguia and my relationship to the entity named above is Bid Coordinator.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

☐ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

☐ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

June 23, 2020

Date:

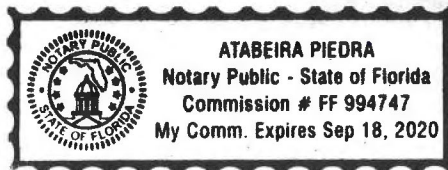
STATE OF FLORIDA

COUNTY OF Miami - Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 23 day of June, 20 20, and is personally known to me, or has provided personally known as identification.

Notary Public

My Commission expires: 9/18/20



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Allied Universal Corporation

CITY: Miami STATE: FL ZIP CODE: 33178

SIGNATURE:  PHONE: (305) 888-2623

NAME (TYPED OR PRINTED): Cristhianne Munguia TITLE: Bid Coordinator

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT "D"

CITY OF FERNANDINA BEACH, FLORIDA



E-VERIFY STATEMENT

Bid/Proposal Number: ITB 2020-07

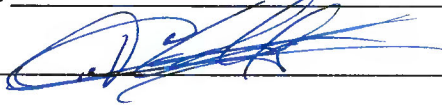
Project Description: CHLORINE GAS AND SULFUR DIOXIDE

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Allied Universal Corporation

Authorized Signature: 

Title: Bid Coordinator

Date: June 23, 2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

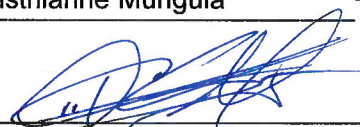
EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
Understands and agrees to all terms.
2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
Understands and agrees to all terms.
3. EVALUATION AND CONTRACT OVERVIEW
Understands and agrees to all terms.
4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
Understands and agrees to all terms.
5. PROPOSER'S RESPONSE: PROPOSED TEAM
Understands and agrees to all terms.
6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
Understands and agrees to all terms.

Name: Cristhianne Munguia Title: Bid Coordinator

Signature:  Date: June 23, 2020

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE

EXHIBIT "F"

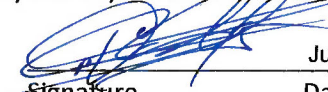
CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for 2020-07.

This sworn statement is submitted by (entity) Allied Universal Corporation whose business address is 3901 NW 115 Ave, Miami FL 33178 and (if applicable) Federal Employer Identification Number (FEIN) is 59 0776285 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Cristhianne Munguia and my relationship to the entity named above is Bid Coordinator.

1. The above named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Fernandina Beach.

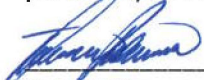


Signature Date: June 23, 2020

STATE OF FLORIDA
COUNTY OF Miami - Dade

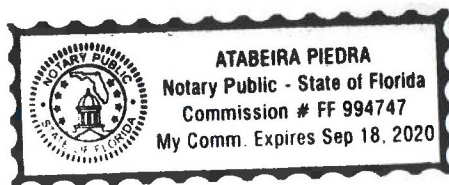
**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 23 day of June, 2020, and is personally known to me, or has provided personally known as identification.



Notary Signature

My Commission expires: 9/18/20



THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

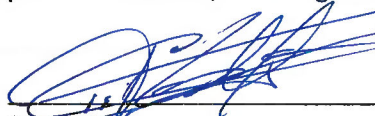
EXHIBIT "G"
NON-COLLUSION AFFIDAVIT

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My name is Cristhianne Munguia and my relationship to the entity named above is Bid Coordinator.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.


Signature

June 23, 2020

Date:

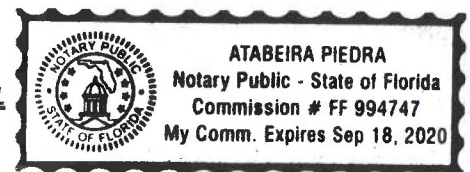
STATE OF FLORIDA
COUNTY OF Miami - Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 23 day of June, 2020, and is personally known to me, or has provided personally known as identification.


Notary Signature

My Commission expires: 9/18/20

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL



**CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID #2020-07
CHLORINE GAS AND SULFUR DIOXIDE**

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES ☐ NO ☒

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES ☐ NO ☒

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES ☐ NO ☒

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Allied Universal Corporation

June 23, 2020

Firm

Date



Cristhianne Munguia, Bid Coordinator

Authorized Signature

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL



3901 NW 115 Avenue
Miami, Florida 33178
305-888-2623 office
305-463-8369 fax

RESOLVED that Cristhianne Munguia, Bid Coordinator for Allied Universal Corporation, be authorized to sign and submit the Contract of this corporation for the following project:

Supply and Delivery of Chlorine and Sulfur Dioxide to City of Fernandina Beach.

This bid or proposal shall include any other certificate of certification, which may be required by general municipal, state, or federal law(s). Such inclusion shall be the act and deed of this corporation, and for any inaccuracies or misstatements in such certificates or certifications this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by Allied Universal Corporation at the meeting of its Board of Directors held on the 10th day of December 2019.

(Seal of Corporation)





Jim Palmer, President - CEO

3901 NW 115 Avenue
Miami, Florida 33178
305-888-2623

8350 NW 93rd Street
Miami, Florida 33166
305-888-2623

9501 Rangeline Road
Ft. Pierce, Florida 34987
772-464-6195

204 SCM Road
Brunswick, GA 31525
912-267-9470

30 Neil Gunn Drive
Ellisville, MS 39437
601-477-2550

5215 W. Tyson Avenue
Tampa, Florida 33611
813-832-4868

7160 Philips Highway
Jacksonville, FL 32256
904-619-6180

SAFETY DATA SHEET

1. Identification

Product identifier	Chlorine
Other means of identification	
SDS number	AUC-005
Synonyms	Liquid Chlorine * Elemental Chlorine * Molecular chlorine * Compressed Chlorine Gas
Recommended use	Production of chlorinated inorganic and organic chemicals; bleaching agent for paper, textiles and fabrics; used in water purification, sewage disinfection and food processing.
Recommended restrictions	Professional use only
Manufacturer/Importer/Supplier/Distributor information	
Manufacturer	
Company name	Allied Universal Corporation
Address	3901 N.W. 115th Avenue Miami, FL 33178 United States
Telephone	General: 1-305-888-2623 24-Hour alert: 1-786-522-0207
Website	www.allieduniversal.com
E-mail	Not available.
Contact person	Operations Department
Emergency phone number	CHEMTREC 1-800-424-9300 (US/Canada) +01 703-527-3887 (International)
Supplier	Refer to Manufacturer

2. Hazard(s) identification

Physical hazards	Oxidizing gases	Category 1
	Gases under pressure	Liquefied gas
Health hazards	Acute toxicity, inhalation	Category 2
	Skin corrosion/irritation	Category 1
	Serious eye damage/eye irritation	Category 1
	Specific target organ toxicity, single exposure	Category 3 respiratory tract irritation
Environmental hazards	Hazardous to the aquatic environment, long-term hazard	Category 1
OSHA defined hazards	This mixture does not meet the classification criteria according to OSHA HazCom 2012.	
Label elements		



Signal word	Danger
Hazard statement	May cause or intensify fire; oxidizer. Contains gas under pressure; may explode if heated. Causes severe skin burns and eye damage. Fatal if inhaled. May cause respiratory irritation. Very toxic to aquatic life.
Precautionary statement	
Prevention	Keep/Store away from clothing and other combustible materials. Keep reduction valves free from grease and oil. Do not breathe gas. Use only outdoors or in a well-ventilated area. Wear respiratory protection. Wash hands and face thoroughly after handling. Wear protective gloves/clothing and eye/face protection. Avoid release to the environment.

Response	Specific treatment is urgent (see this label). IF SWALLOWED: Rinse mouth. Do NOT induce vomiting. IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. Wash contaminated clothing before reuse. IF INHALED: Remove person to fresh air and keep comfortable for breathing. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician. In case of fire: Stop leak if safe to do so. Collect spillage.
Storage	Store in a well-ventilated place. Keep container tightly closed. Store locked up. Protect from sunlight.
Disposal	Dispose of contents/container in accordance with local/regional/national/international regulations.
Hazard(s) not otherwise classified (HNOC)	No OSHA defined hazard classes. Other hazards which do not result in classification: Toxic fumes, gases or vapors may evolve on burning. Chlorine is extremely corrosive to most metals in the presence of moisture (> 150 ppm water and/or -40 degrees F dew point) or at high temperatures. Combines with water to produce hydrochloric and hypochlorous acid. Severe, short-term exposures may cause long-lasting respiratory effects, e.g. Reactive Airways Dysfunction (RADS), due to the material's severe irritating properties. Contact with liquefied gas might cause frostbites, in some cases with tissue damage. Direct contact with liquefied gas may cause frostbite and corrosive injury to the eyes.
Supplemental information	Keep away from heat. Make sure valves on gas cylinders are fully opened when gas is used. Open cylinder valve slowly to prevent rapid decompression and damage to valve seat. Use smallest possible amounts in designated areas with adequate ventilation. Liquid chlorine lines must have suitable expansion chambers between block valves due to high coefficient of expansion. Shut flow off at cylinder valve and not just at the regulator after use. Use a suitable hand truck to move cylinders; do not drag, roll, slide, or drop. Secure cylinders in an upright position at all times, close all valves when not in use. Establish written emergency plan and special training where chlorine is used. Regularly inspect and test piping and containers used for chlorine service.

3. Composition/information on ingredients

Substances

Chemical name	Common name and synonyms	CAS number	%
Chlorine	Liquid Chlorine Elemental Chlorine Molecular chlorine Compressed Chlorine Gas	7782-50-5	99.5

4. First-aid measures

Inhalation	Take proper precautions to ensure your own safety before attempting rescue (e.g. wear appropriate protective equipment, use the buddy system). IF INHALED: Remove person to fresh air and keep comfortable for breathing. If breathing is difficult, trained personnel should give oxygen. If breathing stops, provide artificial respiration. Induce artificial respiration with the aid of a pocket mask equipped with a one-way valve or other proper respiratory medical device. Immediately call a POISON CENTER or doctor/physician.
Skin contact	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. Do not rub area of contact. Gently remove clothing or jewelry. Carefully cut around clothing that sticks to the skin. Wash contaminated clothing before reuse. Immediately call a POISON CENTER or doctor/physician. Discard any shoes or clothing items that cannot be decontaminated.
Eye contact	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Take care not to rinse contaminated water into the unaffected eye or onto the face. Do not rub eyes. Immediately call a POISON CENTER or doctor/physician.
Ingestion	Not an expected route of entry under normal conditions of use. If ingestion of a large amount does occur, call a poison control center immediately. Do not induce vomiting. Never give anything by mouth to a victim who is unconscious or is having convulsions.

Most important symptoms/effects, acute and delayed	Fatal if inhaled. Immediately dangerous to life or health (IDLH) at 10 ppm. May cause severe irritation to the nose, throat, and respiratory tract. Symptoms may include coughing, choking and wheezing. Could also cause tightness in the chest, a blue discolouration of the skin (cyanosis), severe headache, nausea, vomiting and fainting. Inhalation could result in pulmonary edema (fluid accumulation). Symptoms of pulmonary edema (chest pain, shortness of breath) may be delayed. May result in unconsciousness and possibly death. Severe, short-term exposures may cause long-lasting respiratory effects, e.g. Reactive Airways Dysfunction (RADs), due to the material's severe irritating properties. With this condition, asthma-like symptoms and increased reactivity of the airways is experienced. Direct skin contact may cause corrosive skin burns, deep ulcerations and possibly permanent scarring. If product is sprayed directly on skin, symptoms of frostbite may be experienced including numbness, prickling and itching. Corrosive to the eyes and may cause severe damage including blindness. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. If product is sprayed directly into the eyes, could cause freezing of the eye.
Indication of immediate medical attention and special treatment needed	Immediate medical attention is required. Fatal if inhaled. Causes chemical burns. Symptoms may be delayed. Keep victim under observation. Medical supervision for minimum 48 hours. Provide general supportive measures and treat symptomatically.
General information	First-aid procedures should be reviewed by appropriate personnel familiar with chlorine and its conditions of use in the workplace. Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves. Show this safety data sheet to the doctor in attendance.

5. Fire-fighting measures

Suitable extinguishing media	Extinguishing media - small fires: Dry chemicals. Carbon dioxide (CO₂). Extinguishing media - large fires: Water Spray or Fog. Foam.
Unsuitable extinguishing media	Use water with caution. May react with water. Do not use direct water spray or water jet as an extinguisher, as this will spread the fire.
Specific hazards arising from the chemical	Pressurized container may explode when exposed to heat or flame. May react to cause fire and or explosion upon contact with many organic compounds, ammonia, hydrogen and with many metals at elevated temperatures. Chlorine will support the burning of most combustible materials. Combines with water to produce hydrochloric and hypochlorous acid. Liquefied chlorine can accumulate static charge by flow or agitation, since it has a very low electrical conductivity. Chlorine containers or cylinders may vent rapidly or rupture violently, if exposed to fire or excessive heat for a sufficient period of time. Intense local heat (above 200 deg C) on the steel walls of chlorine cylinders can cause an iron/chlorine fire resulting in rupture of the container. Vapors are heavier than air and may spread along floors. Toxic fumes, gases or vapors may evolve on burning.
Special protective equipment and precautions for firefighters	Firefighters should wear full protective clothing including self contained breathing apparatus. Firefighters must use standard protective equipment including flame retardant coat, helmet with face shield, gloves, rubber boots, and in enclosed spaces, SCBA. A full-body chemical resistant suit should be worn.
Fire fighting equipment/instructions	Fight fire from maximum distance or use unmanned hose holders or monitor nozzles. Move containers from fire area if you can do so without risk. Remove combustible materials. Stop the flow of gas before extinguishing fire, if safe to do so. Use water spray to direct escaping gas away from workers if it is necessary to stop the flow of gas. Cool containers exposed to heat with water spray and remove container, if no risk is involved. Stay away from ends of cylinders and withdraw immediately in case of rising sounds or discolouration of containers. Do not allow run-off from fire fighting to enter drains or water courses. Dike for water control.
Specific methods	Use standard firefighting procedures and consider the hazards of other involved materials.
General fire hazards	The product itself does not burn. However, material is considered to be an oxidizing gas. Supporter of combustion and can intensify a fire.
Hazardous combustion products	Toxic chemicals are formed when combustible materials burn in chlorine. These may include corrosive hydrogen chloride gas and other chlorine compounds.

6. Accidental release measures

Personal precautions, protective equipment and emergency procedures	Restrict access to area until completion of clean-up. Keep unnecessary personnel away. Keep people away from and upwind of spill/leak. Consider initial downwind evacuation for at least 500 meters (1/3 mile). Ensure clean-up is conducted by trained personnel only. Ventilate closed spaces before entering them. Many gases are heavier than air and will spread along ground and collect in low or confined areas (sewers, basements, tanks). Eliminate all ignition sources (no smoking, flares, sparks, or flames in immediate area). Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Wear appropriate protective equipment and clothing during clean-up. For personal protection, see section 8 of the SDS.
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Methods and materials for containment and cleaning up

Stop the flow of material, if this is without risk. Use only non-sparking tools. Keep combustibles (wood, paper, oil, etc.) away from spilled material. Remove or isolate incompatible materials as well as other hazardous materials. Do not spray leak with water since a reaction producing corrosive hypochlorous and hydrochloric acids occurs, which can aggravate the leak.

May be absorbed and neutralized into solutions of caustic soda, or lime and placed in polypropylene, polyvinyl chloride, fibreglass or lead containers. Since hypochlorites are formed, the solutions must be treated with a reducing agent such as sodium sulfite before disposal. Do not immerse container in caustic solution.

Large Spills: Large uncontrollable leaks require environmental considerations and possible evacuation of the surrounding area. When possible draw off chlorine to process or disposal system.

Contact the proper local authorities.

For waste disposal, see section 13 of the SDS.

Environmental precautions

Avoid release to the environment. Prevent entry into waterways, sewer, basements or confined areas. Contact local authorities in case of spillage to drain/aquatic environment.

7. Handling and storage**Precautions for safe handling**

Establish written emergency plan and special training where chlorine is used.

Use only outdoors or in a well-ventilated area. Wear respiratory protection. Wear protective gloves/clothing and eye/face protection. See Section 8 of the SDS for Personal Protective Equipment. Do not breathe gas. Avoid contact with eyes, skin, and clothing. Regularly inspect and test piping and containers used for chlorine service. Liquid chlorine lines must have suitable expansion chambers between block valves due to high coefficient of expansion. Keep away from heat. Keep/Store away from clothing and other combustible materials. Keep reduction valves free from grease and oil. Use only chlorine compatible lubricants. Use smallest possible amounts in designated areas with adequate ventilation. Shut flow off at cylinder valve and not just at the regulator after use. Use a suitable hand truck to move cylinders; do not drag, roll, slide, or drop. Protect against physical damage. Wash hands after handling and before eating.

Conditions for safe storage, including any incompatibilities

Store in steel pressure cylinders in a cool, dry area outdoors or in well-ventilated, detached or segregated areas of non-combustible construction. Keep container tightly closed. Store locked up. Protect from sunlight. Storage area should be clearly identified, clear of obstruction and accessible only to trained and authorized personnel. Do not store near combustible materials. Wood and other organic materials should not be used on floors, structural materials, or ventilation systems in the storage area. Store away from incompatible materials (see Section 10 of the SDS). Secure cylinders in an upright position at all times, close all valves when not in use. Use a "first in - first out" inventory system to prevent full cylinders from being stored for excessive periods of time. Store at temperatures not exceeding 55°C (131°F). For the specified temperature the system pressure is 225 psig (1551 kPa).

8. Exposure controls/personal protection**Occupational exposure limits****US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000)**

Material	Type	Value
Chlorine (CAS 7782-50-5)	Ceiling	3 mg/m ³ 1 ppm

US. ACGIH Threshold Limit Values

Material	Type	Value
Chlorine (CAS 7782-50-5)	STEL	1 ppm
	TWA	0.5 ppm

US. NIOSH: Pocket Guide to Chemical Hazards

Material	Type	Value
Chlorine (CAS 7782-50-5)	Ceiling	1.45 mg/m ³ 0.5 ppm

Biological limit values

No biological exposure limits noted for the ingredient(s).

Exposure guidelines

The NIOSH IDLH concentration for Chlorine is 10 ppm.

Appropriate engineering controls	Ensure adequate ventilation, especially in confined areas. Good general ventilation (typically 10 air changes per hour) should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level. In case of insufficient ventilation, wear suitable respiratory equipment.
Individual protection measures, such as personal protective equipment	
Eye/face protection	Wear eye/face protection. Chemical goggles are recommended. Wear a full-face respirator, if needed. A full face shield may also be necessary. Eye wash fountains are required.
Skin protection	
Hand protection	Wear appropriate chemical-resistant gloves. Advice should be sought from glove suppliers.
Other	Wear appropriate chemical-resistant clothing. Where contact is likely, wear chemical-resistant gloves, a chemical suit and rubber boots. Eye wash facilities and emergency shower must be available when handling this product.
Respiratory protection	Up to 5 ppm: A NIOSH/MSHA approved air-purifying respirator with the appropriate chemical cartridges or a positive-pressure, air-supplied respirator may be used to reduce exposure. Up to 10 ppm: A SAR (supplied air respirator) operated in a continuous flow mode or powered air purifying respirator with cartridge(s); a full facepiece chemical cartridge respirator with cartridge(s); a gas mask with canister; a full facepiece SCBA (self contained breathing apparatus) ; or a full facepiece SAR may be used to reduce exposure. EMERGENCY OR PLANNED ENTRY INTO UNKNOWN CONCENTRATIONS OR IDLH CONDITIONS: Positive pressure, full-facepiece SCBA; or positive pressure, full-facepiece SAR with an auxiliary positive pressure SCBA. Respirators should be selected based on the form and concentration of contaminants in air, and in accordance with OSHA (29 CFR 1910.134). Advice should be sought from respiratory protection specialists.
Thermal hazards	Wear appropriate thermal protective clothing, when necessary.
General hygiene considerations	Do not breathe gas. Avoid contact with eyes, skin and clothing. Handle in accordance with good industrial hygiene and safety practice. Do not eat, drink or smoke when using the product. Wash hands before breaks and immediately after handling the product. Remove soiled clothing and wash it thoroughly before reuse. Inform laundry personnel of contaminant's hazards.

9. Physical and chemical properties

Appearance

Physical state	Gas (or liquid under pressure).
Form	Compressed liquefied gas.
Color	Amber color; vaporizes to greenish, yellow gas.
Odor	Pungent suffocating odor
Odor threshold	0.02 - 3.4 ppm (detection)
pH	Not applicable (reacts with water to form an acidic solution)
Melting point/freezing point	-149.8 °F (-101 °C)
Initial boiling point and boiling range	-30.28 °F (-34.6 °C)
Flash point	Not Applicable
Evaporation rate	Not Applicable. Gas at normal temperatures.
Flammability (solid, gas)	The product is not flammable.
Upper/lower flammability or explosive limits	
Flammability limit - lower (%)	Not Applicable
Flammability limit - upper (%)	Not Applicable
Explosive limit - lower (%)	Not available.
Explosive limit - upper (%)	Not available.
Vapor pressure	638.4 kPa @ 20°C (68°F) 4788 mm Hg @ 20°C (68°F)
Vapor density	2.49 @ 0°C (32°F) (Air = 1)
Relative density	3.21 kg/m³ @ 0°C (32°F)

Solubility(ies)	
Solubility (water)	6.3 mg/l (Slightly soluble)
Solubility (other)	Soluble in dimethylformamide, disulfur dichloride, benzene, chloroform, carbon tetrachloride, hexachlorobutadiene, tetrachloroethane, pentachloroethane, chlorobenzene, nitrobenzene, glacial acetic acid (99.84%) and other chlorides
Partition coefficient (n-octanol/water)	Not applicable (gas)
Auto-ignition temperature	Not available.
Decomposition temperature	Not available.
Viscosity	Not available.
Viscosity temperature	Not Applicable (Gas)
Other information	
Critical temperature	290.75 °F (143.75 °C)
Explosive properties	Not explosive.
Molecular weight	70.91
Oxidizing properties	Strong oxidizing agent because of its electron-transfer capabilities. Supporter of combustion and can intensify a fire. Note, that Chlorine does not yield oxygen or any other oxidizing substance.
Specific gravity	0.003 @ 0°C (32°F)

10. Stability and reactivity

Reactivity	Combines with water to produce hydrochloric and hypochlorous acid. These acids can decompose to hydrochloric acid and oxygen. Contact with combustible material may cause fire.
Chemical stability	Material is stable under normal conditions.
Possibility of hazardous reactions	Hazardous polymerization does not occur. Chlorine is extremely corrosive to most metals in the presence of moisture (> 150 ppm water and/or -40 degrees F dew point) or at high temperatures. Will support or initiate combustion or explosion of organic matter and other oxidizable material. Note, that Chlorine does not yield oxygen or any other oxidizing substance. Liquid or gaseous chlorine can react violently with many combustible materials, and other chemicals, including water. Metal halides, carbon, finely divided metals and sulfides can accelerate the rate of chlorine reactions. Chlorine reacts with carbon monoxide to produce toxic phosgene, and sulfur dioxide to produce sulfuryl chloride. Intense local heat (above 200 deg C) on the steel walls of chlorine cylinders can cause an iron/chlorine fire resulting in rupture of the container.
Conditions to avoid	Keep away from combustible materials. Avoid contact with incompatible materials. Keep away from heat. Do not use in areas without adequate ventilation.
Incompatible materials	Tin; Metals; Sulfides; Titanium. Reacts with most metals at high temperatures. Reacts with water to produce hydrochloric acids, which are corrosive to most metals. Ammonia, elemental metals, certain metal hydroxides, carbides, nitrides, oxides, phosphides and sulfides, easily oxidized materials, organic materials, reducing agents, alkalis and unstable and reactive compounds.
Hazardous decomposition products	Hydrogen chloride gas. Hydrochloric acid. Hypochlorous acid.

11. Toxicological information

Information on likely routes of exposure

Inhalation	Very toxic by inhalation. Fatal if inhaled. May cause severe irritation to the nose, throat, and respiratory tract.
Skin contact	Causes skin burns. Contact with liquefied gas might cause frostbites, in some cases with tissue damage. Not expected to be absorbed through the skin.
Eye contact	Causes severe eye burns. If product is sprayed directly into the eyes, could cause freezing of the eye.
Ingestion	Not an expected route of entry under normal conditions of use.

Most important symptoms/effects, acute and delayed

Fatal if inhaled. Immediately dangerous to life or health (IDLH) at 10 ppm. May cause severe irritation to the nose, throat, and respiratory tract. Symptoms may include coughing, choking and wheezing. Could also cause tightness in the chest, a blue discolouration of the skin (cyanosis), severe headache, nausea, vomiting and fainting. Inhalation could result in pulmonary edema (fluid accumulation). Symptoms of pulmonary edema (chest pain, shortness of breath) may be delayed. May result in unconsciousness and possibly death. Severe, short-term exposures may cause long-lasting respiratory effects, e.g. Reactive Airways Dysfunction (RADS), due to the material's severe irritating properties. With this condition, asthma-like symptoms and increased reactivity of the airways is experienced.

Direct skin contact may cause corrosive skin burns, deep ulcerations and possibly permanent scarring. If product is sprayed directly on skin, symptoms of frostbite may be experienced including numbness, prickling and itching.

Corrosive to the eyes and may cause severe damage including blindness. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. If product is sprayed directly into the eyes, could cause freezing of the eye.

Information on toxicological effects

Acute toxicity

Hazardous by OSHA criteria. Classification:
Acute Toxicity (inhalation - gas) - Category 2. Fatal if inhaled.
See below for individual ingredient acute toxicity data.

Product	Species	Test Results
Chlorine (CAS 7782-50-5)		
Acute		
<i>Dermal</i>		
LD50	Rabbit	No data in literature.
<i>Inhalation</i>		
LC50	Rat	147 ppm, 4 Hours
<i>Oral</i>		
LD50	Rat	No data in literature.
Skin corrosion/irritation	Hazardous by OSHA criteria. Classification: Skin corrosion/irritation - Category 1. Causes severe skin burns.	
Serious eye damage/eye irritation	Hazardous by OSHA criteria. Classification: Serious eye damage/eye irritation - Category 1. Causes serious eye damage.	
Respiratory or skin sensitization		
Respiratory sensitization	This product is not expected to cause respiratory sensitization.	
Skin sensitizer	This product is not expected to cause skin sensitization.	
Germ cell mutagenicity	Not expected to be mutagenic.	
Carcinogenicity	This product is not considered to be a carcinogen by IARC, ACGIH, NTP, or OSHA. See below for ingredients present on regulatory lists.	

OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)

Not listed.

Reproductive toxicity	This product is not expected to cause reproductive or developmental effects.
Specific target organ toxicity - single exposure	Hazardous by OSHA criteria. Classification: Specific Target Organ Toxicity (STOT), Single Exposure. Category 3. May cause respiratory irritation.
Specific target organ toxicity - repeated exposure	Not expected to be hazardous by OSHA criteria.
Aspiration toxicity	Not likely, due to the form of the product. Not expected to be an aspiration hazard.
Chronic effects	Prolonged or repeated exposure to low concentrations may cause drying and cracking of the skin, respiratory effects, gum disorders and painless destruction of teeth Limited occupational studies with long-term exposure to low concentrations, have not shown significant respiratory effects. Long-term animal studies confirm that chlorine is a severe irritant to the upper and lower respiratory tract.

12. Ecological information

Ecotoxicity

Very toxic to aquatic life. See below for individual ingredient ecotoxicity data.

Product	Species		Test Results
Chlorine (CAS 7782-50-5)			
Aquatic			
<i>Acute</i>			
Crustacea	EC50	Water flea (Daphnia magna)	0.005 mg/l, 48 hours (mg Free Available Chlorine/L)
Fish	LC50	Rainbow trout,donaldson trout (Oncorhynchus mykiss)	0.014 mg/l, 96 hours
Persistence and degradability	Free chlorine is consumed upon contact with living tissues making measurement of biodegradation impossible and unnecessary.		
Bioaccumulative potential	Not expected to be bio accumulative.		
Mobility in soil	The product itself has not been tested.		
Other adverse effects	No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation potential, endocrine disruption, global warming potential) are expected from this component.		

13. Disposal considerations

Disposal instructions	Collect and reclaim or dispose in sealed containers at licensed waste disposal site. Dispose of contents/container in accordance with local/regional/national/international regulations.
Local disposal regulations	Dispose in accordance with all applicable regulations.
Hazardous waste code	The waste code should be assigned in discussion between the user, the producer and the waste disposal company.
Waste from residues / unused products	Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).
Contaminated packaging	Empty containers should be taken to an approved waste handling site for recycling or disposal. Since emptied containers may retain product residue, follow label warnings even after container is emptied.

14. Transport information

DOT

UN number	UN1017
UN proper shipping name	Chlorine (CHLORINE)
Transport hazard class(es)	
Class	2.3
Subsidiary risk	5.1, 8
Label(s)	2.3, 5.1, 8
Packing group	Not applicable.
Environmental hazards	
Marine pollutant	Yes
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling. US CERCLA Reportable Quantity (RQ): 10 lbs / 4.54 kg
Special provisions	2, B9, B14, N86, T50, TP19
Packaging exceptions	None
Packaging non bulk	304
Packaging bulk	314, 315

IATA

UN number	UN1017
UN proper shipping name	Chlorine
Transport hazard class(es)	
Class	2.3
Subsidiary risk	5.1, 8
Packing group	Not applicable.
Environmental hazards	Yes
ERG Code	2CP
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling. Refer to Special Provision A2 for shipping information.
Other information	
Passenger and cargo aircraft	Forbidden

Cargo aircraft only	Forbidden
IMDG	
UN number	UN1017
UN proper shipping name	CHLORINE
Transport hazard class(es)	
Class	2.3
Subsidiary risk	5.1, 8
Packing group	Not applicable.
Environmental hazards	
Marine pollutant	Yes
EmS	F-C, S-U
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling.
Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code	Not available.

DOT



IATA; IMDG



Marine pollutant



General information

This product meets the criteria for an environmentally hazardous mixture, according to the IMDG Code.

15. Regulatory information

US federal regulations

This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.
All components are on the U.S. EPA TSCA Inventory List.

TSCA Section 12(b) Export Notification (40 CFR 707, Subpt. D)

Not regulated.

CERCLA Hazardous Substance List (40 CFR 302.4)

Chlorine (CAS 7782-50-5)

Listed.

SARA 304 Emergency release notification

Chlorine (CAS 7782-50-5) 10 LBS

OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)

Not listed.

Superfund Amendments and Reauthorization Act of 1986 (SARA)

Hazard categories

Immediate Hazard - Yes
 Delayed Hazard - No
 Fire Hazard - Yes
 Pressure Hazard - Yes
 Reactivity Hazard - No

SARA 302 Extremely hazardous substance

Chemical name	CAS number	Reportable quantity	Threshold planning quantity	Threshold planning quantity, lower value	Threshold planning quantity, upper value
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Chlorine	7782-50-5	10	100 lbs		
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SARA 311/312 Hazardous chemical

Yes

SARA 313 (TRI reporting)

Chemical name	CAS number	% by wt.
Chlorine	7782-50-5	99.5

Other federal regulations**Clean Air Act (CAA) Section 112 Hazardous Air Pollutants (HAPs) List**

Chlorine (CAS 7782-50-5)

Clean Air Act (CAA) Section 112(r) Accidental Release Prevention (40 CFR 68.130)

Chlorine (CAS 7782-50-5)

Clean Water Act (CWA) Section 112(r) (40 CFR 68.130)

Hazardous substance

Safe Drinking Water Act (SDWA)

4 mg/l
4.0 mg/l

US state regulations**US. California Controlled Substances. CA Department of Justice (California Health and Safety Code Section 11100)**

Not listed.

US. Massachusetts RTK - Substance List

Chlorine (CAS 7782-50-5)

US. New Jersey Worker and Community Right-to-Know Act

Chlorine (CAS 7782-50-5)

US. Pennsylvania Worker and Community Right-to-Know Law

Chlorine (CAS 7782-50-5)

US. Rhode Island RTK

Chlorine (CAS 7782-50-5)

US. California Proposition 65

California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins.

International Inventories

Country(s) or region	Inventory name	On inventory (yes/no)*
Australia	Australian Inventory of Chemical Substances (AICS)	Yes
Canada	Domestic Substances List (DSL)	Yes
Canada	Non-Domestic Substances List (NDSL)	No
China	Inventory of Existing Chemical Substances in China (IECSC)	Yes
Europe	European Inventory of Existing Commercial Chemical Substances (EINECS)	Yes
Europe	European List of Notified Chemical Substances (ELINCS)	No
Japan	Inventory of Existing and New Chemical Substances (ENCS)	No
Korea	Existing Chemicals List (ECL)	Yes
New Zealand	New Zealand Inventory	Yes

Country(s) or region	Inventory name	On inventory (yes/no)*
Philippines	Philippine Inventory of Chemicals and Chemical Substances (PICCS)	Yes
United States & Puerto Rico	Toxic Substances Control Act (TSCA) Inventory	Yes

*A "Yes" indicates that all components of this product comply with the inventory requirements administered by the governing country(s)
A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

16. Other information, including date of preparation or last revision

Issue date	01-07-2015
Version #	01
HMIS	H: 4 F: 0 R: 1
NFPA	H: 4 F: 0 R: 0 Other: OX



List of abbreviations

Maximum use level for Chlorine in potable water is 30 mg/L.

ACGIH: American Conference of Governmental Industrial Hygienists
CAS: Chemical Abstract Services
CERCLA: Comprehensive Environmental Response, Compensation and Liability Act of 1980
CFR: Code of Federal Regulations
DOT: Department of Transportation
EPA: Environmental Protection Agency
EPCRA: Emergency Planning and Community Right-to-Know Act
ERG: Emergency Response Guidebook
HSDB® - Hazardous Substances Data Bank
IARC: International Agency for Research on Cancer
IATA: International Air Transport Association
IBC: Intermediate Bulk Container
IDLH: immediately dangerous to life or health
IMDG: International Maritime Dangerous Goods
LC: Lethal Concentration
LD: Lethal Dose
NIOSH: National Institute of Occupational Safety and Health
NOEC: No observable effect concentration
NTP: National Toxicology Program
OECD: Organization for Economic Cooperation and Development
OEL: National occupational exposure limits
OSHA: Occupational Safety and Health Administration
PEL: Permissible exposure limit
RCRA: Resource Conservation and Recovery Act
RQ: Reportable Quantity
RTECS: Registry of Toxic Effects of Chemical Substances
SAR: supplied-air respirator
SCBA: self-contained breathing apparatus
SDS: Safety Data Sheet
STEL: Short Term Exposure Limit
TWA: Time Weighted Average
UN: United Nations

Disclaimer

Prepared by: ICC The Compliance Center Inc. 1-888-442-9628
<http://www.thecompliancecenter.com>

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This Safety Data Sheet may not be changed, or altered in any way without the expressed knowledge and permission of ICC The Compliance Center Inc. and Allied Universal Corporation

Bibliography

ACGIH Documentation of the Threshold Limit Values and Biological Exposure Indices (2014)
Canadian Centre for Occupational Health and Safety, CCInfoWeb Databases, 2014
(Chempendium, RTECs, HSDB, INCHEM)
International Agency for Research on Cancer Monographs (2014)
Material Safety Data Sheet from manufacturer.
OECD - The Global Portal to Information on Chemical Substances - eChemPortal, 2014.

SAFETY DATA SHEET

1. Identification

Product identifier	Sulfur Dioxide		
Other means of identification			
SDS number	AUC-009		
Synonyms	Sulfur oxide * Sulfurous acid anhydride * Sulfur oxide * Sulphur dioxide		
Recommended use	Synthetic/Analytical chemistry		
Recommended restrictions	None known.		
Manufacturer/Importer/Supplier/Distributor information			
Manufacturer			
Company name	Allied Universal Corporation		
Address	3901 N.W. 115th Avenue Miami, FL 33178 United States		
Telephone	General:	1-305-888-2623	
	24-Hour alert:	1-786-522-0207	
Website	www.allieduniversal.com		
E-mail	Not available.		
Contact person	Operations Department		
Emergency phone number	CHEMTREC	1-800-424-9300 (US/Canada) +01 703-527-3887 (International)	
Supplier	Refer to Manufacturer		

2. Hazard(s) identification

Physical hazards	Gases under pressure	Liquefied gas
Health hazards	Acute toxicity, inhalation	Category 3
	Skin corrosion/irritation	Category 1
	Serious eye damage/eye irritation	Category 1
	Germ cell mutagenicity	Category 2
	Specific target organ toxicity, single exposure	Category 3 respiratory tract irritation
Environmental hazards	This mixture does not meet the classification criteria according to OSHA HazCom 2012.	
OSHA defined hazards	This mixture does not meet the classification criteria according to OSHA HazCom 2012.	

Label elements



Signal word	Danger
Hazard statement	Contains gas under pressure; may explode if heated. Causes severe skin burns and eye damage. Toxic if inhaled. May cause respiratory irritation. Suspected of causing genetic defects.
Precautionary statement	
Prevention	Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Do not breathe gas. Use only outdoors or in a well-ventilated area. Wash hands and face thoroughly after handling. Wear protective gloves/clothing and eye/face protection.
Response	IF SWALLOWED: Rinse mouth. Do NOT induce vomiting. IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. IF INHALED: Remove person to fresh air and keep comfortable for breathing. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician. Specific treatment (see this label). Wash contaminated clothing before reuse.

Storage	Store in a well-ventilated place. Keep container tightly closed. Store locked up. Protect from sunlight.
Disposal	Dispose of contents/container in accordance with local/regional/national/international regulations.
Hazard(s) not otherwise classified (HNO C)	No OSHA defined hazard classes. Other hazards which do not result in classification: Toxic fumes, gases or vapours may evolve on burning. Severe, short-term exposures may cause long-lasting respiratory effects, e.g. Reactive Airways Dysfunction (RADS), due to the material's severe irritating properties. Contact with liquefied gas might cause frostbites, in some cases with tissue damage. Direct contact with liquefied gas may cause frostbite and corrosive injury to the eyes.
Supplemental information	Keep away from heat. Make sure valves on gas cylinders are fully opened when gas is used. Open cylinder valve slowly to prevent rapid decompression and damage to valve seat. Use smallest possible amounts in designated areas with adequate ventilation. Shut flow off at cylinder valve and not just at the regulator after use. Use a suitable hand truck to move cylinders; do not drag, roll, slide, or drop. Secure cylinders in an upright position at all times, close all valves when not in use. Establish written emergency plan and special training where chlorine is used. Regularly inspect and test piping and containers used for Sulfur dioxide service.

3. Composition/information on ingredients

Substances

Chemical name	Common name and synonyms	CAS number	%
Sulfur dioxide	Sulfur oxide Sulfurous acid anhydride Sulfur oxide Sulfur dioxide	7446-09-5	100

4. First-aid measures

Inhalation	IF INHALED: Remove person to fresh air and keep comfortable for breathing. If breathing is difficult, trained personnel should give oxygen. If breathing stops, provide artificial respiration. Immediately call a POISON CENTER or doctor/physician.
Skin contact	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. Do not rub area of contact. Gently remove clothing or jewelry. Carefully cut around clothing that sticks to the skin. Wash contaminated clothing before reuse. Immediately call a POISON CENTER or doctor/physician. Discard any shoes or clothing items that cannot be decontaminated.
Eye contact	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Take care not to rinse contaminated water into the unaffected eye or onto the face. Do not rub eyes. Immediately call a POISON CENTER or doctor/physician.
Ingestion	Not an expected route of entry under normal conditions of use. If ingestion of a large amount does occur, call a poison control center immediately. Do not induce vomiting. Never give anything by mouth to a victim who is unconscious or is having convulsions.
Most important symptoms/effects, acute and delayed	Toxic if inhaled. Suspected of causing genetic defects. May cause severe irritation to the nose, throat, and respiratory tract. Symptoms may include coughing, choking and wheezing. Could also cause tightness in the chest, a blue discolouration of the skin (cyanosis), severe headache, nausea, vomiting and fainting. Inhalation could result in pulmonary edema (fluid accumulation). Symptoms of pulmonary edema (chest pain, shortness of breath) may be delayed. May result in unconsciousness and possibly death. Severe, short-term exposures may cause long-lasting respiratory effects, e.g. Reactive Airways Dysfunction (RADS), due to the material's severe irritating properties. With this condition, asthma-like symptoms and increased reactivity of the airways is experienced. Direct skin contact may cause corrosive skin burns, deep ulcerations and possibly permanent scarring. If product is sprayed directly on skin, symptoms of frostbite may be experienced including numbness, prickling and itching. Corrosive to the eyes and may cause severe damage including blindness. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. If product is sprayed directly into the eyes, could cause freezing of the eye.
Indication of immediate medical attention and special treatment needed	Toxic if inhaled. Immediate medical attention is required. Causes chemical burns. Symptoms may be delayed. Keep victim under observation. Medical supervision for minimum 48 hours. Provide general supportive measures and treat symptomatically.
General information	Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves. Show this safety data sheet to the doctor in attendance.

5. Fire-fighting measures

Suitable extinguishing media	Use media suitable to the surrounding fire such as water fog or fine spray, alcohol foams, carbon dioxide and dry chemical.
Unsuitable extinguishing media	Do not use water jet as an extinguisher, as this will spread the fire.
Specific hazards arising from the chemical	Pressurized container may explode when exposed to heat or flame. Vapors are heavier than air and may spread along floors. Contact with some powdered metals and with alkali metals, such as sodium or potassium may cause fires and explosions. Heat from a surrounding fire can rupture cylinders, causing a dangerous explosion and the release of toxic sulfur dioxide gas. Cylinders have fusible metal plugs, which melt at 73.9 deg C (165 deg F), releasing sulfur dioxide.
Special protective equipment and precautions for firefighters	Firefighters should wear full protective clothing including self contained breathing apparatus. Firefighters must use standard protective equipment including flame retardant coat, helmet with face shield, gloves, rubber boots, and in enclosed spaces, SCBA.
Fire fighting equipment/instructions	Move containers from fire area if you can do so without risk. Stop the flow of gas before extinguishing fire, if safe to do so. Use water spray to direct escaping gas away from workers if it is necessary to stop the flow of gas. Cool containers exposed to heat with water spray and remove container, if no risk is involved. Stay away from ends of cylinders and withdraw immediately in case of rising sounds or discolouration of containers. Do not allow run-off from fire fighting to enter drains or water courses. Dike for water control.
Specific methods	Use standard firefighting procedures and consider the hazards of other involved materials.
General fire hazards	Pressurized container may explode when exposed to heat or flame. The product itself does not burn.
Hazardous combustion products	Sulfur oxides.

6. Accidental release measures

Personal precautions, protective equipment and emergency procedures	Restrict access to area until completion of clean-up. Keep unnecessary personnel away. Keep people away from and upwind of spill/leak. Consider initial downwind evacuation for at least 500 meters (1/3 mile). Ensure clean-up is conducted by trained personnel only. Ventilate closed spaces before entering them. Many gases are heavier than air and will spread along ground and collect in low or confined areas (sewers, basements, tanks). Eliminate all ignition sources (no smoking, flares, sparks, or flames in immediate area). Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Wear appropriate protective equipment and clothing during clean-up. For personal protection, see section 8 of the SDS.
Methods and materials for containment and cleaning up	Stop the flow of material, if this is without risk.
Environmental precautions	Avoid release to the environment. Prevent entry into waterways, sewer, basements or confined areas. Contact local authorities in case of spillage to drain/aquatic environment.

7. Handling and storage

Precautions for safe handling	Obtain special instructions before use. Use only outdoors or in a well-ventilated area. Wear protective gloves/clothing and eye/face protection. See Section 8 of the SDS for Personal Protective Equipment. Do not breathe gas. Avoid contact with eyes, skin, and clothing. Keep away from heat. Keep reduction valves free from grease and oil. Use smallest possible amounts in designated areas with adequate ventilation. Shut flow off at cylinder valve and not just at the regulator after use. Use a suitable hand truck to move cylinders; do not drag, roll, slide, or drop. Protect against physical damage. Wash hands after handling and before eating.
Conditions for safe storage, including any incompatibilities	Store in steel pressure cylinders in a cool, dry area outdoors or in well-ventilated, detached or segregated areas of non-combustible construction. Keep container tightly closed. Store locked up. Protect from sunlight. Store in a well-ventilated place. Storage area should be clearly identified, clear of obstruction and accessible only to trained and authorized personnel. Store away from incompatible materials (see Section 10 of the SDS). Secure cylinders in an upright position at all times, close all valves when not in use. Use a "first in - first out" inventory system to prevent full cylinders from being stored for excessive periods of time.

8. Exposure controls/personal protection

Occupational exposure limits

US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000)

Material	Type	Value
Sulfur dioxide (CAS 7446-09-5)	PEL	13 mg/m3
		5 ppm

US. ACGIH Threshold Limit Values

Material	Type	Value
Sulfur dioxide (CAS 7446-09-5)	STEL	0.25 ppm

US. NIOSH: Pocket Guide to Chemical Hazards

Material	Type	Value
Sulfur dioxide (CAS 7446-09-5)	STEL	13 mg/m3
	TWA	5 ppm 5 mg/m3 2 ppm

Biological limit values	No biological exposure limits noted for the ingredient(s).
Exposure guidelines	The NIOSH IDLH concentration for Sulfur dioxide is 100 ppm.
Appropriate engineering controls	Ensure adequate ventilation, especially in confined areas. Good general ventilation (typically 10 air changes per hour) should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level. In case of insufficient ventilation, wear suitable respiratory equipment.
Individual protection measures, such as personal protective equipment	
Eye/face protection	Wear eye/face protection. Chemical goggles are recommended. A full face shield may also be necessary. Eye wash fountains are required.
Skin protection	
Hand protection	Wear appropriate chemical-resistant gloves. Advice should be sought from glove suppliers.
Other	Wear appropriate chemical-resistant clothing. Where contact is likely, wear chemical-resistant gloves, a chemical suit and rubber boots. Eye wash facilities and emergency shower must be available when handling this product.
Respiratory protection	A NIOSH/MSHA approved air-purifying respirator with the appropriate chemical cartridges or a positive-pressure, air-supplied respirator may be used to reduce exposure. Respirators should be selected based on the form and concentration of contaminants in air, and in accordance with OSHA (29 CFR 1910.134). Advice should be sought from respiratory protection specialists.
Thermal hazards	Wear appropriate thermal protective clothing, when necessary.
General hygiene considerations	Do not breathe gas. Avoid contact with eyes, skin and clothing. Handle in accordance with good industrial hygiene and safety practice. Do not eat, drink or smoke when using the product. Wash hands before breaks and immediately after handling the product. Remove soiled clothing and wash it thoroughly before reuse. Inform laundry personnel of contaminant's hazards.

9. Physical and chemical properties**Appearance**

Physical state	Gas.
Form	Compressed liquefied gas.
Color	Colorless
Odor	Pungent suffocating odor
Odor threshold	Not available.
pH	Not available.
Melting point/freezing point	-97.6 °F (-72 °C)
Initial boiling point and boiling range	14 °F (-10 °C)
Flash point	Does not burn
Evaporation rate	Not available.
Flammability (solid, gas)	The product is not flammable.

Upper/lower flammability or explosive limits

Flammability limit - lower (%)	Not applicable
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Flammability limit - upper (%)	Not applicable
Explosive limit - lower (%)	Not available.
Explosive limit - upper (%)	Not available.
Vapor pressure	34 psig
Vapor density	2.25 at 0°C
Relative density	Not available.
Solubility(ies)	
Solubility (water)	Soluble
Partition coefficient (n-octanol/water)	Not available.
Auto-ignition temperature	Not applicable
Decomposition temperature	Not available.
Viscosity	Not available.
Other information	
Critical temperature	314.33 °F (156.85 °C)
Density	0.17 lb/ft ³
Explosive properties	Not explosive.
Molecular formula	SO ₂
Molecular weight	64.06 g/mol
Oxidizing properties	None known.
Specific gravity	0.17 lb/ft ³

10. Stability and reactivity

Reactivity	The product is stable and non-reactive under normal conditions of use, storage and transport. Forms sulfurous acid solution on reaction with water. In some cases, sulfur dioxide behaves as both a reducing and oxidizing agent (metals such as tin, iron and magnesium burn in sulfur dioxide to form mixed sulfides and oxides).
Chemical stability	Material is stable under normal conditions.
Possibility of hazardous reactions	Hazardous polymerization does not occur. Forms sulfurous acid solution on reaction with water.
Conditions to avoid	Keep away from combustible materials. Avoid contact with incompatible materials. Keep away from heat. Keep away from direct sunlight. Do not use in areas without adequate ventilation. Exposure to water vapor.
Incompatible materials	Chlorates. Metal Oxides. Potassium. Sodium. Fluorine. Halogens. Acetylides. Bases.
Hazardous decomposition products	None known, refer to hazardous combustion products in Section 5.

11. Toxicological information

Information on likely routes of exposure

Inhalation	Toxic if inhaled. May cause severe irritation to the nose, throat, and respiratory tract.
Skin contact	Causes skin burns. Contact with liquefied gas might cause frostbites, in some cases with tissue damage. Not expected to be absorbed through the skin.
Eye contact	Causes severe eye burns. If product is sprayed directly into the eyes, could cause freezing of the eye.
Ingestion	Not an expected route of entry under normal conditions of use.

Most important symptoms/effects, acute and delayed

Toxic if inhaled.

Suspected of causing genetic defects. May cause severe irritation to the nose, throat, and respiratory tract. Symptoms may include coughing, choking and wheezing. Could also cause tightness in the chest, a blue discoloration of the skin (cyanosis), severe headache, nausea, vomiting and fainting. Inhalation could result in pulmonary edema (fluid accumulation). Symptoms of pulmonary edema (chest pain, shortness of breath) may be delayed. May result in unconsciousness and possibly death. Severe, short-term exposures may cause long-lasting respiratory effects, e.g. Reactive Airways Dysfunction (RADs), due to the material's severe irritating properties. With this condition, asthma-like symptoms and increased reactivity of the airways is experienced.

Direct skin contact may cause corrosive skin burns, deep ulcerations and possibly permanent scarring. If product is sprayed directly on skin, symptoms of frostbite may be experienced including numbness, prickling and itching.

Corrosive to the eyes and may cause severe damage including blindness. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. If product is sprayed directly into the eyes, could cause freezing of the eye.

Information on toxicological effects

Acute toxicity Hazardous by OSHA criteria. Acute Toxicity (inhalation - gas) - Category 3. Toxic if inhaled.

Product	Species	Test Results
Sulfur dioxide (CAS 7446-09-5)		
Acute		
<i>Dermal</i>		No Data in Literature
<i>Inhalation</i>		
LC50	Rat	1260 ppm, 4 hours
<i>Oral</i>		No Data in Literature
Skin corrosion/irritation	Hazardous by OSHA criteria. Classification: Skin corrosion/irritation - Category 1 Causes severe skin burns.	
Serious eye damage/eye irritation	Hazardous by OSHA criteria. Classification: Serious eye damage/eye irritation - Category 1 Causes serious eye damage.	
Respiratory or skin sensitization		
Respiratory sensitization	This product is not expected to cause respiratory sensitization. May cause asthma-like reaction in hyper-sensitive persons.	
Skin sensitizer	This product is not expected to cause skin sensitization.	
Germ cell mutagenicity	Hazardous by OSHA criteria. Classification: Germ cell mutagenicity - Category 2 Suspected of causing genetic defects.	
Carcinogenicity	This product is not considered to be a carcinogen by IARC, ACGIH, NTP, or OSHA. See below for ingredients present on regulatory lists.	

IARC Monographs. Overall Evaluation of Carcinogenicity

Sulfur dioxide (CAS 7446-09-5) 3 Not classifiable as to carcinogenicity to humans.

OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)

Not listed.

Reproductive toxicity	This product is not expected to cause reproductive or developmental effects.
Specific target organ toxicity - single exposure	Hazardous by OSHA criteria. Classification: Specific Target Organ Toxicity (STOT), Single Exposure. Category 3. May cause respiratory irritation.
Specific target organ toxicity - repeated exposure	Not expected to be hazardous by OSHA criteria.
Aspiration toxicity	Not expected to be an aspiration hazard.
Chronic effects	Prolonged or repeated inhalation of fumes or vapours, may cause chronic lung effects, such as bronchitis.

12. Ecological information

Ecotoxicity	The product is not classified as environmentally hazardous. However, this does not exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment.
Persistence and degradability	Biodegradation is not applicable to inorganic substances.

Bioaccumulative potential	Not expected to be bio accumulative.
Mobility in soil	High water solubility indicates a high mobility in soil.
Other adverse effects	No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation potential, endocrine disruption, global warming potential) are expected from this component.

13. Disposal considerations

Disposal instructions	Collect and reclaim or dispose in sealed containers at licensed waste disposal site. Dispose of contents/container in accordance with local/regional/national/international regulations.
Local disposal regulations	Dispose in accordance with all applicable regulations.
Hazardous waste code	The waste code should be assigned in discussion between the user, the producer and the waste disposal company.
Waste from residues / unused products	Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).
Contaminated packaging	Empty containers should be taken to an approved waste handling site for recycling or disposal. Since emptied containers may retain product residue, follow label warnings even after container is emptied.

14. Transport information

DOT

UN number	UN1079
UN proper shipping name	Sulfur dioxide (RQ = 500)
Transport hazard class(es)	
Class	2.3
Subsidiary risk	8
Label(s)	2.3, 8
Packing group	Not applicable.
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling. US CERCLA Reportable Quantity (RQ): 10 lbs / 4.54 kg
Special provisions	3, B14, T50, TP19
Packaging exceptions	None
Packaging non bulk	304
Packaging bulk	314, 315

IATA

UN number	UN1079
UN proper shipping name	Sulfur dioxide
Transport hazard class(es)	
Class	2.3
Subsidiary risk	8
Packing group	Not applicable.
Environmental hazards	No.
ERG Code	2CP
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling. Refer to Special Provision A2 for shipping information.
Other information	
Passenger and cargo aircraft	Forbidden
Cargo aircraft only	Forbidden

IMDG

UN number	UN1079
UN proper shipping name	Sulfur Dioxide
Transport hazard class(es)	
Class	2.3
Subsidiary risk	8
Packing group	Not applicable.
Environmental hazards	
Marine pollutant	No.
EmS	F-C, S-U
Special precautions for user	Read safety instructions, SDS and emergency procedures before handling.

Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code
DOT

Not available.



IATA; IMDG



General information

None.

15. Regulatory information

US federal regulations

This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.
All components are on the U.S. EPA TSCA Inventory List.

TSCA Section 12(b) Export Notification (40 CFR 707, Subpt. D)

Not regulated.

CERCLA Hazardous Substance List (40 CFR 302.4)

Not listed.

SARA 304 Emergency release notification

Sulfur dioxide (CAS 7446-09-5) 500 LBS

OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)

Not listed.

Superfund Amendments and Reauthorization Act of 1986 (SARA)

Hazard categories

Immediate Hazard - Yes
Delayed Hazard - Yes
Fire Hazard - No
Pressure Hazard - Yes
Reactivity Hazard - No

SARA 302 Extremely hazardous substance

Chemical name	CAS number	Reportable quantity	Threshold planning quantity	Threshold planning quantity, lower value	Threshold planning quantity, upper value
Sulfur dioxide	7446-09-5	500	500 lbs		

SARA 311/312 Hazardous chemical Yes

SARA 313 (TRI reporting)

Not regulated.

Other federal regulations

Clean Air Act (CAA) Section 112 Hazardous Air Pollutants (HAPs) List

Not regulated.

Clean Air Act (CAA) Section 112(r) Accidental Release Prevention (40 CFR 68.130)

Sulfur dioxide (CAS 7446-09-5)

Safe Drinking Water Act Not regulated.**US state regulations****US. California Controlled Substances. CA Department of Justice (California Health and Safety Code Section 11100)**

Not listed.

US. Massachusetts RTK - Substance List

Sulfur dioxide (CAS 7446-09-5)

US. New Jersey Worker and Community Right-to-Know Act

Sulfur dioxide (CAS 7446-09-5)

US. Pennsylvania Worker and Community Right-to-Know Law

Sulfur dioxide (CAS 7446-09-5)

US. Rhode Island RTK

Sulfur dioxide (CAS 7446-09-5)

US. California Proposition 65

California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins.

US - California Proposition 65 - CRT: Listed date/Developmental toxin

Sulfur dioxide (CAS 7446-09-5)

Listed: July 29, 2011

International Inventories

Country(s) or region	Inventory name	On inventory (yes/no)*
Australia	Australian Inventory of Chemical Substances (AICS)	Yes
Canada	Domestic Substances List (DSL)	Yes
Canada	Non-Domestic Substances List (NDSL)	No
China	Inventory of Existing Chemical Substances in China (IECSC)	Yes
Europe	European Inventory of Existing Commercial Chemical Substances (EINECS)	Yes
Europe	European List of Notified Chemical Substances (ELINCS)	No
Japan	Inventory of Existing and New Chemical Substances (ENCS)	Yes
Korea	Existing Chemicals List (ECL)	Yes
New Zealand	New Zealand Inventory	Yes
Philippines	Philippine Inventory of Chemicals and Chemical Substances (PICCS)	Yes
United States & Puerto Rico	Toxic Substances Control Act (TSCA) Inventory	Yes

*A "Yes" indicates that all components of this product comply with the inventory requirements administered by the governing country(s)

A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

16. Other information, including date of preparation or last revision**Issue date** 03-15-2015**Version #** 01**List of abbreviations**

ACGIH: American Conference of Governmental Industrial Hygienists
CAS: Chemical Abstract Services
CERCLA: Comprehensive Environmental Response, Compensation and Liability Act of 1980
CFR: Code of Federal Regulations
DOT: Department of Transportation
EPA: Environmental Protection Agency
EPCRA: Emergency Planning and Community Right-to-Know Act
ERG: Emergency Response Guidebook
HSDB® - Hazardous Substances Data Bank
IARC: International Agency for Research on Cancer
IATA: International Air Transport Association
IBC: Intermediate Bulk Container
IDLH: immediately dangerous to life or health
IMDG: International Maritime Dangerous Goods

LC: Lethal Concentration
LD: Lethal Dose
NIOSH: National Institute of Occupational Safety and Health
NOEC: No observable effect concentration
NTP: National Toxicology Program
OECD: Organisation for Economic Cooperation and Development
OEL: National occupational exposure limits
OSHA: Occupational Safety and Health Administration
PEL: Permissible exposure limit
RCRA: Resource Conservation and Recovery Act
RQ: Reportable Quantity
RTECS: Registry of Toxic Effects of Chemical Substances
SAR: supplied-air respirator
SCBA: self-contained breathing apparatus
SDS: Safety Data Sheet
STEL: Short Term Exposure Limit
TWA: Time Weighted Average
UN: United Nations

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Prepared by: ICC The Compliance Center Inc. 1-888-442-9628
<http://www.thecompliancecenter.com>

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(Chempendium, RTECs, HSDB, INCHEM)
International Agency for Research on Cancer Monographs (2014)
Material Safety Data Sheet from manufacturer.
OECD - The Global Portal to Information on Chemical Substances - eChemPortal, 2014.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: RESOLUTION 2021 -170

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: CONSIDER RESOLUTION 2021-170

SYNOPSIS: Bendix Commercial Vehicle Systems, LLC requests a Facilities Use Agreement for use of Airport closed Runway 18/36 November 13 - 16, 2021, to conduct a demonstration of slow speed safety systems on commercial/heavy duty trucks. There will be no impact to normal Airport operations in support of this event. The Airport Advisory Commission, at their September 9, 2021 meeting, reviewed this Facilities Use Agreement and unanimously recommended approval.

FISCAL IMPACT: The fee for use of the Airport under this agreement is \$1,250.00 per day of use. Funds will be deposited into the Airport Other Revenue account, 420 36990.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2021-170.

Monica Benischeck, Administrative Services Manager	9/16/2021
Dale Martin, City Manager	10/6/2021
Pauline Testagrose, Comptroller	10/7/2021
Tammi E. Bach, City Attorney	10/12/2021

A handwritten signature in blue ink, appearing to read "N. Coyle", is written over a horizontal line.

Date: September 13, 2021

Submitted By: Nathan Coyle, Airport Director

COMMISSION ACTION: Adopt

RESOLUTION 2021-170

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A FACILITIES USE AGREEMENT WITH BENDIX COMMERCIAL VEHICLE SYSTEMS, LLC FOR THE USE OF AIRPORT PROPERTY TO CONDUCT A DEMONSTRATION OF SLOW SPEED SAFETY SYSTEMS ON COMMERCIAL/HEAVY DUTY TRUCKS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Bendix Commercial Vehicle Systems, LLC has requested the use of Airport property to conduct a demonstration of slow speed safety systems on commercial/heavy duty trucks November 13, 14, 15, and 16, 2021; and

WHEREAS, such use of Airport property will be the pavement area of remote parking area (closed Runway 18/36) between Runway 9/27 and Taxiway C, and such training activity will not affect normal Airport operations; and

WHEREAS, the Airport will receive \$1,250.00 per day of use. Funds will be deposited into the Airport Other Revenue account, 420 36990.

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

SECTION 1. The City Commission hereby approves a Facilities Use Agreement, attached hereto as Exhibit "A", with Bendix Commercial Vehicle Systems, LLC to conduct a demonstration of slow speed safety systems on commercial/heavy duty trucks on closed Airport Runway 18/36.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute said agreement, upon review and approval of the City Attorney.

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

ADOPTED this 19th day of October, 2021.

CITY OF FERNANDINA BEACH

Michael A. Lednovich
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:



Caroline Best
City Clerk

Tammi E. Bach
City Attorney

CITY OF FERNANDINA BEACH FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT (herein after called the AGREEMENT) is made and entered into 19th this day of October, 2021 by and between the CITY OF FERNANDINA BEACH, a Florida municipal corporation, whose address is 204 Ash Street, Fernandina Beach, FL 32034 (herein called "CITY"), and Bendix Commercial Vehicle Systems LLC, whose address is 901 Cleveland Street, Elyria, Ohio 44035 (herein called "USER").

WHEREAS, CITY owns, controls and operates that certain public facility known as the Fernandina Beach Municipal Airport (herein called "FACILITY"); and

WHEREAS, USER has expressed a desire to use said FACILITY to demonstrate safety systems and braking systems on commercial/heavy duty trucks.

NOW, THEREFORE, the parties agree as follows:

1. USER shall be permitted to use the FACILITY described above for the purpose of demonstrating safety and braking systems on commercial/heavy duty trucks during the period of November 13, 14, 15, and 16, 2021 during the hours of 7 AM until 6 PM each day.
2. USER will set up and use the FACILITY on a continuous basis during the period defined above on the Fernandina Beach Municipal Airport Closed Runway 18/36 between Runway 9/27 and Taxiway C.
3. USER shall pay CITY the sum of \$1,250.00 per day, or a total of \$5,000.00, for use of the FACILITY during the period designated in Section 1, payable with returning this signed AGREEMENT.
4. As condition to USER's right to use the facilities herein, USER agrees to and shall comply with the following:
 - a. USER shall not exclude any person from its services because of race, sex, age, religion, disability, national origin or other prohibited discrimination.
 - b. USER shall have competent, responsible, and able supervision on the premises at all times that its service is operational.
 - c. USER shall not interfere with emergency operations of CITY or other authorized users of the FACILITY.
 - d. USER shall keep premises in a clean and sanitary condition, and be responsible for cleanup on a daily basis and removal of temporary structures at the site upon completion of the event and returning property to same condition as when received.
 - e. CITY shall have the right, acting through its agents or employees, to enter upon the premise at reasonable hours and times for the purpose of making inspections.
 - f. USER will obtain all required Federal, State, County and City permits including any applicable fees.
 - g. USER shall not undertake any alterations or changes in the construction of the facility premises, without prior written consent of CITY.
 - h. USER agrees to assume liability for and indemnify, hold harmless, and defend the CITY, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of USER, its officers, employees, agents, and representatives. USER's liability hereunder shall include all attorney's fees and costs incurred by the CITY in the enforcement of this indemnification provision. This includes claims made by the employees of USER against the CITY and USER hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required

to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the CITY may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

- i. USER shall not rent, sublet, or assign space in the FACILITY premises without the prior written consent of CITY.
- j. USER has priority over the portion of the FACILITY as described during the time agreed upon in this AGREEMENT, and can use specified areas during the time of this AGREEMENT.
- k. CITY reserves the right to cancel this AGREEMENT at any time, without cause, by giving USER 30 days notice of such cancellation.
- l. USER shall maintain liability insurance, in amounts as deemed necessary and appropriate by the City Attorney, show the CITY as additional insured thereon, and shall provide proof of it to CITY, upon commencement of this AGREEMENT, and thereafter, as required by CITY. USER will provide insurance on all their equipment being used in the FACILITY.
- m. USER shall, at all times, abide by Federal, State, and local laws, in the operation of its programs or services at the FACILITY. Sale and/or consumption of alcohol not allowed on Airport property unless properly permitted by the City.
- n. USER shall, at all times, enforce and follow current Centers for Disease Control and Prevention (CDC), local, State, and Federal COVID-19 policies and guidelines and physical distancing practices during execution of this event.

5. Term of Agreement: The term of the AGREEMENT is as noted in paragraphs 1 and 2 above, unless terminated sooner.

6. The addresses for giving notices are as follows:

USER: Bendix Commercial Vehicle Systems
901 Cleveland Street
Elyria, OH 44035

CITY: City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
Attn: Airport Manager

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day and year first above written.

USER: Bendix Commercial Vehicle Systems LLC

OWNER: City of Fernandina Beach

By: 
Nancy Martin
Its: Executive Assistant

By: _____
Dale L. Martin
Its: City Manager

By: _____
Caroline Best
Its: City Clerk

Approved as to Form


Tammi E. Bach, City Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
09/10/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. Morristown NJ Office 44 Whippany Road, Suite 220 Morristown NJ 07960 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): 800-363-0105 E-MAIL ADDRESS:														
INSURED R.H. Sheppard Co., Inc. Bendix Commercial Vehicle Systems, LLC 101 Philadelphia Street Hanover PA 17331-0877 USA	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Liberty Mutual Fire Ins Co</td><td>23035</td></tr><tr><td>INSURER B: Liberty Insurance Corporation</td><td>42404</td></tr><tr><td>INSURER C: XL Insurance America Inc</td><td>24554</td></tr><tr><td>INSURER D: The Ohio Casualty Insurance Company</td><td>24074</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Liberty Mutual Fire Ins Co	23035	INSURER B: Liberty Insurance Corporation	42404	INSURER C: XL Insurance America Inc	24554	INSURER D: The Ohio Casualty Insurance Company	24074	INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER C: XL Insurance America Inc	24554														
INSURER D: The Ohio Casualty Insurance Company	24074														
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 570089110971 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			US00104492LI21A SIR applies per policy terms & conditions	01/01/2021	01/01/2022	<table><tr><td>EACH OCCURRENCE</td><td>\$5,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$5,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$5,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$5,000,000</td></tr></table>	EACH OCCURRENCE	\$5,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000	MED EXP (Any one person)	\$10,000	PERSONAL & ADV INJURY	\$5,000,000	GENERAL AGGREGATE	\$5,000,000	PRODUCTS - COMP/OP AGG	\$5,000,000
EACH OCCURRENCE	\$5,000,000																		
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000																		
MED EXP (Any one person)	\$10,000																		
PERSONAL & ADV INJURY	\$5,000,000																		
GENERAL AGGREGATE	\$5,000,000																		
PRODUCTS - COMP/OP AGG	\$5,000,000																		
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			AS2-621-095519-031	01/01/2021	01/01/2022	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$2,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td></td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000	BODILY INJURY (Per person)		BODILY INJURY (Per accident)		PROPERTY DAMAGE (Per accident)					
COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000																		
BODILY INJURY (Per person)																			
BODILY INJURY (Per accident)																			
PROPERTY DAMAGE (Per accident)																			
D	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION			EU02255842231 XS Auto/work Comp	01/01/2021	01/01/2022	<table><tr><td>EACH OCCURRENCE</td><td>\$10,000,000</td></tr><tr><td>AGGREGATE</td><td>\$10,000,000</td></tr></table>	EACH OCCURRENCE	\$10,000,000	AGGREGATE	\$10,000,000								
EACH OCCURRENCE	\$10,000,000																		
AGGREGATE	\$10,000,000																		
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WA762D095519011 AOS WC7621095519021 WI	01/01/2021	01/01/2022	<table><tr><td>☒ PER STATUTE</td><td>☐ OTH</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE-EA EMPLOYEE</td><td></td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE-POLICY LIMIT</td><td></td><td>\$1,000,000</td></tr></table>	☒ PER STATUTE	☐ OTH		E.L. EACH ACCIDENT		\$1,000,000	E.L. DISEASE-EA EMPLOYEE		\$1,000,000	E.L. DISEASE-POLICY LIMIT		\$1,000,000
☒ PER STATUTE	☐ OTH																		
E.L. EACH ACCIDENT		\$1,000,000																	
E.L. DISEASE-EA EMPLOYEE		\$1,000,000																	
E.L. DISEASE-POLICY LIMIT		\$1,000,000																	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Fernandina Beach 204 Ash Street Fernandina Beach FL 32034 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>
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Holder Identifier :

570089110971

Certificate No :

CITY COMMISSION AGENDA ITEM

City of Fernandina Beach



SUBJECT: Resolution 2021-171
Voluntary Annexation Agreement - 875 Cashen Drive, 2113 S. 14th Street, and 2163 S. 14th Street

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2021-171

SYNOPSIS: Property owner, Earnestine Stafford, completed the City of Fernandina Beach Voluntary Annexation Agreement / Petition for Annexation application pursuant to Chapter 171.044, Florida Statutes, for one parcel containing approximately 0.94 acres located at 875 Cashen Drive, 2113 S. 14th Street, and 2163 S. 14th Street, identified as Parcel No. 00-00-30-0170-0013-0000.

Staff has determined the request is consistent with the City's Municipal Code Sections 82-44 and 82-403, its Comprehensive Plan, and Land Development Code and recommends approval.

The Utilities Department has received an application for service for the subject parcel, which includes three existing single family residences. Pricing for service and impact fees have been provided to the applicant based on these three residences.

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 2021-171.

Kelly Gibson, Planning Director	10/11/2021
Monica Benischeck, Administrative Services Manager	10/11/2021
Andre Desilet, Stormwater Manager	10/11/2021
Dale Martin, City Manager	10/12/2021
Pauline Testagrose, Comptroller	10/12/2021
Tammi E. Bach, City Attorney	10/12/2021

Date: October 07, 2021

Submitted By: Sylvie McCann, Administrative Coordinator

COMMISSION ACTION: Adopt

RESOLUTION 2021-171

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.94 ACRES OF LAND LOCATED AT 875 CASHEN DRIVE, 2113 S. 14TH STREET, AND 2163 S. 14TH STREET; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owner, Earnestine Stafford, completed a Voluntary Annexation Petition/ Water/Wastewater Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for one parcel containing approximately 0.94 acres located on the southwest corner of Cashen Drive and S. 14th Street, addressed as 875 Cashen Drive, 2113 S. 14th Street, and 2163 S. 14th Street, and identified as Parcel ID Number: 00-00-30-0170-0013-0000; and

WHEREAS, staff has determined the request is consistent with Code of Ordinances 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 service 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 service to one parcel containing approximately 0.94 acres located on the southwest corner of Cashen Drive and S. 14th Street, addressed as 875 Cashen Drive, 2113 S. 14th Street, and 2163 S. 14th Street, identified as Parcel ID Number: 00-00-30-0170-0013-0000, and attached hereto as Exhibit "A".

SECTION 2. The City Commission hereby approves the Voluntary Annexation Petition, attached hereto as Exhibit "B" for one parcel containing approximately 0.94 acres located on the southwest corner of Cashen Drive and S. 14th Street, addressed as 875 Cashen Drive, 2113 S. 14th Street, and 2163 S. 14th Street, identified as Parcel ID Number: 00-00-30-0170-0013-0000.

SECTION 3. The City Commission authorizes the City Clerk and City Manager and the to execute said Annexation Petition on behalf of the City of Fernandina Beach.

SECTION 4. The City Clerk is hereby directed to record the petition in the public records of Nassau County, Florida, as required by Ordinance No. 2001-01.

SECTION 5. This Resolution shall be effective immediately upon passage.

ADOPTED this 19th day of October, 2021.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner - Mayor

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TAMMI E. BACH
City Attorney

**RESOLUTION 2021-171
EXHIBIT "A"**

WATER AGREEMENT/ VOLUNTARY PETITION FOR ANNEXATION OF PARCEL ID NUMBER:
00-00-30-0170-0013-0000 LOCATED AT 875 CASHEN DRIVE, 2113 S. 14TH STREET, 2163 S. 14TH
STREET TOTALING APPROXIMATELY 0.94 ACRES OF LAND.

**875 CASHEN DRIVE
2113 S. 14TH STREET
2163 S. 14TH STREET**



CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 16 day of September, 2021 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Earnestine Stafford (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#: 00-00-30-0170-0013-0000

GENERALLY DESCRIBED AS: Lots 13+16 R672957, R672956, R672958 IN OR

ADDRESSED AS: 875 Cashen Drive ^{588 Pg. 292}
(2113 S. 14th Street + 2163 S. 14th Street)
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

ATTEST:

DALE L. MARTIN
City Manager

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH

TAMMI E. BACH
City Attorney

APPLICANT(S)

By: Earnestine Stafford
Applicant

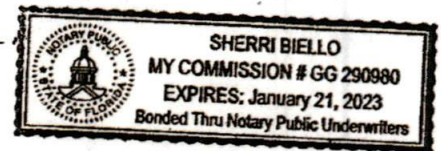
By: _____
Applicant

STATE OF FLORIDA
COUNTY OF NASSAU }
ss }

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization,

this 20 day of SEPTEMBER, 20 21

by EARNESTINE STAFFORD.



Sherri Biello
Notary Public

SHERRI BIELLO
Printed Name

1-21-2023
My Commission Expires

Personally Known _____ OR Produced Identification ☒ ID Produced: Florida DL

A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

PROPERTY INFORMATION

Parcel Number 00-00-30-0170-0013-0000

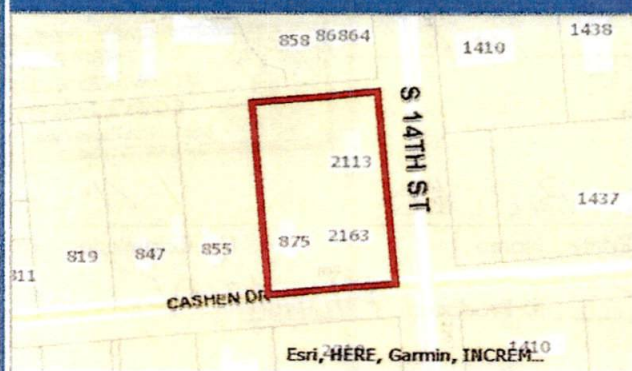
Owner Name STAFFORD EARNESTINE
Mailing Address 875 CASHEN DRIVE
FERNANDINA BEACH, FL 32034
Location 875 CASHEN DR
Address FERNANDINA BEACH 32034
Tax District UNINCORPORATED MIDDLE ISLAND
Milage 16.1909
Homestead Yes
Property Usage SINGLE FAM 000100
Deed Acres 0
Short Legal LOTS 13 & 16 R672957, R672956, R672958 IN OR 588 PG
292

2020 Final Values

Land Value	\$160,000
(+) Improved Value	\$105,321
(=) Market Value	\$265,321
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$148,858
(=) Assessed Value	\$116,463
(-) Homestead	\$25,000
(-) Additional Exemptions	\$500
(-) School Taxable Value	\$95,231
(-) Non-School HX & Other Exempt Value	\$13,335
(=) County Taxable Value	\$77,628

Note: *10% Cap does not apply to School Taxable Value

PARCEL MAP



2021 AERIAL MAP



PROPERTY PHOTO

If this picture is incorrect, please email info@nassauflpa.com

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
SINGLE FAM	1394	950	3	1	ASB SIDING		AIR DUCTED	FORCED AIR	1935
M/H 94+	1584	1584	3	2	AVERAGE		AIR DUCTED	FORCED AIR	1996



MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
CONCRETE A	42 X 10	420	1970
CONCRETE A	24 X 26	624	1995
CONCRETE A	16 X 4	64	1995
CONCRETE A	21 X 11	231	1972
SEPTIC TANK	0 X 0	1	1986

SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
1990-01-12	588 / 292	\$100	QC	U	Y	STAFFORD EARL & A	STAFFORD GARLAND & E
1988-09-29	553 / 562	\$100	QC	U	Y	STAFFORD MARK	STAFFORD EARL & A
1977-07-01	244 / 43	\$18,500	WD	Q	Y		

Print

Water /Wastewater Annexation - Submission #8076

Date Submitted: 9/20/2021

WATER/ WASTEWATER ANNEXATION

USE THIS FORM TO: Request the City Commission's authorization to extend water and/or sanitary wastewater services to property not located within the City limits and not currently eligible for annexation. This form also includes a Petition for Annexation, as required by Municipal Code prior to the extension of services outside the City's jurisdiction.

Fees



\$300

IMPORTANT NOTES

Per Municipal Code Sections 82-44 and 82-403, the extension of City water and/or sanitary sewer services to property located outside the municipal limits must be authorized by the City Commission. Application for these services shall be placed on the next available City Commission agenda. The City Commission meets the 1st and 3rd Tuesday of each month at 6:00PM. Applications must be received three (3) weeks prior to the requested agenda.

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's Website at Map Search](#)

Site Address*

875 Cashen Drive. Fernandina Beach FL 32034

Parcel ID #(s)*

00-00-30-0170-0013-0000

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Earnestine

Last Name*

Stafford

Company (if applicable)

Mailing Address*

875 Cashen Drive

Telephone Number*

904-206-9503

E-mail Address*

Staffordearrestine@gmail.com

OWNER'S AGENT

If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included

First Name

Last Name

Company (if applicable)

Mailing Address

City

State

Zip

Telephone Number

E-mail Address

PROJECT INFORMATION

Total Number of Lots/Parcels*

1

< One (1) acre sq. footage*

40,000

> One (1) acre sq. footage*

40,000

Existing Zoning Classification*

Residential

Existing Future Land Use Classification*

Residential

Description of Request*

City water Service

Certification*



By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.



I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant's First Name*

Earnestine

Applicant's Last Name*

Stafford

Today's Date*

9/20/2021

Upload Supporting Documentation

Choose File

No file selected

Upload 2

Choose File

No file selected

Upload 3

Choose File

No file selected

Upload 4

Choose File

No file selected

Upload 5

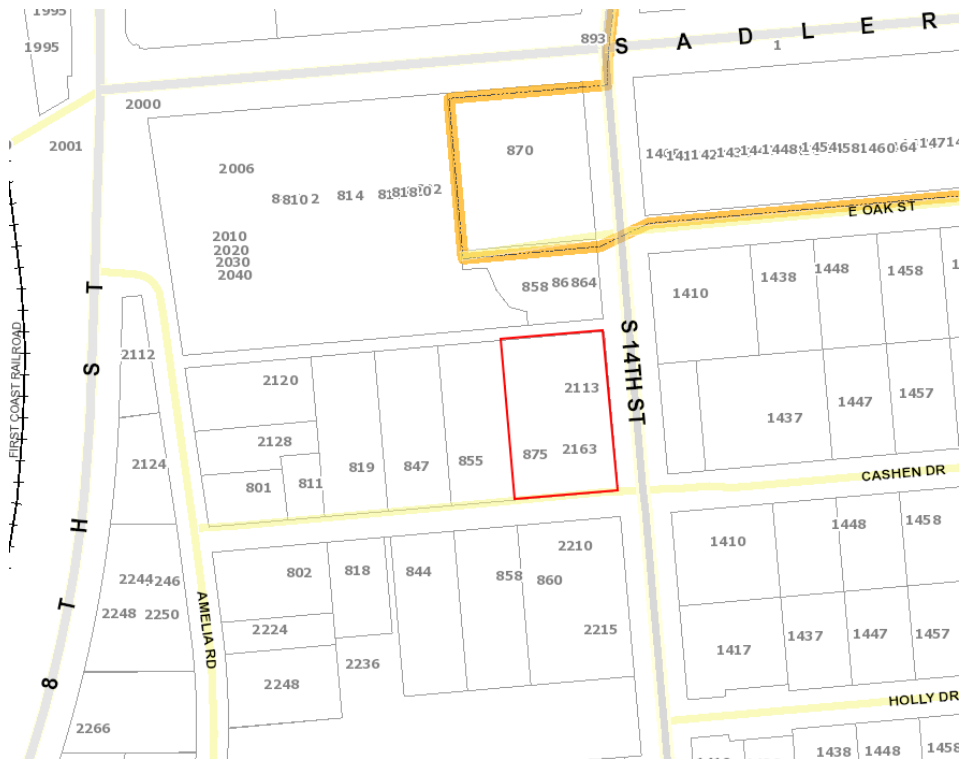
Choose File

No file selected



DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32604 | 904 310-3480 |
www.fbfl.us/planning



CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Resolution 2021-172
Budget Amendment - Various Departments

ITEM TYPE: Resolution (w/o fiscal impact)

REQUESTED ACTION: Consider Resolution 2021-172.

SYNOPSIS: According to Code Section 2-412 and Charter Section 74, the City Commission must approve any budget transfers over \$7,500.

City staff has identified several areas needing additional funds for Fiscal Year 2020/2021. Eight budget amendments are needed to ensure expenditures do not exceed the budget on a line-by-line basis for fiscal year ending September 30, 2021.

FISCAL IMPACT: Funds are available for these transfers.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2021-172.

Monica Benischeck, Administrative Services Manager	10/12/2021
Katie Newton, Legal Assistant	10/12/2021
Dale Martin, City Manager	10/12/2021
Tammi E. Bach, City Attorney	10/12/2021

Date: August 13, 2021

Submitted By: Pauline Testagrose, Comptroller

COMMISSION ACTION: Adopt

RESOLUTION 2021-172

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AMENDMENTS TO THE BUDGET FOR FISCAL YEAR 2020/2021; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City adopts and operates under a budget for the fiscal year and the City Charter requires that the City Commission approve any budget amendment over \$7,500; and

WHEREAS, City staff has identified several areas needing additional funds for Fiscal Year 2020/2021; and

WHEREAS, eight budget amendments are needed to ensure expenditures do not exceed the budget on a line-by-line basis for fiscal year ending September 30, 2021.

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 following budget amendments:

- a. Police: transfer \$40,533 into the Retirement account, 0012100 52200, from Salaries account, 0012100 51200, for higher than anticipated expenses.
- b. Finance: transfer \$7,609 into the Salaries account, 0011300 51200, from the Contractual account, 0011300 53400, for higher than anticipated expenses.
- c. Facilities: transfer \$12,504 into the Salaries account, 0011930 51200, from the PT Salary account, 0011930 51350 for \$5,000, from the R/M Vehicle Parts account, 0011930 54640 for \$5,390 and from the R/M Facilities account, 0011930 54611 for \$2,114, for higher than anticipated expenses.
- d. Streets: transfer \$528 into the Salaries account, 0014100 51200 from the FICA account, 0014100 52100 and transfer \$454 into the R/M Vehicle Parts account, 0014100 54640 from the FICA account, 0014100 52100, for higher than anticipated expenses.
- e. Golf: transfer \$3,567 from the Seasonal Temporary account, 410 51300 into the Salaries account, 410 51200, for \$1,551, to the Overtime account, 410 51400, for \$461, to the Retirement account, 410 52200, for \$1,555 for higher than anticipated expenses.
- f. Sanitation: a transfer of \$1,159 to the Gas/Oil account, 440 55230, from R/M Vehicle Labor account 440 54630, and a transfer of \$694 to the Salaries account, 440 51200 from the Overtime account, 440 51400, for higher than anticipated expenses.
- g. Stormwater: transfer \$10,201 into the Overtime account, 470 51400, from Salaries account 470 51200, for higher than anticipated expenses.
- h. Marina: transfer \$916 into the Operating Supplies account, 480 55200, from the Utilities Electric account, 480 54300, for higher than anticipated expenses.

SECTION 2. This Resolution shall be effective immediately upon passage.

ADOPTED this 19th day of October, 2021.

ATTEST:

CITY OF FERNANDINA BEACH

Caroline Best
City Clerk

Michael A. Lednovich
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

A handwritten signature in blue ink, appearing to read 'TEB', is written over a horizontal line.

Tammi E. Bach
City Attorney

CITY COMMISSION AGENDA ITEM

City of Fernandina Beach



SUBJECT: Resolution 2021-173
Award of RFQ 21-01 Consultants' Competitive Negotiation Act

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2021-173

SYNOPSIS: The City solicited qualifications for professional services under the provisions of the Consultants' Competitive Negotiation Act (CCNA) with the intent of entering into continuing service contracts with qualified professionals (architects, engineers, landscape architects, and surveyors/mappers). Request for Qualifications (RFQ) 21-01 was published on May 25, 2021.

On June 25, 2021, qualifications submitted in response to RFQ 21-01 were opened and tallied. On June 25, 2021, the City Engineer, Mr. Charles George and Purchasing Agent Wanda Weakens convened to review and score the submissions.

The City Commission should consider entering into a continuing services contract with each of the professionals included in the attached proposed Resolution, Exhibit "A".

FISCAL IMPACT: If adopted, this Resolution will allow for professional services to be contracted, without the need for competitive purchasing, for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2021-173.

Monica Benischeck, Administrative Services Manager	10/5/2021
Charles George, City Engineer	10/5/2021
Dale Martin, City Manager	10/6/2021
Pauline Testagrose, Comptroller	10/7/2021
Tammi E. Bach, City Attorney	10/12/2021

Date: September 24, 2021

Submitted By: Dale Martin, City Manager

COMMISSION ACTION: Adopt

RESOLUTION 2021-173

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A LIST QUALIFIED PROFESSIONAL SERVICE FIRMS IN ACCORDANCE WITH THE STATE OF FLORIDA CONSULTANTS' COMPETITIVE NEGOTIATION ACT; AUTHORIZING THREE-YEAR CONTRACTS WITH EACH FIRM UTILIZING THE CITY'S STANDARD PROFESSIONAL SERVICES CONTRACT FORM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City published Request for Qualifications (RFQ) 21-01 on May 25, 2021 for professional services under the provisions of the Consultants' Competitive Negotiation Act (CCNA) with the intent of entering into continuing service contracts with qualified professionals (architects, engineers, landscape architects, and surveyors/mappers); and

WHEREAS, RFQ 21-01 solicited qualifications for three-years' of continuous service contracts from October 1, 2021 through September 30, 2024 in accordance with State of Florida Statutes, Chapter 287, Section 287.005 (CCNA); and

WHEREAS, City staff evaluated and scored the submittals to identify the firms' qualifications based on their respective professional disciplines and experience; and

WHEREAS, upon review of the submittals, the City Engineer recommends acceptance of the list of professional firms as identified and attached hereto as Exhibit "A" for award of 3-year contracts from October 1, 2021, through September 30, 2024.

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

SECTION 1. The City Commission hereby approves the list of consultants as presented in Exhibit "A" for award of 3-year continuing services contracts with the City of Fernandina Beach in accordance with the State of Florida's Consultants' Competitive Negotiation Act and utilizing the City's standard professional services contract form.

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

SECTION 3. This Resolution is effective immediately upon passage.

ADOPTED this 19th day of October, 2021.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner - Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

CAROLINE BEST
City Clerk



TAMMI E. BACH
City Attorney

CITY OF FERNANDINA BEACH
CCNA CONSULTANT LIST

RESOLUTION 2021- 173
EXHIBIT "A"

NAME	ADDRESS	CONTACT INFO	SERVICES	Ranking
Hanson	8075 Gate Pkway W Ste 204 Jacksonville	David Kemp 737-0090	Multi-discipline Civil/Struct/Traffic	58
Gillete	20 S 4th St Fernandina Beach	Asa Gillete 261-8819	Small Site/Civil Engineering	60
McCranie	301 Centre St, Fernandina	Elizabeth McCranie 335-8687	Small Site/Civil Engineering	60
Thomas & Hutton	1208 Newcastle St Ste 201 Brunswick	Charles Ezelle 912-466-0536	Large Multi-discipline Civil	58
ATM	2201 NW 40th Terrace Gainesville	Tim Mason 386-256-1477	Coastal/Waterfront Engineering	58
Four Waters	324 E 6th Ave N, Jacksonville	Angela Bryan 414-2400	Civil/Environmental	60
Passero	4730 Casa Cola Way, St Augustine	A. Holesko 757-6106	Architecture	58
Terracon	8001 Baymeadows Way Ste 1 Jacksonville	Christopher McIntyre 900-9464	Geot/Environ/Testing/Facilities Assess	58
ECS	11554 Davis Creek Ct Jacksonville	Chris Egan 880-0960	Geot/Environ/Testing/Facilities Assess	58
GAI	1301 Riverplace Blvd Ste 900 Jacksonville	Nicolas Mousa 363-1110	Large Multi-discipline Civil/Traffic/Struct	58
Kimley Horn	12740 Gran Bay Pkwy W Ste 2350 Jacksonville	Brian Teeple 828-3900	Large Multi-discipline Eng/Civil/Struct/Coast/LA/Environ/Traffic/Facilities Assess	58
HALFF	7807 Baymeadows Rd E, Jacksonville	Michael Coffey 730-9360	Large Multi-discipline Eng/Civil/Struct/Arch/MEP/Traffic	58
Universal	5561 Fla Mining Blvd S Jacksonville	Stephen Weaver 296-0757	Geotech/Environmental/Testing	58
ERS	5775 Timuquana rd, Jacksonville	George Point 777-3089	MEP, FP, Specialties	56
DRMP	8001 Belfort Pkwy Ste200, Jacksonville	Jorge Morales 641-0123	Large Multi-discipline Site/Civil/Survey/Coastal/Struct MEP/LA/Traffic	56
Coyle & Caron	236 Pasadena Place Orlando	Sally Coyle 407-866-0650	Landscape Architecture	60
Alliant	7406 Fullerton St Ste 110 Jacksonville	Curt Wimpee 647-5383	Small Site/Civil Engineering	58
CSI	2394 St Johns Bluff,S Jacksonville	Chris Morse 641-1834	Site Civil/Structural/Geotech/Environmental	60
GLE	8651 Baypine Rd Ste 115 Jacksonville	James Elliott 296-1880	Environmental/Bldg Assessment	58
Bio-Tech	1157 Beach Blvd Jax Beach		Environmental/Permitting	54
AE Engineering	219 N Newnan St 4th Fl, Jacksonville	Corey Nichols 614-4800	Large Multi-discipline Civil MBE/DBE	60
TJKM	4305 Hacienda Dr, ste 550 Calif	Roger Henderson 925-463-3690	Transportation	60
Marquis Lattimer	34 Cordova Street Ste A St Augustine	Jeremy Marquis 825-6747	Urban Design/LA/planning	60
Silling Architects	605 E Robinson Street, Ste 630 Orlando	Jody Driggs 321-296-8100	Architectural/Facilities Assess/Const obs	54
Water & Air Resource	6821 SW Archer Road, Gainesville	Bryan McDonald 352-372-1500	Environmental/Geotech/Testing	60
Wood	6256 Greenland Rd, Jacksonville	Christine Mehle 396-5173	Large Multi-discipline Civil	58
Manzie & Drake	117 S 9th St Fernandina Beach	Michael Manzie 491-5700	Surveying	60
CMA	341 N Maitland Ave Ste 346, Maitland	Robert Best 407-536-7970 ext 1201	Multi-Civil/Coastal/Environmental/LA	58
AYRES	8875 Hidden River Pkwy, Tampa	Jeffery Siewart 813-558-3367	Multi-discipline Engineering Civil/Struct	58
EQUUS	5357 Winrose Fall Dr, Jacksonville	Ameera Sayeed 868-3381	Traffic/Transportation planning	60
Bhide & Hall Arch.	1329 Kingsley Ave Ste C Orange Park	Robert McVeigh 264-1919	Architecture	58
Arminius	2501 Bayfront Parkway, Orlando	John Hermann 321-315-7674	Civil Water/Wastewater	60
PPM	750 S Northlake Blv Ste 1012 Altamonte Spr	Amy Guilfoyle 407-240-1127	Environmental	58
CMT	7400 Baymeadows way Ste 200, Jacksonville	Gary Sneddon 448-5300	Multi-discipline Civil/Coastal	60
TTV	115 E Forsyth St Jacksonville	Christopher Noel 798-8333	Architecture	60
CMAR	7990 Baymeadows Rd E #308 Jacksonville	Alexandra Carvalho 993-4806	Environmental marine/GIS/Water Quality/Impact Studies	60

GROUPINGS (several firms perform multiple disciplines)

Large Civil	
GAI	58
Kimley-Horn	58
HALFF	58
DRMP	56
AE	60
AYRES	58
WOOD	58
CMT	60
CMA	58

Small Civil	
Arminius	60
Gillette	60
Alliant	58
CSI	60
4 waters	60

Geotechnical	
Terracon	
Universal	
ECS	

Transportation	
Hanson	58
Kimley-Horn	58
HALFF	58
DRMP	56
TJKM*	60
EQUUS*	60
* specialty	

Coastal	
ATM	58
Kimley Horn	58
CMT	60
CMA	58

Structural	
Hanson	58
GAI	58
HALFF	58
Kimley Horn	58
DRMP	56
CSI	60
AYRES	58

Environmental	
GLE	58
Bio-Tech	54
Water & Air	60
PPM	58
CMAR	60

MEP	
DRMP	56
ERS	56
HALFF	58
Hanson	58

ARCHITECTURAL	
Passero	58
Silling	54
Bhide & Hall	58
TTV	60

Landscape Arch/Planning	
T&H	58
Coyle & Caron	60
Marquis & Lattimer	60

City of Fernandina Beach
Request for Qualifications
RFQ 21-01
Professional Services Continuing Contract

INTRODUCTION

The City of Fernandina Beach (hereinafter, “City” or “Agency”), in accordance with the provisions of FL 287.055 (the Consultants’ Competitive Negotiation Act; hereinafter “CCNA”), seeks the acquisition of Professional Services through a series of non-exclusive continuing contracts. Selection of consultant(s) for inclusion on the City’s CCNA approved list does not guarantee an award of a contract to the consultant during the contact period. The City is seeking Professional Services firms to include any or all of the following services:

- Civil/site Engineering
- Surveying/Mapping Services
- Environmental/Geotechnical/Testing Services
- Structural Engineering
- Coastal Engineering
- MEP Engineering
- Traffic Studies/Engineering
- Small Scale Architectural
- Large Scale Architectural
- Landscape Architectural
- Facilities Assessments
- Construction Monitoring/Observation/Administration Services

Information regarding the City’s organization, staff, and services can be found on the City’s website at www.fbfl.us.

The City will receive sealed submittals at the location stated below not later than **2:00PM(EST), June 25, 2021**.

A firm’s or individual’s letter of qualifications must state which professional service is offered to assist the City. Letters of qualifications and supporting documentation (total not to exceed twelve pages [double-sided, 8.5” x 11”]) must be delivered to City Hall in a sealed package, and should be clearly marked on the outside, and addressed to:

City of Fernandina Beach
Attn: City Clerk’s Office – **RFQ#21-01**
204 Ash Street
Fernandina Beach, FL 32034

Any submittal received after the above stated time and date will not be considered. It shall be the sole responsibility of the Submitter to have its submittal delivered to the City of Fernandina Beach, by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile or electronic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the Submitter.

Hand-delivered submittals should be provided to the Clerk’s Office at the above address.

City of Fernandina Beach
Request for Qualifications
RFQ 21-01
Professional Services Continuing Contract

SCOPE

As specifically defined by the CCNA,

a “continuing contract” is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.

The City reserves the right to select one or more consultants on the approved CCNA list to provide proposals for specific tasks and/or not accept proposals from an approved consultant.

This public notice initiates the qualification process to be considered for a continuing contract. The CCNA states:

Any firm or individual desiring to provide professional services to the agency must first be certified by the agency as qualified pursuant to law and the regulations of the agency. The agency must find that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

After receiving qualifications from interested professionals, as further specified by the CCNA, the

agency shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the agency to be applicable to its particular requirements. When securing professional services, an agency must endeavor to meet the minority business enterprise procurement goals under s. 287.09451.

After the City has evaluated the professional services and firms, the City will enter into a three-year non-exclusive professional services agreement with qualified firms for the Professional Services outlined above.

SCHEDULE

May 25, 2021
June 25, 2021
August 31, 2021
October 5, 2021

Notice published
Interest and qualifications due
Evaluation recommendation
City Commission approval

City of Fernandina Beach
Request for Qualifications
RFQ 21-01
Professional Services Continuing Contract

EVALUATION

Submittals will be evaluated by the City Engineer. All qualified submissions will be rated as follows:

Capabilities/personnel	40%
Past Performance/References	30%
Demonstrated Government Experience	20%
FL small/minority business	10%

Recommendations based on the evaluation will be forwarded to the City Manager to recommend the firm(s) and individuals to the City Commission for approval to award a Professional Services Continuing Contract.

QUESTIONS

For additional information, please contact Ms. Wanda Weeks, Purchasing Agent at wweeks@fbfl.org or (904) 310-3331.

REJECTION OF RESPONSE

- a. The City reserves the right to accept or reject any or all Respondents, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City shall be the sole judge of the submittals. The City's decision shall be final.

LATE RESPONSE

- a. Request for Qualifications and modifications received after the time set for the opening will not be considered.
- b. Modifications in writing received prior to the time set for the opening will be accepted.

LOCAL, STATE, AND FEDERAL COMPLIANCE

- a. Respondents shall comply with all local, state, and federal directives, orders and laws as applicable to the REQUEST FOR QUALIFICATIONS and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.
- b. A "Public Entity Crimes Statement", in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as "Exhibit B", must be received at the time of the proposal.
- c. A "Drug Free Workplace Certification" attached hereto as "Exhibit C", must be received at the time of the proposal.

City of Fernandina Beach
Request for Qualifications
RFQ 21-01
Professional Services Continuing Contract

- d. The City of Fernandina Beach requires that the Proposer selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations.
- e. An “E-Verify Statement” attached hereto as “Exhibit D” must be received at the time of the proposal.

AWARD OF REQUEST FOR QUALIFICATIONS

- a. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
- b. The City will enter into a three-year non-exclusive professional services agreement with qualified firms in accordance with the provisions of FL 287.055 (the Consultants’ Competitive Negotiation Act).
- c. Upon award, for construction projects, the Professional will be required to complete/execute the City’s Contract and General Conditions for Construction Services. An example of the contract can be found on the City’s website at www.fbfl.us/bids, Bids and Purchasing web page.
- d. Agreement may be cancelled with 30-day notice unless otherwise stated in signed contract documents.

NOT RESPONSIBLE FOR COSTS

- a. The City shall not be responsible for any cost incurred by a prospective Respondent to this Request for Qualifications.

PUBLIC INFORMATION

- a. All information contained in this Request for Qualifications is public information, and as such will be handled in accordance with chapter 119, Florida Statutes.

ADDITIONAL INFORMATION

- a. The City reserves the right to require Respondents to provide references and information on previous similar experience prior to award of the contract.

PAYMENT

Payment due hereunder shall be made by the City to PROFESSIONAL in accordance with the Florida Prompt Payment Act. The City’s preferred method of payment is electronically by credit card/line. Upon award, PROFESSIONAL will be contacted by the City’s provider, Commerce Bank, to participate in the City’s electronic payments program. **PROFESSIONAL must state on Exhibit “A” Contact whether they accept credit card payments and provide their Accounting Department contact name, phone number and email address.**

PROTESTS

Respondent protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section 2-444.

City of Fernandina Beach
Request for Qualifications
RFQ 21-01
Professional Services Continuing Contract

FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, PROFESSIONAL may not participate in the proposal if PROFESSIONAL is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing, www.epls.gov/eplsearch.do. PROFESSIONAL shall include copy of search results with proposal.

LOBBYING

- a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. PROFESSIONALS shall not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters shall be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

The PRODESSIONAL agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the PROFESSIONAL, its agents, officers, Professional's, sub-professionals, employees, or anyone else employed or utilized by the PROFESSIONAL in the performance of this Agreement. The PROFESSIONAL's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the PROFESSIONAL against the City and the PROFESSIONAL hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

Subject to the limitations set forth in this Section, the PROFESSIONAL shall assume control of the defense of any claim asserted by a third party against the City and, in connection with such defense, shall appoint lead counsel, in each case at the

City of Fernandina Beach
Request for Qualifications
RFQ 21-01
Professional Services Continuing Contract

PROFESSIONAL's expense. The City shall have the right, at its option, to participate in the defense of any third-party claim, without relieving PROFESSIONAL of any of its obligations hereunder. If the PROFESSIONAL assumes control of the defense of any third-party claim in accordance with this paragraph, the PROFESSIONAL shall obtain the prior written consent of the City before entering into any settlement of such claim. Notwithstanding anything to the contrary in this Section, the PROFESSIONAL shall not assume or maintain control of the defense of any third party claim, but shall pay the fees of counsel retained by the City and all expenses, including experts' fees, if (i) an adverse determination with respect to the third party claim would, in the good faith judgment of the City, be detrimental in any material respect to the City's reputation; (ii) the third party claim seeks an injunction or equitable relief against the City; or (iii) the PROFESSIONAL has failed or is failing to prosecute or defend vigorously the third party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third-party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.08, Florida Statutes, as amended. PROFESSIONAL expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section 725.08, Florida Statutes, as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

INSURANCE

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the PROFESSIONAL shall, at its sole expense, maintain the following insurance on its own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Professional" as used in the insurance rider, shall mean and include Sub-Professionals of every tier.

- A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million (\$1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.
- B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million (\$1,000,000.00) dollars per occurrence and TWO Million (\$2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per project basis. Coverage must include the following perils:
 - 1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
 - 2. Completed Operations/Products Liability.
 - 3. Broad Form Property Damage
 - 4. Personal and Advertising Injury Liability
 - 5. Independent Professionals

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6. Endorsements must be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Professional, Professional, (your company), their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and non-contributing basis.
 7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Professional, Professional, (your company) and all other parties required to be named as additional insureds.
 8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Professional (your company).
 9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Professional (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.
- C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million (\$1,000,000.00) Dollars.
- D. Umbrella I Excess Liability Insurance with a limit of no less than One Million (\$1,000,000) minimum per occurrence.
- E. During the term of this agreement, (if applicable) the PROFESSIONAL will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the PROFESSIONAL. The amount of insurance shall not be less than \$1,000,000 per occurrence and aggregate.
- F. Loss Deductible – If the insurance of any PROFESSIONAL contains deductible(s), penalty(s) or self-insured retention(s), the PROFESSIONAL Whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).
- G. Where an Off Project Site Property exposure exists, the Professional at its sole expense shall furnish to the Owner and Professional (your company) Certificates of Insurance and other required documentation evidencing the following coverage which shall provide for the interests of [Name of Owner] , [Name of General Professional] and (your company) to be named as Loss Payees and shall contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.
"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site.
Coverage is to be provided on a replacement cost basis.
- H. The above insurances shall each contain the following wording verbatim: "[Name of Owner], [Name of General Professional] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of

City of Fernandina Beach
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General Professional] and [Name and address of your company] by certified mail-return receipt requested."

- I. The amount of insurance contained in the aforementioned insurance coverages shall not be construed to be a limitation of the liability on the part of the Sub-Professional or any of its Sub-Professionals.
- J. The Professional shall file certificates of insurance prior to the commencement of work with the Owner and the General Professional which shall be subject to the Owner, General Professional and (your company) approval of adequacy of protection and the satisfactory character of the Insurer.
- K. Any type of insurance or any increase of limits of liability not described above which the Sub-Professional requires for its own protection or on account of statute shall be its own responsibility and at its own expense.
- L. The carrying of the insurance described shall in no way be interpreted as relieving the Professional or Sub-Professional of any responsibility of liability under this Contract.
- M. Any policies effected by the Professional on its Owned and/or Rented Equipment and Materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of General Professional], [Name of Professional (your company)] and all other indemnities' named in the Contract.
- N. Should the Professional engage a Sub-Professional, the same conditions will apply under this contract to each Sub-Professional, however, the retained Sub-Professional shall be required to maintain limits of liability of not less than One Million (\$1,000,000.00) Dollars per occurrence and Two Million (\$2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Sub-Professional.

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EXHIBITS

EXHIBIT “A”	Contact Sheet
EXHIBIT “B”	Public Entity Crimes
EXHIBIT “C”	Drug-Free Workplace Certification
EXHIBIT “D”	E-Verify Statement
EXHIBIT “E”	Proposer Acknowledgements and Agreements
EXHIBIT “F”	Conflict of Interest
EXHIBIT “G”	Non-Collusion Affidavit
EXHIBIT “H”	Disputes Disclosure

City of Fernandina Beach
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EXHIBIT "A"
CONTACT SHEET

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

FIRM Accepts Credit Cards*: Yes No

Accounting Contact:

Name: _____ **Title:** _____

Email Address: _____ **Phone:** _____

***See preferred method of payment under "Prompt Payment Act" section of the General Conditions**

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

City of Fernandina Beach
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EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.
2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

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7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

Date:

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20____, and is personally known to me, or has provided _____ as identification.

Notary Public

My Commission expires: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

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EXHIBIT “C”

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed PROFESSIONAL certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ PHONE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

City of Fernandina Beach
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EXHIBIT “D”
E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security’s E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

City of Fernandina Beach
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EXHIBIT “E”

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
Understands and agrees to all terms.
2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
Understands and agrees to all terms.
3. EVALUATION AND CONTRACT OVERVIEW
Understands and agrees to all terms.
4. PROPOSER’S RESPONSE: SUBMITTAL INFORMATION
Understands and agrees to all terms.
5. PROPOSER’S RESPONSE: PROPOSED TEAM
Understands and agrees to all terms.
6. PROPOSER’S RESPONSE: PROPOSED COMPENSATION
Understands and agrees to all terms.

Name: _____ Title: _____

Signature: _____ Date: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

City of Fernandina Beach
Request for Qualifications
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EXHIBIT “F”

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is _____ and my relationship to the entity named above is _____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature

Date:

City of Fernandina Beach
Request for Qualifications
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STATE OF FLORIDA

COUNTY OF _____

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20____, and is personally known to me, or has provided _____ as identification.

Notary Signature

My Commission expires: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

City of Fernandina Beach
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EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is _____ and my relationship to the entity named above is _____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Date:

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20__, and is personally known to me, or has provided _____ as identification.

Notary Signature

My Commission expires: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

City of Fernandina Beach
Request for Qualifications
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EXHIBIT “H”
DISPUTES DISCLOSURE FORM

Answer the following questions by placing as “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five years?

YES___ NO___

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five years?

YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five years that is related to the services your firm provides in the regular course of business?

YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Firm

Date

Authorized Signature

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH SUBMITTAL OPENING
RFQ 21-01 CCNA PROFESSIONAL SVCS CONTINUING CONTRACT

June 25, 2021 Response Opening

Opened by: Charles George and Wanda Weeks

DATE/TIME	COMPANY NAME	LOCATION	EXHIBIT A-H	ADDENDUMS NO. 1-4
6/25/2021 11:41am	AE Engineering, Inc	219 North Newnan Street, 4th Floor, Jacksonville, FL 32202	√	√
6/24/2021 10:57am	Alliant Engineering, Inc	7406 Fullerton St, Ste 110, Jacksonville, FL 32256	√	√
6/25/2021 11:32am	Applied Technology & Mgmt, Inc - ATM	2201 NW 40th Terrace, Gainesville, FL 32605	√	√
6/21/2021 2:46pm	Arminius Consultants, LLC	2501 Bayfront Pkwy, Orland, FL 32806	√	√
6/24/2021 12:39pm	Ayres Associates, inc	8875 Hidden River Pkwy, Ste 200, Tampa, FL 33637	√	√
6/25/2021 11:17am	Bhide & Hall Architects, PA	1329-C Kingsley Ave, Orange Park, FL 32073	√	√
6/21/2021 2:44pm	Bio-Tech Consulting, Inc	3025 East South Street, Orlando, FL 32803	√	√
6/25/2021 10:18am	Chen Moore & Assoc - CMA	341 N. Maitland Ave, Ste 346, Maitland, FL 32751	√	√

6/25/2021 9:59am	Civil Services, Inc - CSI	2394 St. Johns Bluff Road, South, Jacksonville, FL 32246	√	√
6/24/2021 10:56am	CMar Consulting, LLC	7990 Baymeadows Rd. E #308, Jacksonville, FL 32256	√	√
6/24/2021 10:57am	Coyle & Caron, Inc	236 Pasadena Place, Orlando, FL 32803	√	√
6/25/2021 11:32am	CPH, Inc	5200 Belfort Rd, Ste 220, Jacksonville, FL 32256	√	√
6/24/2021 12:39pm	Crawford, Murphy & Tilly, Inc. - CMT	7400 Baymeadows Way, Ste 220, Jacksonville, FL 32256	√	√
6/25/2021 9:16am	CSIGeo	2394 St Johns Bluff Road S, #200, Jacksonville, FL 32246	√	√
6/23/2021 9:26am	DRMP, Inc	8001 Belfort Pkwy, Suite 200, Jacksonville, FL 32256	√	√
6/25/2021 10:29am	ECS Florida, LLC	11554 Davis Creek Court, Jacksonville, FL 32256	√	√
6/24/2021 12:39pm	Equus Innovative Solutions LLC	5357 Winrose Falls Drive, Jacksonville, FL 32258	√	√
6/25/2021 10:11am	ERS Engineering Inc	5775 Timuquana Road, Jacksonville, FL 32210	√	√
6/25/2021 1:09pm	Four Waters Engineering, Inc	324 6th Ave North, Jacksonville, FL 32250	√	√
6/25/2021 11:31am	GAI Consultants, Inc.	1301 Riverplace Blvd, Ste 900, Jacksonville, FL 32207	√	√

6/10/2021 4:17pm	Gillette & Associates, Inc	20 South 4th Street, Amelia Island, FL 32034	√	√
6/24/2021 10:57am	GLE Associates, Inc	8651 Baypine Road, Ste 115, Jacksonville, FL 32256	√	√
6/23/2021 3:08pm	Halff Associates, Inc.	7807 Baymeadows Rd. East St 200, Jacksonville, FL 32256	√	√
6/24/2021 3:23pm	Hanson Professional Services, Inc	8075 Gate Pkwy West, Ste 204, Jacksonville, FL 32216	√	√
6/25/2021 11:32am	Kimley Horn and Associates, Inc	12740 Gran Bay Pkwy West, Ste 2350, Jacksonville, FL 32258	√	√
06/25/2021 12:36pm	Marquis Latimer & Halback	34 Cordova Stree, Ste A, St. Augustine, FL 32084	√	√
6/25/2021 1:37pm	McCranie & Associates	301 Centre Street, Ste 200, Fernandina Beach, FL 32034	√	√
6/25/2021 11:19am	Passero Associates, LLC	4730 Casa Cola Way, Ste 200, St. Augustine, FL 32095	√	√
6/25/2021 9:42am	PPM Consultants, Inc	750 South Northlake Blvd, Ste 1012, Altamonte Springs, FL 32701	√	√
6/24/2021 12:39pm	Silling Associates, Inc	605 E. Robinson Street, Ste 630, Orlando, FL 32801	√	√
6/25/2021 11:32am	Terracon Consultants, Inc	8001 Baymeadows Way, Ste 1, Jacksonville, FL 32256	√	√
6/23/2021 1:46pm	Thomas & Hutton Engineering Co	1208 Newcastle Street, Ste 201, Brunswick, GA 31520	√	√

6/24/2021 10:56am	TJKM, Inc	4305 Hacienda Drive, Ste 550, Pleasanton, CA 94588	√	√
6/24/2021 12:39pm	TTV Architects, Inc.	115 E. Forsyth Street, Jacksonville, FL 32202	√	√
6/25/2021 1:22pm	Universal Engineering Sciences, LLC	5561 Florida Mining Blvd, South, Jacksonville, FL 32257	√	√
6/24/2021 12:39pm	Water & Air Research, Inc	6821 SW Archer Road, Gainesville, FL 32608	√	√
6/25/2021 11:53am	Wood Enfironment & Infrastructure Solutions, LLC	6256 Greenland Road, Jacksonville, FL 32258	√	√

email address

johnhermann@arminius.co
Rsemmes@appliedtm.com
DanaA@AyresAssociates.com
tbaker@bdbjax.com
jruble@bhide-hall.com
brett@castlebaydesign.com
csijax@civilservicesinc.com
info@cmarconsulting.com
Scoyle@coylecaron.com
wadeo@cphcorp.com
kope@fkaid.com
info@4WEng.com
asa@gilletteassociates.com
info@gaiconsultants.com
ewidholm@hanson-inc.com
cbuffaloe@jonesedmunds.com
mikemanzie@gmail.com
jeremy@halback.com
jt@mrd-associates.com
eolsen@olsen-associates.com
reh@reholland.Net
gsneddon@stonejoca.com
dale.wheeler@systechfire.com
chris.Mcintyre@terracon.com
kim.jowers@tlc-eng.com
michael.holm@woodplc.com

LEGAL AD



REQUEST FOR QUALIFICATIONS

The City of Fernandina Beach will receive sealed competitive responses for requirements for the following until no later than **2:00PM(EST), June 25, 2021**.

**RFQ 21-01
CCNA PROFESSIONAL SERVICES CONTRACT**

Services to include any or all of the following:

- Civil/site Engineering
- Surveying/Mapping Services
- Structural Engineering
- Traffic Studies/Engineering
- Facilities Assessments
- Construction Monitoring/Observation/Administration Services
- Environmental/Geotechnical/Testing Services
- Small Scale Architectural
- Large Scale Architectural
- Landscape Architectural
- Coastal Engineering
- MEP Engineering

RFQ Documents and Specifications are available to download from the City of Fernandina Beach website, www.fbfl.us/bids and the Demandstar website at www.demandstar.com. Questions regarding the RFQ requirements or process can be directed in writing to Wanda Weeks, Purchasing Agent at wweeks@fbfl.org.

CITY OF FERNANDINA BEACH
204 ASH STREET
FERNANDINA BEACH, FL 32034

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: SETTLEMENT AGREEMENT- O'STEEN COMPANY, LLP- ATTORNEYS FEES

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2021-174

SYNOPSIS: In 2020, the City Commission directed the City Attorney to file an eminent domain action for waterfront property owned by O'Steen Company, LLP, Richard S. Simmons and Pamela O. Simmons. Following mediation in January 2021, a new appraisal was conducted. Based on the results of the appraisal, the City Commission directed the City Attorney to voluntarily dismiss eminent domain proceedings in June 2021. Per Florida Statute, O'Steen Company, LLP, Richard S. Simmons and Pamela O. Simmons are entitled to reasonable attorneys' fees. After negotiation, the parties agreed to settle attorneys' fees in the amount of \$47,500.

FISCAL IMPACT: This expense was not anticipated, staff recommends funds be transferred from the Contingency account, 0018200 59900 in the amount of \$26,950; from the Legal Contractual account, 0011400 in the amount of \$20,550 into the Legal/Litigation Costs account, 0011400 54930 to pay the settlement: \$47,500.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2021-174.

Monica Benischeck, Administrative Services Manager	10/12/2021
Dale Martin, City Manager	10/12/2021
Pauline Testagrose, Comptroller	10/12/2021
Tammi E. Bach, City Attorney	10/12/2021

Date: October 05, 2021

Submitted By: Katie Newton, Legal Assistant

COMMISSION ACTION: Adopt

RESOLUTION 2021-174

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A SETTLEMENT AGREEMENT FOR ATTORNEYS' FEES IN THE MATTER OF CITY OF FERNANDINA BEACH V. O'STEEN COMPANY LLP, RICHARD S. SIMMONS AND PAMELA O. SIMMONS IN THE AMOUNT OF \$47,500; AUTHORIZING EXECUTION; APPROVING A BUDGET TRANSFER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in 2020, the City Commission directed the City Attorney to file an eminent domain action for property located at the waterfront and owned by the O'Steen Company LLP, Richard S. Simmons and Pamela O. Simmons, and

WHEREAS, after mediation in January 2021, a new appraisal was conducted; and

WHEREAS, based on the results of the appraisal, the City Commission directed the City Attorney to voluntarily dismiss the case in June 2021; and

WHEREAS, O'Steen Company LLP, Richard S. Simmons and Pamela O. Simmons are entitled to reasonable attorneys' fees per Florida Statute; and

WHEREAS, after negotiation, the parties have agreed to settle attorneys' fees in the amount of \$47,500; and

WHEREAS, this expense was not anticipated in the FY20/21 budget and funds will need to be transferred from the Contingency account, 0018200 59900 in the amount of \$26,950, from the Legal Contractual account, 0011400 54934 in the amount of \$20,550 to the Legal/Litigation Costs account, 0011400 54930 for a total of \$47,500, to pay the settlement.

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 Settlement Agreement attached hereto as Exhibit "A", and authorizes the City Manager and City Clerk to execute all documents pertaining to such settlement after review and approval by the City Attorney.

SECTION 2. The City Commission further authorizes transferring funds from the Contingency account, 0018200 59900 in the amount of \$26,950, from the Legal Contractual account, 0011400 in the amount of \$20,550 to the Legal/Litigation Costs account, 0011400 54930 for a total of \$47,500, to pay this expense.

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

ADOPTED this 19th day of October 2021.

CITY OF FERNANDINA BEACH

Michael A. Lednovich
Commissioner-Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



Caroline Best
City Clerk

Tammi E. Bach
City Attorney

SETTLEMENT AGREEMENT
RELATED TO DEFENDANTS' MOTION FOR ATTORNEY FEES & COSTS

On this ____ day of October, 2021, **The City of Fernandina Beach** (hereinafter "Plaintiff"), and **The O'Steen Company, LLP, Richard S. Simmons and Pamela O. Simmons** (hereinafter "Defendants") (collectively the "Parties") enter into this Settlement Agreement Related to Defendants' Motion for Attorney Fees & Costs ("Settlement Agreement") and state as follows:

WHEREAS, Plaintiff filed its Notice of Voluntary Dismissal and Release of Lis Pendens on June 17, 2021, related to the case styled as: The City of Fernandina Beach v. The Osteen Company, Richard S. Simmons, and Pamela O. Simmons, Nassau County Case No. 2020-CA-146, (the "Action"); and

WHEREAS, Defendants filed their Motion to Tax Attorney Fees and Costs on June 17, 2021, in the above-referenced Action.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, for the compromise and settlement of Defendants' Motion for Attorney Fees & Costs and any other claims arising out of or related to said Motion, the Parties, based on the following consideration agree as follows:

- A. Within seven (7) days of execution by the Parties or their attorneys of this Settlement Agreement, Plaintiff shall tender payment to Defendants' counsel, Moore Bowman & Reese, P.A., in the amount of \$47,500.00; and
- B. Within three (3) days of Plaintiff's above payment, Defendants' counsel shall file with the Court a Notice of Withdrawing Defendants' Motion to Tax Attorney Fees & Costs.

The above-recited consideration is the full, complete and entire consideration for this Settlement Agreement. Plaintiff and Defendants hereby represent that they have read this Settlement Agreement, that it has been explained to them by their attorneys, and that they fully understand the purport, tenor, and effect of this Settlement Agreement and further acknowledge that it contains and sets forth the entire agreement between the Parties, and there is no part of the agreement which is not fully, completely, accurately, and truly set forth herein.

IN WITNESS WHEREOF, **The City of Fernandina Beach** and **The O'Steen Company, LLP, Richard S. Simmons and Pamela O. Simmons** have executed this Settlement Agreement in the State of Florida as of the ____ day of October, 2021.

THE CITY OF FERNANDINA BEACH

RICHARD S. SIMMONS

By: _____

By: _____

Title: City Manager

Title: _____

THE O'STEEN COMPANY, LLP

PAMELA O. SIMMONS

By: _____

By: _____

Title: _____

Title: _____

*AMENDED
RESOLUTION 2021-89

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, REJECTING SETTLEMENT IN THE CASE OF CITY OF FERNANDINA BEACH V. THE O'STEEN COMPANY, ET AL.; DIRECTING THE CITY ATTORNEY TO VOLUNTARILY DISMISS THE CASE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at the direction of the City Commission, the City put in an offer to purchase property along the City's waterfront near the Marina owned by The O'Steen Company, LLP, Richard S. Simmons and Pamela O. Simmons, for the purpose of a public park. The purchase offer was rejected, and the Commission elected to move forward with eminent domain action; and

WHEREAS, on September 10, 2020, The City of Fernandina Beach v. The O'Steen Company, LLP, Richard S. Simmons and Pamela O. Simmons, Case No. 2020-CA-000146 was filed in the Fourth Judicial Circuit for Nassau County, Florida; and

WHEREAS, on January 22, 2021, the parties met in mediation with Mr. Richard S. Simmons. The City Attorney and City Manager attended on behalf of the City with Jacobs, Schultz & Wyler, LLC Attorneys Arthur I. "Buddy" Jacobs and Douglas Wyler; and

WHEREAS, several hours of meditation resulted in the parties agreeing to conduct a new appraisal of the subject property to be considered by the City Commission upon completion; and

WHEREAS, on June 1, 2021, the City Commission met in a Special Meeting/Executive Session to consider the appraisal completed by Diskin Property Research, which values the subject property in the amount of Two Million Three Hundred Thousand Dollars (\$2,300,000.00).

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

SECTION 1. The City Commission wishes to reject the appraisal amount of \$2,300,000.00 in the matter of The City of Fernandina Beach v. The O'Steen Company, LLP, Richard S. Simmons and Pamela O. Simmons, Case No. 2020-CA-000146 pending in the Fourth Judicial Circuit Court in and for Nassau County, Florida.

SECTION 2. The City Commission further directs the City Attorney to voluntarily dismiss Case No. 2020-CA-000146 pending in the Fourth Judicial Circuit Court in and for Nassau County, Florida.

SECTION 2-3. This Resolution is effective immediately upon passage.

ADOPTED this 15th day of June, 2021.

CITY OF FERNANDINA BEACH



Michael A. Lednovich
Commissioner-Mayor

ATTEST:



Caroline Best
City Clerk

APPROVED AS TO FORM AND LEGALITY:



Tammi E. Bach
City Attorney

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

THE CITY OF FERNANDINA BEACH, a
Florida municipality,

Petitioner,

v.

CASE NO.: 2020-CA-0146

THE O'STEEN COMPANY, LLP, a Florida
Limited Liability Partnership; RICHARD S.
SIMMONS and PAMELA O. SIMMONS

Respondents.

NOTICE OF VOLUNTARY DISMISSAL AND RELEASE OF LIS PENDENS

Petitioner, THE CITY OF FERNANDINA BEACH, by and through the undersigned counsel,
hereby voluntarily dismisses the subject action and releases and discharges the Lis Pendens filed herein.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on this 17th day of June, 2021, a copy of the foregoing has been
electronically filed with the Florida E-File Portal for e-service on all parties of record herein.

JACOBS, SCHOLZ & WYLER, LLC

/s/ Arthur I. Jacobs

ARTHUR I. JACOBS, ESQ.
Florida Bar No. 108249
RICHARD J. SCHOLZ, ESQ.
Florida Bar No. 0021261
DOUGLAS A. WYLER, ESQ.
Florida Bar No. 119979
961687 Gateway Blvd, Suite 201-I
Fernandina Beach, FL 32034
Telephone: (904) 261-3693
Facsimile: (904) 261-7879
jacobsscholzlaw@comcast.net

Attorneys for Petitioner

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

**THE CITY OF FERNANDINA BEACH,
a Florida municipality,**

Petitioner,

CASE NO.: 2020-CA-000146

v.

**THE O'STEEN COMPANY, LLP, a Florida
Limited Liability Partnership; RICHARD S.
SIMMONS and PAMELA O. SIMMONS,**

Respondents.

NOTICE OF FILING

COMES NOW, Respondents, RICHARD S. SIMMONS, PAMELA O. SIMMONS and THE O'STEEN COMPANY, LLP, by and through undersigned counsel and in accordance with §§ 73.091(2) and 73.092(4), Fla. Stat. (2020), hereby submit detailed statements of services rendered for both Diskin Property Research and for Moore, Bowman & Reese, P.A. The amounts set forth in the attachments are to be reimbursed by the City of Fernandina Beach in accordance with the law.

CERTIFICATE OF SERVICE

I certify that a true copy of the foregoing was electronically filed with the Florida Courts e-Portal this 27th day of July, 2021, which will serve a copy of same upon all parties of record in this proceeding.

MOORE BOWMAN & REESE, P.A.
4100 W. Kennedy Boulevard, Suite 221
Tampa, Florida 33609
(P) 813-318-9000
(F) 877-203-5748

By: /s/ Jackson H. Bowman
Jackson H. Bowman, Esquire
Florida Bar No. 143715
jbowman@mbrfirm.com
kfernandez@mbrfirm.com
Attorney for Respondents

220012 Time Sheet - Fernandina Beach

Date	Task	Hours
10/14/2020	Review documents provided by Attorney Bowman	2.50
10/14/2020	Research subject information through Nassau County Property Appraiser website, Google Earth, and City of Fernandina Beach sources.	2.25
10/14/2020	Create spreadsheet of Colliers International land sales for analysis	0.75
10/15/2020	Gather property record cards, deeds, aerials, and other relevant documents for each of the potential comparable land sales	2.60
10/15/2020	Search databases for active listings of land in the vicinity of the subject	0.75
10/15/2020	Begin reading Fernandina Beach land use regulations related to the FLU, Zoning, and overlays districts.	0.75
10/15/2020	Perform sales search using the Nassau County Property Appraiser website. Spreadsheet results and analyze data.	1.50
10/15/2020	Perform sales search using the Duval County Property Appraiser website. Spreadsheet results and analyze data.	2.30
10/16/2020	Continue analysis/research of land sales.	3.10
10/16/2020	Review DEO Waterfronts Florida website and other sources	1.25
10/19/2020	Search FDEO Working Waterfront Communities for land sales	2.75
10/20/2020	Continue searching FDEO Working Waterfront Communities for land sales	2.00
Various Dates	Telephone discussions with Mr. Jacobs and Mr. Bowman	3.25
Various Dates	Verification of the land sale data	2.75
2/9/2021	Writing	1.50
2/27/2021	Inspection of the subject site and the potential comparable data	8.25
3/10/2021	Writing	1.20
Various Dates	Discussions with engineer, architect, and builders	1.10
4/14/2021	Gathering demolition information about 511 Ash Street	0.50
4/15/2021	Writing sections of the report	1.80
4/30/2021	Writing the report	0.75
5/1/2021	Writing	0.75
5/6/2021	Writing	1.60
5/7/2021	Writing	0.50
5/8/2021	Writing	2.00
Total Hours		48.45
Diskin Property Research		
2938 Wellington Circle, Tallahassee, FL 32309		
Hourly Rate		\$325
FEID 59-3229597		
Fee for Appraisal Analysis and Report		\$15,746.25

Moore, Bowman, & Reese, P.A.
4100 West Kennedy Boulevard, Suite 221
Tampa, Florida 33609
Telephone: (813) 318-9000 Fax: (877) 203-5748
Federal Tax I.D. No.: 45-4018828

O'Steen Company, LLP
759 North Edgewood Ave.
Jacksonville, FL 32254

Attention: Richard and Pamela Simmons

July 08, 2021

Client: 001661

Matter: 000001

Invoice #: 1119

Resp. Atty: JHB

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RE: Amelia River Waterfront Development
City of Fernandina Beach

For Professional Services Rendered Through July 08, 2021

SERVICES

Date	Person	Description of Services	Hours	Amount
8/27/2019	JHB	Telephone conference with R. Simmons regarding City of Fernandina Beach park project; review Front Street Park and related City documents.	6.0	\$2,970.00
8/28/2019	JHB	Receive and review documents from R. Simmons regarding project; draft representative authorization form and forward to R. Simmons; research Front Street Glad City purchase.	7.0	\$3,465.00
1/7/2020	JHB	Email to R. Simmons regarding progress of project.	0.2	\$99.00
2/17/2020	JHB	ED with and without Simmons.	1.0	\$495.00
5/14/2020	JHB	Multiple emails from/to R. Simmons regarding status of project.	0.4	\$198.00
5/15/2020	JHB	Telephone conference with R. Simmons regarding project.	1.0	\$495.00
6/9/2020	JHB	Telephone conference with R. Simmons regarding service of suit.	1.0	\$495.00
6/10/2020	JHB	Receive and review copy of the petition in eminent domain.	1.3	\$643.50
6/12/2020	KF	Review court docket and download copies of the pleadings.	1.3	\$253.50
6/18/2020	JHB	Research and review documents regarding City of Fernandina Beach Amelia Riverfront Park project; review eminent domain resolution and begin outline of defenses.	7.5	\$3,712.50
6/19/2020	JHB	Legal research on defenses.	2.0	\$990.00
6/19/2020	KF	Review court docket and download claim amount, return of service for Pamela Simmons and return of service for Richard Simmons.	0.6	\$117.00

July 08, 2021

Client: 001661

Matter: 000001

Invoice #: 1119

Resp. Atty: JHB

Page: 2

SERVICES

Date	Person	Description of Services	Hours	Amount
6/22/2020	JHB	Review agendas and back up documents from City Council meetings regarding project; review Downtown Parking Study and CRA documents for defense.	5.0	\$2,475.00
6/23/2020	JHB	Review Sea Level Rise Study, budget to determine money source for eminent domain; legal research on defenses.	4.5	\$2,227.50
6/24/2020	JHB	Draft answer, request for production and interrogatories; review documents.	5.0	\$2,475.00
6/25/2020	JHB	Revise answer, request for production and interrogatories.	3.0	\$1,485.00
6/26/2020	JHB	Continue to review project documents; telephone conference with R. Reese regarding discovery requests.	3.0	\$1,485.00
6/26/2020	RCR	Telephone with J. Bowman regarding discovery requests.	0.5	\$247.50
6/29/2020	JHB	Revise and finalize notice of appearance and email designation, answer and defenses, request for production and interrogatories to City; file with court and serve on petitioner.	4.0	\$1,980.00
7/1/2020	JHB	Receive, review and respond to email from client regarding service of lawsuit.	0.3	\$148.50
7/7/2020	JHB	Prepare answer and affirmative defenses and notice of appearance; file with court.	1.5	\$742.50
7/23/2020	JHB	Email from D. Wyler confirming City's discovery response extension.	0.1	\$49.50
8/12/2020	JHB	Receive and review notice of serving Petitioner's response to request for production and answers to interrogatories.	0.6	\$297.00
8/13/2020	KF	Receive discs with documents responsive to request for production; begin to download documents.	2.5	\$487.50
8/14/2020	KF	Continue to download documents from discs.	2.3	\$448.50
8/17/2020	KF	Continue to download documents from discs.	2.4	\$468.00
8/18/2020	KF	Continue to download documents from discs.	1.7	\$331.50
8/19/2020	KF	Continue to download documents from discs.	2.2	\$429.00
8/20/2020	KF	Continue to download documents from discs.	1.9	\$370.50
8/21/2020	KF	Continue to download documents from discs.	1.5	\$292.50
8/24/2020	KF	Download final documents from discs.	1.0	\$195.00
9/9/2020	JHB	Receive and review Declaration of Taking filed with the court, review slow take law; Keystone file.	4.0	\$1,980.00
9/10/2020	JHB	Receive and review Lis Pendens.	0.4	\$198.00
9/15/2020	JHB	Review stale appraisal law.	1.0	\$495.00
9/28/2020	JHB	Receive and review requests for production, notices of serving interrogatories, and interrogatories to the O'Steen Company, Richard Simmons and Pamela Simmons.	2.0	\$990.00

July 08, 2021

Client: 001661

Matter: 000001

Invoice #: 1119

Resp. Atty: JHB

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SERVICES

Date	Person	Description of Services	Hours	Amount
10/8/2020	JHB	Email to D. Wyler requesting dates for multiple depositions.	0.2	\$99.00
10/13/2020	JHB	Review City's documents to determine potential deposition witnesses.	7.0	\$3,465.00
10/15/2020	JHB	Map and review sales used by City in offer appraisal.	5.0	\$2,475.00
10/22/2020	JHB	Research and review Front Street documents.	3.0	\$1,485.00
10/27/2020	JHB	Email to D. Wyler requesting extension to respond to discover requests.	0.1	\$49.50
10/28/2020	JHB	Email from D. Wyler granting extension for discovery responses.	0.1	\$49.50
11/13/2020	JHB	Email to D. Wyler recommending mediation.	0.2	\$99.00
11/18/2020	JHB	Email to client with potential mediation dates.	0.1	\$49.50
12/3/2020	JHB	Multiple emails coordinating and confirming date for mediation.	0.3	\$148.50
12/4/2020	JHB	Email to/from G. Gendzier confirming mediation date.	0.3	\$148.50
12/10/2020	JHB	Receive and review notice of mediation (standard order).	0.4	\$198.00
1/7/2021	JHB	Receive review and respond to email regarding location of mediation.	0.3	\$148.50
1/9/2021	JHB	Review documents, research and prepare for mediation.	0.6	\$297.00
1/10/2021	JHB	Review documents, research and prepare power point for mediation.	4.0	\$1,980.00
1/11/2021	JHB	Research property information and aerials; prepare power point for mediation.	3.0	\$1,485.00
1/12/2021	JHB	Legal research and prepare for mediation; review impact fee law.	6.0	\$2,970.00
1/13/2021	JHB	Travel to Fernandina to meet with Mr. Simmons.	6.5	\$3,217.50
1/14/2021	JHB	Prepare and file Notice of Mediation Authority; multiple emails regarding mediation.	0.7	\$346.50
1/15/2021	JHB	Email to D. Wyler regarding no appraisal on property.	0.2	\$99.00
1/17/2021	JHB	Plot and review new sales.	4.0	\$1,980.00
1/19/2021	JHB	Review city commission agendas and back up documents regarding project; continue to prepare for mediation.	4.5	\$2,227.50
1/20/2021	JHB	Review documents, research and prepare power point for mediation.	5.0	\$2,475.00
1/21/2021	JHB	Travel to Fernandina; Meeting with clients and prepare and refine power point for mediation.	11.5	\$5,692.50
1/22/2021	JHB	Prepare for and attend mediation; Travel home.	11.5	\$5,692.50
1/23/2021	JHB	Receive and review Mediation Report.	0.4	\$198.00
2/2/2021	JHB	Review meeting tapes - shows rent to be \$7.50 per SF.	2.0	\$990.00
3/22/2021	JHB	Riparian Rights review.	1.5	\$742.50

July 08, 2021

Client: 001661
Matter: 000001
Invoice #: 1119
Resp. Atty: JHB
Page: 4

SERVICES

Date	Person	Description of Services	Hours	Amount
4/29/2021	JHB	Riparian Rights seminar and Law Review.	3.0	\$1,485.00
5/8/2021	JHB	Receive and review Diskin Property Research appraisal.	2.0	\$990.00
5/12/2021	JHB	Review Barry Diskin's report.	1.5	\$742.50
6/15/2021	JHB	Watch City meeting; discuss City threats with Barry Diskin.	3.0	\$1,485.00
6/16/2021	JHB	Review appraisals completed for City on Front Street properties/same as Barry Diskin; telephone conference with B. Diskin regarding City Commission meeting; forward documents to B. Diskin for review.	6.0	\$2,970.00
6/16/2021	KF	Upload documents to sharefile and provide link to B. Diskin.	0.5	\$97.50
6/17/2021	JHB	Receive and review notice of dismissal; prepare request to City for copy of transcript of June 1, 2021 executive session; prepare motion for fees and costs.	3.0	\$1,485.00
Total Professional Services			177.1	\$82,294.50

PERSON RECAP

Person		Hours	Rate	Amount
JHB	Jackson H. Bowman	158.7	\$495.00	\$78,556.50
RCR	Ryan C. Reese	0.5	\$495.00	\$247.50
KF	Kristen Fernandez	17.9	\$195.00	\$3,490.50

Total Services	\$82,294.50
Applicable Tax	\$0.00
Total Disbursements	\$0.00
Total Current Charges	\$82,294.50
Previous Balance	\$0.00
Current Interest	\$0.00
Less Payments	(\$0.00)
Less Retainer Applied	(\$0.00)
Less Trust Applied	(\$0.00)
Less Credits/Write Offs	(\$5,197.50)
PAY THIS AMOUNT	\$77,097.00

Trust Balance	\$0.00
Retainer Balance	\$0.00

Due Upon Receipt. Please include the invoice number on all remittance. Thank you.

JACOBS SCHOLZ & WYLER, LLC.

A LIMITED LIABILITY COMPANY OF PROFESSIONAL ASSOCIATIONS

THE LAW OFFICES OF
JACOBS & ASSOCIATES, P.A.
ARTHUR I. JACOBS

ATTORNEYS AT LAW
GATEWAY TO AMELIA
961687 GATEWAY BLVD., SUITE 201-I
FERNANDINA BEACH, FLORIDA 32034

TELEPHONE (904) 261-3693
FAX NO. (904) 261-7879

RICHARD J. SCHOLZ, P.A.
RICHARD J. SCHOLZ

DOUGLAS A. WYLER, P.A.
DOUGLAS A. WYLER

October 11, 2021

Via Electronic Mail:

Tammi Bach, City Attorney
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

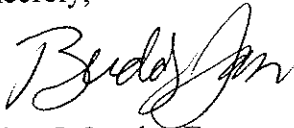
RE: City of Fernandina Beach v. O'Steen Company , LLP etal
Nassau County, Case No.: 2020-CA-146

Dear Ms. Bach:

As discussed, we have reached a settlement amount with regard to the above referenced matter. Based on Mr. Bowman and his expert's testimony, the Defendants were seeking \$77,097.00 in attorney's fees and costs as a result of this action. I have enclosed a copy of the Defendants' Statement of Services for your review. In defense of their claims, we sought the assistance of expert Robert S. Yerkes, Esq. of Foerster, Isaac and Yerkes, P.A. who specializes in eminent domain trial practice and has had over forty (40) years of experience in this area of law. Based on thorough review of the record and other documentation provided by our office, Mr. Yerkes' opinion is that the reasonable attorney's fee in this matter is \$45,000.00. I have enclosed a copy of Mr. Yerkes letter of opinion for your convenience. As a result, we have settled on \$47,500.00 for all legal fees and costs. We are happy to have settled this matter for approximately 40% less than Defendants' originally sought.

Should you wish to discuss this matter, please contact our office.

Sincerely,



Arthur I. Jacobs, Esq.
/trj

Encl. as referenced above

LAW OFFICES

FOERSTER, ISAAC AND YERKES, P.A.

2468 ATLANTIC BOULEVARD
JACKSONVILLE, FLORIDA 32207

EMINENT DOMAIN TRIAL PRACTICE
PERSONAL INJURY AND
WRONGFUL DEATH TRIAL PRACTICE

DAVID W. FOERSTER
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E-MAIL
FIY@FIYATTORNEYS.COM

September 30, 2021

Arthur I. Jacobs, Esquire
961687 Gateway Boulevard, Suite 201-1
Fernandina Beach, Florida 32034

Re: City of Fernandina Beach, a Florida Municipality, Petitioner
v.
The Olsten Company, LLP, a Florida Limited Liability Partnership;
Richard S. Simmons and Pamela O. Simmons, Respondents.
Case No.: 2020-CA-146

Dear Mr. Jacobs:

You have requested that I review the attached 07/27/21 Owner's Taxation of Costs for attorney's fees for services from 08/27/19 to 07/17/21 in the total amount of \$77,097. Additionally, you have furnished me a copy of the Petitioner's pleadings, the City's appraisal and various other documents.

Attorneys Jackson H. Boman and Ryan C. Reese claim 159.2 hours of service at a rate of \$495.00 per hour. Mr. Bowman's assistant, Kristen, claims 17.9 hours of services at a rate of \$195.00 per hour. All of the hours claimed by Ms. Fernandy are for clerical and secretarial duties and are not compensable. See Florida Statute, 57.104, *Youngblood v. Youngblood*, 91 So.3d 190 (Fla. DCA 2012) and *Dayco Products v. McLane*, 690 So.2d 654 (Fla. DCA 1997).

Mr. Bowman was retained by the owners on 08/29/19. After initial consultation and investigation in August 2019, the next substantial activity began 9 months later in May 2020 when the City filed its eminent domain Petition to acquire a .83 parcel of land for resiliency protection regarding the waterfront of the Amelia River, public recreational park facilities, road improvements and maintenance of Front Street and Alachua Street and other public purposes.

On 6/19/2020, he filed, on behalf of his clients, responsive pleadings including an Answer, Interrogatories and a Request for Production. On 08/12/20, he reviewed the City's discovery

Arthur I. Jacobs, Esquire
September 30, 2021
Page two

requests but never responded to them. No depositions were conducted.

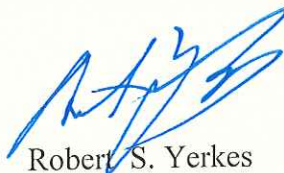
Six months later, in November 2020, notwithstanding the fact that the owner had no appraisal, he requested and obtained a mediation conference that was set for January 22, 2021. The owner had no appraisal prior to mediation. Consequently, the mediation only lasted two and a half hours and was then suspended so that an owner's appraisal could be acquired. Four months later, the owner provided the City its appraisal, which was approximately triple the City's appraisal. That appraisal was rejected by the City Commission, and the eminent domain Petition was dismissed on 06/17/21.

In summary, counsel only filed initial pleadings in the eminent domain case, failed to respond to the discovery requests of the City, took no depositions, acquired no owner's appraisal from the inception of being retained in August 2019 to January 22, 2021, the mediation date. Subsequently, after mediation, he submitted an appraisal to the City, which was rejected by the City Commission. The eminent domain Petition was dismissed shortly thereafter.

Based on my review of the documents provided, and my experience as an eminent domain attorney with more than forty years of eminent domain experience, it is, in my opinion, that a reasonable amount of time for an experienced attorney like Mr. Bowman to handle this matter was, at best, 112 hours. Additionally, based on my experience, the reasonable attorney fee rate for Mr. Bowman, in this case, is \$400.00 per hour.

Therefore, it is my opinion that a reasonable attorney's fee, in this case, is \$44,800.00 rounded up to \$45,000.

Sincerely,



Robert S. Yerkes

RSY/laf

LAW OFFICES

FOERSTER, ISAAC AND YERKES, P.A.

2468 ATLANTIC BOULEVARD
JACKSONVILLE, FLORIDA 32207

EMINENT DOMAIN TRIAL PRACTICE
PERSONAL INJURY AND
WRONGFUL DEATH TRIAL PRACTICE

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E-MAIL
FIY@FIYATTORNEYS.COM

September 30, 2021

Mr. Arthur I. Jacobs
961687 Gateway Boulevard
Fernandina Beach, Florida 32034

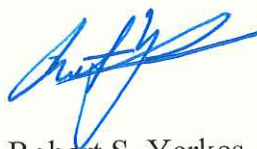
INVOICE

Re: Review of Attorney's Fees Claim of Jackson Bowman
City of Fernandina Beach v. The Osteen Company,
Richard S. Simmons and Pamela O. Simmons
Case No.: 2020-CA-000146

09/26/21 - 09/30/21 Review of pleadings and documents, research, communication with Buddy
Jacobs and preparation of report.

10 hours @ \$400.00 per hour = \$4,000.00

FOERSTER, ISAAC & YERKES, P.A.



Robert S. Yerkes, Esquire

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: General Employee's Pension Plan

ITEM TYPE: Board Appointment

REQUESTED ACTION: Select one individual to fill the Commission/Resident Trustee vacancy and, as a ministerial act, ratify the 5th Trustee appointment of Mr. Steven Gibb.

SYNOPSIS: In accordance with the General Employees' Pension Plan (GEPP) Operating Rules and Procedures, the Board of Trustees shall consist of five Trustees:

- Two: General Employee Trustees who shall be elected among the members of the fund,
- Two: Commission Appointed/Resident Trustees who shall be appointed by the Commission and be legal residents, and
- One: 5th Trustee, who may or may not be a legal resident, is selected by the majority of the other Trustees, and shall be certified by the Commission as a ministerial act.

The GEPP Board of Trustees has two vacancies: one Commission Appointed/Resident Trustee and one 5th Trustee (Commission certified as a ministerial act).

- Commission Appointed/Resident Trustee Steven Gibb resigned due to moving outside the City, yet remains interested in continuing his GEPP service.
- 5th Trustee Susan Carless resigned in order to provide Mr. Gibb an avenue to continue his GEPP service and remains interested in continuing her GEPP service.

The City Clerk's Office is in receipt of two applications to fill one Commission Appointed /Resident Trustee seat from: Ms. Susan Carless and Mr. Darryl Ford. Both applicants reside within the City limits in accordance with GEPP Operating Rules and Procedures Section 1.7(b).

Staff hereby requests the City Commission select one individual to fill the Commission Appointed/Resident Trustee vacancy (term expiration September 1, 2022) and requests the City Commission, as a ministerial act, ratify the 5th Trustee appointment (term expiration January 1, 2024) of Mr. Steven Gibb who received unanimous Board of Trustee endorsement at their August 12, 2021 meeting.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Caroline Best, City Clerk	10/11/2021
Monica Benischeck, Administrative Services Manager	10/11/2021
Dale Martin, City Manager	10/12/2021

Caroline Best

Date: September 16, 2021

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

Kim Briley

From: noreply@civicplus.com
Sent: Thursday, September 16, 2021 3:34 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

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.

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	Susan Carless
Home Mailing Street Address	508 S. 17th St
City	Fernandina Beach
Zip Code	32034
Primary Phone	904-556-2922
Secondary Phone	904-310-3327

Please note that board materials are distributed electronically.

Email to receive board materials	scarless@fbfl.org
Employer	City of Fernandina Beach
Position Title	Accounting Supervisor
Business Address	204 Ash St

City	Fernandina Beach
Zip	32034
Select the advisory board/committee you are applying for:	Board of Trustees of the General Employees Pension Plan
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	I am a member of the General Employee's Pension Plan and also work in Finance reconciling various pension related items. Serving on the board helps improves my understanding of the plan's position.
Eligibility	
Are you a resident of the City?	Yes
Length of time:	30 Years
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>
Are you employed by the City?	Yes
Position:	Accounting Supervisor
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
Potential Conflict of Interest:	
Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?	No

Field not completed.

If yes, please provide details:

Major Affiliations:

Field not completed.

List community, professional, or other applicable policy-making Boards on which you have served.

Note the length of service and office held (if any):

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

Bachelor's of Business Administration, Accounting
Concentration - Jacksonville University
30+ years accounting experience

Organization or Commissioner sponsoring nomination (if applicable):

Field not completed.

Educational Background:
(Check all that apply)

BS/A

Field not completed.

Other:

Accounting and Business Administration

Major areas of study:

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?	Yes
---	-----

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date	09/16/2021
------	------------

Applicant's Signature	Susan Carless
-----------------------	---------------

Email not displaying correctly? [View it in your browser.](#)

Susan D. Carless

508 South 17th Street
Fernandina Beach, FL 32034
904-556-2922
nocar4susan@comcast.net

PROFESSIONAL SUMMARY

I believe it is my responsibility to communicate information that is timely and useful. To best accomplish this, I apply a passion for problem solving combined with a talent for technology and process development, and extensive experience with accounting and finance. I enjoy working with others within the organization to develop procedures and refine processes with an emphasis on continuous improvement. As the business changes, procedures must evolve and be communicated appropriately to ensure that stakeholders are always provided the most relevant, accurate and timely information.

RECENT EXPERIENCE

City of Fernandina Beach, Fernandina Beach FL

Feb 2018 - present

Accounting Supervisor

I was hired in February of 2018 as an Accountant and was promoted to Accounting Supervisor effective October 2020. During my time at the City, I have performed various reconciliations, including monthly, quarterly, and annual pension statements and reports. I currently supervise a staff of five accounting personnel. The position requires substantial understanding of fund accounting and governmental reporting, as well as the ability to devise processes and mechanisms to ensure compliance.

Maxis360, Fernandina Beach FL

Jan 2015 – Feb 2018

Controller

Maxis360 grew from a merger of smaller companies and experienced quick success. When the owners determined that the company had grown to need a Controller, two of the local owners who had worked on information technology projects with me for Florida Petroleum reached out to me.

As the Controller I review financial information and develop procedures and the associated processes for information recording and reporting; and work with appropriate team members to devise solutions that increase transparency and efficiency. This requires auditing of records and transactions to make sure projects are correctly job-costed and transactions are properly recorded on the general ledger. I work closely with senior management to provide meaningful information used to develop annual budgets.

Prior to the latest merger, I was responsible for supervising and directing all general finance and accounting activities, including accounts receivable, purchasing, general ledger, payroll, and human resources. In addition to monthly financial reporting and reconciliations, I calculated sales commissions, processed payroll, and filed monthly and quarterly payroll and sales tax reports.

In December of 2015 Maxis360 merged with Powernetco, resulting in a new entity called PowerMax360. Some financial activities have been assimilated by the much larger staff of Powernetco; and as a result, my responsibilities have changed. I now do less direct supervision and work closely with the Cincinnati team members and Florida personnel to refine the systems used by Maxis360 to facilitate integration with the specialized billing and accounting systems used by Powernetco.

Walthall Oil Company, Florida Division, Fernandina Beach FL

April 2013 - Dec 2014

Assistant Manager

I reported directly to the Florida Operations Manager and Vice President of Operations for the Walthall companies. It was a small office, so customer service was everyone's job. My working relationships included customers, managers, and delivery personnel. This opportunity allowed me to utilize a wide variety of skills with more of an emphasis on management of the daily operations. While the Florida Operations Manager was seriously ill, I covered for his position and managed operations, including dispatching drivers and managing inventory levels. Once he recovered, my focus shifted once again from operations to compliance, general accounting, ad hoc reporting, and personnel records. I maintained the IFTA and DOT records for delivery vehicles and personnel, and filed the appropriate reports with State and Federal agencies, as well as the daily billing and collections. This was the first Florida based venture for Walthall Oil, so the Vice President of Operations relied on my experience with sales and pollutants taxes and DEP regulations.

SSI Petroleum, Jacksonville FL

April 2012 - April 2013

Controller

The Jacksonville branch was a new venture for SSI. I reported directly to the Chief Financial Officer and worked closely with him to set up the operation and manage the daily functions needed to run it. This included personally entering all the inventory and billing, purchasing inventory and supplies and contracting for maintenance of the facility. In addition to managing the Jacksonville operation, I was responsible for the Marine Lubricants business segment. This involved coordinating deliveries and information between two distribution centers and four commercial seaports.

Florida Petroleum Corporation, Fernandina Beach FL

March 2000 - April 2012

Controller

Over the years, my position with Florida Petroleum Corporation evolved as I worked to gain skills and education. I was fortunate to work for a Company that valued my contributions and allowed me to advance my position as the company grew.

I began my employment in 2000 as an accounting clerk, specializing in accounts receivable billing and collections. As I became more familiar with the business and continued my education, I assumed additional responsibilities. I was promoted to Controller and supervised three accounting staff members. I worked with sales and distribution staff to develop procedures and ensure compliance with Federal and State regulations. As the business grew, I performed cost-benefit analysis and selected appropriate technology for the information needs of the business.

The Company expanded operations to five locations, generating \$50 million annually in revenue and inventorying \$4 million in fuels, lubricants, and accessories. I maintained inventory records and pricing in Visual Supplier and used Peachtree Accounting for financial reporting. As the Controller I performed month-end and year-end closeout for financial statements and worked closely with the Chief Financial Officer to develop meaningful reports and improved accounting processes. Florida Petroleum Company was a family-owned business: and the family decided to sell it, so my employment there ended.

~ continued ~

EDUCATION

Bachelor of Business Administration,

Jacksonville University, 2009

GPA 4.0 on a 4.0 scale

Davis College of Business Outstanding Student in Business Administration 2009

RELEVANT VOLUNTEER EXPERIENCE

- Prince of Peace Lutheran Church - Treasurer 2009-2011
- Kairos Outside of NEFL Advisory Council - Chair/Treasurer

TECHNOLOGY PROFICIENCIES

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- OM 2 (MAS)

PROFESSIONAL COURSES

- Microsoft Office 2003
- Microsoft Outlook 2003
- Excel 2003
- Management seminars, 1994, 1998, 2007, 2016
- Peachtree
- Quick Books
- Visual Supplier
- ConnectWise
- QuoteWerks
- A+ Essentials
- A+ IT Technician
- Network+

OTHER QUALIFICATIONS

- Notary Public, State of Florida

Kim Briley

From: Kim Briley
Sent: Monday, February 22, 2021 10:37 AM
To: darrylford@verizon.net
Cc: Caroline Best (cbest@fbfl.org)
Subject: FW: Online Form Submittal: Advisory Board/Committee Application

Deer Mr. Ford,

Thank you for expressing interest in serving on the Board of Trustees General Employees Pension Plan and the Airport Advisory Commission.

Some of our board positions per our Code of Ordinances, requires that members live within the corporate limits of the City of Fernandina Beach. Can you please provide us with your address so that we may verify what board or position that you would qualify for?

Thank you,

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Saturday, February 20, 2021 12:11 PM
To: Caroline Best <cbest@fbfl.org>; Kim Briley <kelliott@fbfl.org>
Subject: Online Form Submittal: Advisory Board/Committee Application

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.

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name	Darryl Amos Ford
------	------------------

Home Mailing Street Address	darrylford@verizon.net
-----------------------------	--

City	Fernandina Beach
Zip Code	32034
Primary Phone	18135397047
Secondary Phone	<i>Field not completed.</i>

Please note that board materials are distributed electronically.

Email to receive board materials	darrylford@verizon.net
Employer	retired
Position Title	<i>Field not completed.</i>
Business Address	308 S 4th Street Fernandina Beach
City	Fernandina Beach
Zip	32034

Select the advisory board/committee you are applying for:	Board of Trustees of the General Employees Pension Plan
---	---

Additional board that you are applying for:	Airport Advisory Commission
---	-----------------------------

Why are you interested in serving on this Board? Please explain.	I am interested in serving the city is a volunteer capacity and have a working knowledge of pension plan administration gained from my career in Human Resources.
---	---

Eligibility

Are you a resident of the City?	Yes
Length of time:	2 years
Do you hold a public office?	No
Office name:	<i>Field not completed.</i>

Are you employed by the City?	No
Position:	<i>Field not completed.</i>
Are you currently serving on a Board?	No
Board Name:	<i>Field not completed.</i>
Potential Conflict of Interest:	
Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?	No
	<i>Field not completed.</i>
If yes, please provide details:	
Major Affiliations:	
List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):	Lighthouse Ministries Lakeland Florida. 10 + years various capacities New Tampa Little League, currently volunteer with Nassau Coalition for the Homeless.
Qualifications:	
Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	BS Business Administration - concentration in Human Resources. Thirty Six year career in Human Resources final position ss Vic President Human Resources for a division of Great American Insurance.
Organization or Commissioner sponsoring nomination (if applicable):	<i>Field not completed.</i>
Educational Background: (Check all that apply)	BS/A

Field not completed.

Other:

Business Administration - concentration in Human Resources

Major areas of study:

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?

Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date 2/20/2021

Applicant's Signature Darryl Ford

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Board of Trustees of the General Employees' Pension Plan

Position	Term	Name & Address	Phone
1	01-01-2024	5 th Trustee – Vacant	
2	06-01-2021	Robert Virtue – Commission Appointee/ Resident Trustee 424 North 3rd Street, Fernandina Beach, FL 32034 buiu76@yahoo.com	(770) 280-5868 (770) 363-5745
3	09-01-2018	Jeremiah Glisson – Employee Appointee/Chair 204 Ash Street, Fernandina Beach, FL 32034 jglisson@fbfl.org	(904) 310-3314
4	09-01-2019	Andre Desilet – Employee Appointee 200 River Oaks Drive, Fernandina Beach, FL 32034 adesilet@fbfl.org	(904) 310-3431
5	09-01-2022	Commission Appointee/Resident Trustee – Vacant	

Board of Trustees of the General Employees' Pension Plan

Term Length: 2 Months

Max Terms: 1 Term(s)

Number of Members: 5

Meeting Schedule: Third Thursday of the 2nd month following the end of each quarter

Meeting Time: 3:15 PM

Meeting Location: City Commission Chambers

Meeting Address: 204 Ash Street

Type: Advisory Board

Description:

Council Liaison:

Staff Liaison:

Teresa Bryan

tbryan@fbfl.org

Position Number	Name	Appt Date	No. of Terms Served	Term Expiration Date
2	Robert Virtue	06/01/2021	1	08/30/2023
3	Jeremiah Glisson	09/01/2018	2	09/01/2022
4	Andre Desilet	10/08/2019	1	09/01/2023

OPERATING RULES AND PROCEDURES

For The

CITY OF FERNANDINA BEACH

GENERAL EMPLOYEES' PENSION PLAN

Approved by the Board on: *May 14, 2015*

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RULE 1

BOARD OF TRUSTEES

1.1 DEFINITION OF FUNCTIONS

The Board of Trustees shall act as the named fiduciary of the Fund as defined by Florida law. The Board shall have the exclusive authority to operate, maintain and interpret the provisions of the state laws and local ordinances establishing and executing the investment policy of the Fund. The Trustees shall be solely responsible for the selection and retention of professional advisors to the Fund including but not limited to investment managers, performance monitors, plan administrators, attorneys, accountants, actuaries, and clerical staff.

1.2 DEFINITION OF FIDUCIARY

A fiduciary shall be defined as a person responsible for the discharge of his duties with respect to the Pension Plan solely in the interest of the participants and beneficiaries for the exclusive purpose of providing benefits to participants and their beneficiaries and defraying the reasonable expenses of administering the Plan.

1.3 SUMMARY

Trustees shall be responsible for the investment and reinvestment of the assets of the Fund; for determining all claims for retirement benefits; for exercising the sole and exclusive administration of and the proper operation of the Plan; to perform such actuarial and accounting functions as are required by law; to prepare and distribute a Summary Plan Description as provided in § 112.66, Florida Statutes to the Members of the Fund upon employment and every other year thereafter; and to fulfill all other such duties as may be required by law.

1.4 ESTABLISHMENT OF OFFICES

The Board of Trustees shall elect a Chairman, Vice-Chairman and Secretary every two years. The officers shall be Trustees of the Board. The Chairman shall be responsible for the conduct of all meetings of the Board and shall have voting rights the same as any other Trustee of the Board. The Chairman shall perform such other duties as the Trustees may assign.

The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman.

The Secretary or Board designee shall be responsible for the keeping of minutes of the transactions of the Board. The Secretary, together with the Chairman, shall execute all official contracts of the Board.

1.5 CONFLICTS OF INTEREST AND GIFTS

A. Conflicts of interest in voting shall be governed by the provisions of Section 112.3143, Florida Statutes, the Code of Ethics for Public Officials. Notwithstanding any other provision of law, no Trustee shall vote or participate in a determination of any matter in which that Trustee shall receive a special private gain except in the case of employee Trustees voting on benefits applicable to all Members of the Plan.

B. No Trustee (or his or her spouse or minor child) shall, at any time, solicit or accept any gift (including but not limited to, food, beverages and transportation), loan, reward, promise of future employment, favor, service, compensation, payment, or thing of value when the Trustee understands, knows or should have known that it was given to influence a vote or other action in which the Trustee was expected to participate in his official capacity. Gifts provided directly or indirectly by a state, regional or national organization which promotes the exchange of ideas between, or the professional development of, members of that organization or staff of a governmental agency that is a member of that organization, are permitted.

1.6 PER DIEM AND REIMBURSEMENT

All Trustees shall be entitled to receive a per diem allowance and reimbursement for reasonable expenses incurred in conducting the business of the Fund. The Board shall establish reasonable reimbursement rates in accordance with policies of the City of Fernandina Beach.

1.7 ELECTION PROCEDURES

The Board of Trustees shall consist of five persons, two of whom shall be General Employees, two of whom shall be legal residents of the municipality appointed by the City Commission and the fifth Trustee shall be a person selected by the other four Trustees and appointed as a ministerial act by the City Commission.

A. General Employee Trustees. The General Employee Trustees shall be elected from among the Members of the Fund. Elections shall be by a majority vote. If no candidate receives a majority vote, a run-off election between the two top vote recipients shall be held at the earliest practical date. Elections shall be every year, with one seat elected in alternating years in the August or September preceding the expiration of the second year of the term. Trustees shall take office on October 1st. Employees shall be permitted to nominate themselves for office and elections may be conducted by mail-in ballot. The election shall be conducted by placement of a ballot box in City Hall for a period of 72 hours beginning on a date to be selected by the Board. As an alternative, the Board may utilize an electronic survey method, with the election conducted by sending a ballot or survey form to each member of the plan, with results to be returned within five (5) days of the date the ballot or survey is sent. Ballots shall be counted by the Board and the winners certified by the Board. In the event that only one person is nominated for a seat, that person shall be declared the winner by the Board without the need for an election.

B. Resident Trustees. The two resident Trustees shall be legal residents of the municipality and shall be appointed for two year terms in alternating years by the City Commission in August or September prior to the expiration of a Trustee's term. Resident Trustees shall take office on October 1st.

C. Fifth Trustee. The fifth Trustee of the Board shall be chosen for a two year term every other year at the first meeting following the selection of the other Trustees. The fifth Trustee shall take office on January 1st. The fifth Trustee may or may not be a legal resident of Fernandina Beach and may or may not be an employee of the City. The name of the person selected by a majority of the other Trustees shall be certified to the City Commission which shall, in accordance with state law, ratify the appointment of that person as a ministerial act.

1.8 SUCCESSION OF PERSONS TO VACANT POSITIONS

Vacancies on the Board of Trustees of employee members shall be filled by special election to be conducted in the same manner as any other election. Vacancies among the resident Trustees shall be filled by the City Commission. In the event of a vacancy in the fifth Trustee of the Board, the Board shall appoint a successor in the same manner as the initial selection. The person selected to fill a vacancy shall fulfill only the remaining term of the vacant office.

1.9 EDUCATION REQUIREMENTS

Each Trustee is required to attend a seminar or conference regarding Trustee duties and responsibilities and matters relating to the investment program of the Plan at least once each term. Trustees are encouraged to attend seminars or conferences more frequently in order to remain informed regarding pension issues. New Trustees are encouraged to attend within the first six months of their term. Trustees shall be permitted to attend conferences or schools within the State of Florida to satisfy the above minimum requirements without prior Board approval. The Board Secretary or Board designee, shall maintain a current record of all Trustee training.

1.10 DISCLOSURE OF FINANCIAL INTERESTS

Trustees must file a statement of financial interests (Form 1) with the supervisor of elections of the county in which they permanently reside within 30 days from the date of appointment and no later than July 1 of each year thereafter.

Trustees must file a final statement (Form 1F) within 60 days after leaving their office as Trustee. The final statement shall cover the period between January 1 of the year in which the Trustee leaves office and the last day of office.

If a Trustee has not filed by July 1, the supervisor of elections is required to notify such Trustee of a grace period to file by September 1. If a statement is not filed by September 1, a fine of \$25.00 per day will be imposed up to a maximum of \$1500.00. Fines cannot be paid from the pension plan. The Trustee may also be subject to additional penalties provided for in §112.317, Florida Statutes.

RULE 2

MEETINGS

2.1 ATTENDANCE AT BOARD MEETINGS

The Board shall set its own schedule of meetings. Special meetings may be called by the Chairman or by a majority of Trustees. The Board shall meet at least once each quarter.

In recognition of the importance of the work of the Board, regular attendance at Board meetings is expected of all Trustees. Any Trustee who fails to attend two consecutive meetings of the Board without an excuse acceptable to the other Trustees shall be deemed to have resigned from the Board. Employee Members of the Fund who are called into the active service of the City at the time of a Board meeting shall automatically be deemed excused.

2.2 AGENDAS AND OTHER MEETING MATERIALS

A published Notice of Meeting and Agenda shall be prepared for each regular and special meeting of the Board. The Notice of Meeting and Agenda shall set forth those items upon which the Board anticipates taking action or discussing. Each agenda item shall have attached to it backup material necessary for discussion or action by the Board. Each Notice of Meeting and Agenda shall inform members of the public that should they wish to appeal any decision made by the Board that they will need a record of the proceedings and that they may need to ensure a verbatim record is taken, which includes testimony and evidence upon which the appeal is based. In addition, the Notice of Meeting and Agenda shall also include a notice to members of the public offering to provide assistance to those who are disabled, should they need assistance in order to attend the meeting. A copy of the Notice of Meeting and Agenda shall be posted in a location in the Fernandina Beach City Hall where notices of public meetings are customarily posted. The Board must provide and post reasonable notice of all meetings. All agendas and meeting materials are public records as defined in Chapter 119, Florida Statutes.

2.3 RULES OF ORDER

In recognition of the importance of accomplishing the objectives of the Board in a most orderly fashion, the Board may establish rules of order for the conduct of its meetings. The Board shall not, however, be bound by strict observance of the rules of parliamentary procedure unless the Board deems it in its best interest to do so.

2.4 APPEARANCE BEFORE THE BOARD

As a public body, the Board has a responsibility to accommodate members of the public and Members of the Fund who wish to appear before the Board. All appearances before the Board shall be scheduled through the Secretary or Board designee and time limits for presentations may be established by the Board. Appearances before the Board may be in person or through a representative. All communications with the Board shall either be in writing or by personal appearance at a Board meeting.

2.5 PUBLIC RECORDS

A. The records of the Fund are public records as set forth in Chapter 119, Florida Statutes, except for medical records of the Fund. The Board shall maintain the confidentiality of medical records as required by law. All medical records of Members of the Fund shall be maintained separately from other records of the Board so as to ensure security of the privileged information to which the Board is privy.

B. The Board shall appoint a Records Management Liaison Officer (RMLO) in accordance with Section 257.35, Florida Statutes. The RMLO shall be the official custodian of the records of the Board. The Board shall adopt the Florida General Records Schedule GS1-SL, as amended from time to time, and shall maintain an active and continuing program for the economical and efficient management of Board records.

2.6 GOVERNMENT IN THE SUNSHINE

All meetings of the Board shall be conducted in accordance with the provisions of Section 286.011, Florida Statutes, the Government in the Sunshine Act. No Trustee shall engage in communications with another Trustee outside of a public meeting on any matter which shall ultimately be the subject of a Board action. All meetings of Trustees at which official business of the Board shall be discussed shall be publicly noticed and open to the public in accordance with the law. All meetings of the Board shall be held in a location where public access is reasonably available. Regular meetings of the Board shall be held in the City of Fernandina Beach, Florida.

2.7 COMMITTEE MEETINGS

The Board, in the conduct of its business, may choose to establish committees consisting of a lesser number of Trustees. Committees shall be appointed by the Chairman. Committees consisting of two or more Trustees shall be conducted in accordance with the Government in the Sunshine Law. Committees consisting of one Trustee shall maintain records in accordance with the Public Records Act but need not conduct its business pursuant to a publicly noticed meeting. All reports of committees shall be reduced to writing and made a part of the official records of the Board.

2.8 WORKSHOPS

The Board may from time-to-time wish to conduct workshop meetings for the purposes of developing policies or procedures of the Board or for the review of investment data of the Board. Workshops shall be conducted in a public forum the same as any other meeting and shall have a published agenda in advance of the workshop.

2.9 MINUTES

Complete minutes of all meetings of the Board or a Committee shall be promptly prepared following the meeting and all minutes shall be submitted to the Board for approval following their preparation. All minutes shall be open for public inspection.

RULE 3

RULES OF PROCEDURE

3.1 LEGAL EFFECT

The Board of Trustees is authorized by law to establish rules of procedure for the operation of the Fund. No rule or regulation of the Fund may conflict with any lawful ordinance, charter provision or state law.

3.2 ADOPTION PROCEDURES

All rules to be adopted by the Fund shall be in writing and shall be adopted by a majority vote of the Board. The Board shall review its rules and regulations on a periodic basis but not less than once a year. The rules and regulations of the Fund may be reproduced and shall be made available to each member of the Fund requesting a copy. A copy of said rules shall also be maintained at the offices of the Pension Fund at the Fernandina Beach City Hall.

RULE 4

PLAN ADMINISTRATOR / OFFICE PERSONNEL

4.1 BOARD EMPLOYEES / INDEPENDENT CONTRACTORS

The Board shall establish specific job descriptions for each classification of service provided to the Board. New employees and independent contractors of the Board shall not, by virtue of their employment by the Board, be civil servants of the City of Fernandina Beach and shall serve at the pleasure of the Board.

4.2 SELECTION STANDARDS

The Board shall establish for each classification of service, standards of education, experience and skills necessary for the execution of the duties of the position. The Board may delegate the initial screening process for applicants to a committee of the Board. The final decision for the employment of any person as an employee or independent contractor shall be determined by the Board of Trustees acting as a whole.

4.3 EVALUATION AND COMPENSATION

All employees and independent contractors of the Board shall be evaluated periodically. Compensation shall be established by the Board of Trustees.

4.4 DECISION MAKING AUTHORITY

No employee or independent contractor of the Board shall have the authority to bind the Board of Trustees in any contract or endeavor without the express authority of the Board.

RULE 5

INTERNAL PROCEDURES AND CONTROLS

5.1 MAIL

A designee of the Board shall be responsible for opening, dating and transmitting mail. All mail received by the Board shall be dated, stamped and reviewed for any time limitations or response dates. The mail shall be placed in folders bearing the names of the recipient of the mail. Mail addressed to the Board in general and to no specific person shall be directed to a person designated by the Board. All official decisions of the Board shall be sent by mail. A "reading file" of all

correspondence coming into and emanating from the Board shall be maintained on a monthly basis together with copies in any specific files as may be established. In all respects, the provisions of Chapter 119, Florida Statutes, the Public Records Act, shall be observed.

5.2 EXPENSE PAYMENTS FROM THE FUND

A. Payments to professionals performing services previously authorized by the Board or for other expenses authorized by the Board shall routinely be made prior to Board approval as follows:

- (1) Statements received for services or expenses which are not pursuant to a written agreement shall be paid, but only if such statements do not exceed \$250.00.
- (2) Statements received for services or expenses which are rendered pursuant to a written agreement shall be paid if deemed to be in accordance with the agreement.

All payments made pursuant to paragraphs (1) and (2) above shall be considered by the Board at the first meeting following such payment and approved and ratified, if appropriate.

B. Any other payments from the Fund not described in subsection A. above shall be approved by the Board prior to such payment.

C. Authorization for payments from the Fund shall be in writing and signed by at least two trustees of the Board.

5.3 PROCESSING OF PAYMENTS FOR EARLY OR NORMAL RETIREMENT AND RETURN OF CONTRIBUTIONS

A. Upon receipt of an application for early or normal retirement, the Board's Plan Administrator or other Board designee shall process the application as follows:

- (1) The application shall be reviewed for accuracy and completeness and for eligibility for benefits.
- (2) A copy of the application and any necessary records from the City shall be forwarded to the actuary for calculation of the benefit amounts payable for the normal form and all optional forms of benefits.

- (3) Upon receipt of the actuary's calculations, the calculations shall be presented to the Retiree and the Retiree shall make his election.
- (4) The application shall be approved by any Trustee and shall then be provided to the Custodian along with any necessary supporting documents in order to begin payments.
- (5) Copies of the Retiree's election form and the actuary's calculations shall be provided to the Board of Trustees prior to the commencement of payments or at the next meeting immediately following the commencement of payments, and the Board shall review and approve the retirement benefits.

B. Upon the termination of employment of a Member prior to his early or normal retirement date, the Board's Plan Administrator or other Board designee shall:

- (1) Determine whether the Member is vested or not vested and determine the amount of the Member's contributions.
- (2) Inform the Member of his right to leave his contributions in the plan or withdraw his contributions. If the Member desires to withdraw his contributions, provide the Member with the necessary forms, including the appropriate Return of Contributions form, the Special Tax Notice Regarding Plan Payments and the Certification of Receipt of the Special Tax Notice and the Lump Sum Distribution Election Form;
- (3) Recommend that the Member study and complete the appropriate forms and seek tax and/or legal advice regarding his choice.
- (4) Direct the Member to return the completed forms to the Plan Administrator or Board designee;
- (5) Upon receipt of the properly completed forms, prepare and submit a payment request signed by any Trustee and copies of any necessary documents to the Custodian to authorize the requested payment or rollover;
- (6) Provide copies of all documents to the Board of Trustees prior to payment or at the next meeting immediately following the payment, for the Board to approve the payment.

C. Pension payments should only be made as provided above. 1099-R reporting forms to Retirees must contain the proper information and codes to ensure that Retirees report the proper amounts on their personal income tax returns. In-line-of duty disability benefits shall be reported as "taxability undetermined" on 1099-R forms.

5.4 REVIEW OF CUSTODIAL STATEMENTS

A. Custodial reports should be monitored by the Board or its designee for disclosure of all asset inflows such as City and Member contributions, state excise tax payments, if applicable, miscellaneous citizen donations, and investment income. All errors, including those involving the misclassifications of Plan revenues, e.g., recording Member contributions as City contributions, must be corrected.

B. Custodial reports should also be monitored for all asset outflows. Asset outflows must be properly approved and verified on audit. Expenses shall be approved as provided in Rule 5.2 and Retirements and Returns of Contributions in accordance with Rule 5.3. Letters of authorization for the expenditure of funds must be issued by the Board and copies must be maintained in orderly files.

5.5 ROLLOVERS TO AND FROM THE FUND

The Fund will accept and transfer eligible cash rollover distributions to and from the Fund as permitted by local, State and Federal law. The Board may adopt appropriate forms to facilitate such rollovers.

5.6 DEFERRED RETIREMENT OPTION PLAN RULES AND PROCESSING

The Board of Trustees shall establish the procedure to begin participation for Members who are eligible to participate in the Deferred Retirement Option Plan (DROP), including the adoption of an Application/Agreement to be completed and executed by the Member prior to DROP participation. The Application/Agreement shall inform the Member of the ramifications of DROP participation and shall require the Member to acknowledge such ramifications and also acknowledge that the Member has had the opportunity to seek independent legal/financial advice prior to DROP participation.

RULE 6
INSURANCE

6.1 FIDUCIARY INSURANCE

The Trustees are authorized by law to purchase fiduciary insurance to insure members of the Board for errors and omissions at the expense of the Fund, but the Fund shall not pay to waive recourse against Trustees. A rider waiving recourse may be purchased and paid for by the City or by a Trustee.

6.2 TRAVEL COVERAGE

The fund may purchase, at its expense, life and accidental death and dismemberment insurance for each Trustee who shall travel outside of Nassau County for the purpose of Board related business.

RULE 7
RELATIONS WITH THE CITY

7.1 AUTHORITY OF THE BOARD

The Board of Trustees is an independent entity established by state law, city charter and local ordinance. The Board of Trustees shall not be considered a component part of nor subordinate to the City of Fernandina Beach government. The Board shall have exclusive control of the operation of the Fund; however, no change to the retirement ordinance may be made except by action of the State Legislature or the City Commission.

7.2 CONTRACTUAL SERVICES

In the selection of contractual services, the Board shall pay particular attention to the existence of conflicts of interest when contractors are to be employed by the Board for services similar to services which the contractor also provides to the City of Fernandina Beach.

7.3 USE OF THE CITY FINANCE DEPARTMENT

The Board shall be authorized to utilize the services of the City for the performance of banking functions of the Board. The City shall have no discretionary authority with regard to the utilization or direction of funds of the Board. The precise duties of the City shall be reduced to writing the same as any other contract for services entered into by the Board.

7.4 USE OF INDEPENDENT CUSTODIANS

The Board shall be authorized to use the services of any duly qualified custodian in lieu of the City Finance Department for the performance of banking functions of the Board. The custodian shall be duly licensed, insured and bonded and shall meet all of the depository requirements of Chapter 280, Florida Statutes.

RULE 8

ORDINANCE CHANGES

8.1 FORM OF ORDINANCE

No ordinance change affecting the Pension Fund shall be presented for a vote to the City Commission unless first reviewed and approved by a majority of the Trustees in accordance with the existing law governing the Fund. All proposed ordinances shall be reviewed by the General Counsel to the Fund who shall pass on the form and correctness of the ordinance. All proposed ordinance changes carrying an economic benefit shall be reviewed by the actuary to determine the cost as required by law.

8.2 COLLECTIVE BARGAINING

The Board of Trustees acknowledges that it is neither an employee organization nor an employer as defined by Chapter 447, Part II, Florida Statutes. Therefore, the Board shall not engage in collective bargaining on behalf of the City of Fernandina Beach or on behalf of any employee organization. The Board shall make itself available as a resource to labor organizations and the City for all matters relating to pension and retirement.

8.3 APPEARANCE AT CITY COMMISSION MEETINGS

The Board of Trustees shall, through one of its members, its designee or its General Counsel, be present at all City Commission meetings where a discussion of matters of interest to the Board shall occur. The Board shall, prior to said meeting, designate an official spokesperson on behalf of the Fund.

8.4 ACTUARIAL IMPACT STUDIES

No benefit change shall occur without an actuarial impact study as required by state law. All such actuarial impact studies shall be at the expense of the Fund.

RULE 9

JUDICIAL PROCEEDINGS

9.1 PROCESS

All process issued by federal or state courts to the City of Fernandina Beach concerning the Pension Fund or to the City of Fernandina Beach General Employees' Pension Plan shall immediately upon receipt, be forwarded to the General Counsel for the Fund who shall respond thereto.

9.2 DISSOLUTION OF MARRIAGE

Upon entering into a Dissolution of Marriage, a Plan Member shall notify a Trustee or Board designee of the Member's attorney's name, address and telephone number. The Trustee or Board designee shall then promptly provide that information to the General Counsel to the Fund.

RULE 10

INVESTMENTS

10.1 HIRING INVESTMENT MANAGERS

In recognition of the importance of professional guidance in the investment of the assets of the Fund, all investments shall be performed by qualified, professional investment managers. The investment managers shall be selected at a regular or special meeting of the Board of Trustees by a majority vote of the Board. The Board may delegate the initial screening of investment managers to a committee of the Board but no final decision shall be made except at a meeting of the Board. All proposals for investment manager services shall be presented in writing to the Board and shall be made a part of the records of the Board.

10.2 HIRING PERFORMANCE MONITORS

The Board shall engage at all times, at least one performance monitor who shall be responsible for reviewing the performance of the various investment managers of the Fund. The performance monitor shall report to the Board on such time schedules as the Board shall establish but not less than annually. The performance monitor shall advise the Board as to the relative performance of each investment manager as compared to the various stock, bond and cash indices as are generally accepted in the investment market place as reflective of satisfactory investment

performance. The performance monitor shall recommend in writing to the Board the retention or discharge of investment managers and the reasons supporting its recommendation. At the request of the Board, the performance monitor may perform evaluation and searches for investment managers and such other services as the Board shall request be performed.

10.3 PERFORMANCE GOALS AND OBJECTIVES

The Board shall establish performance goals and objectives for each investment manager in each class of investment and shall establish expected rates of return. The investment policy shall comply with the minimum requirements set forth in Section 112.661, Florida Statutes. The performance goals and objectives shall be reduced to writing in an Investment Policy Statement and shall be referred to in the contract between the Board and the manager. The performance goals and objectives shall be reviewed on not less than an annual basis and shall be compared to the actual performance of an investment manager to determine compliance with the goals and objectives set by the Board. All Investment Policy Statements and amendments thereto shall immediately be provided to the City, the Department of Management Services and to the Board's actuary.

10.4 INVESTMENT STANDARDS

The Board shall establish written investment standards in the Investment Policy Statement. The standards shall set forth the distribution of the Fund between equities, fixed income, cash and cash equivalents and other forms of lawful investment. The standards shall set forth the relative percentages of the Fund to be distributed to each investment vehicle and shall establish permissible risk factors. Each investment manager shall subscribe to the Investment Policy Statement setting forth the written investment standards and performance goals and objectives of the Fund and the Investment Policy Statement shall be incorporated into each investment manager contract by reference.

10.5 DECISION MAKING AUTHORITY

The Board of Trustees shall determine the retention or discharge of any investment manager or performance monitor. The Board shall also establish the amount of funds to be entrusted to any investment manager and shall determine when funds shall be withdrawn and investments terminated. The Trustees shall not, however, participate in the selection of individual stocks, bonds or cash funds

as that shall be the responsibility of the investment manager within the context of the performance goals and objectives and investment standards established by the Board.

10.6 WRITTEN CONTRACTS

Each investment manager shall enter into a written contract with the Board. Each contract shall include an acknowledgment by the investment manager that it is familiar with the ordinances of the City of Fernandina Beach and the provisions of Chapters 112, Florida Statutes. The contracts shall also provide that the investment manager shall make no purchases which are prohibited by law and in the event such purchase is made, shall make the Fund whole for any loss incurred in the divestiture of said investment. The contract shall also provide that the laws of Florida shall govern and that venue for any legal action shall be in Nassau County, Florida. In no event shall any contract be terminable by the investment manager on less than 45 days' written notice unless otherwise agreed to by the Board. Each contract shall set forth with specificity the fees charged by the investment manager to the Fund. All investment manager contracts shall further set forth that the investment manager is registered as an investment advisor and is otherwise qualified by law to engage in the management of the assets which are the subject of the contract. All written contracts shall be reviewed by the General Counsel to the Fund who shall approve the form and correctness of each such contract. All written contracts shall be executed by the Chairman and Secretary of the Board.

10.7 REPORTING

All investment managers and performance monitors of the Fund shall report on not less than an annual basis. The investment managers and monitors may, however, be directed by the Trustees to report on a more frequent basis. All such reports shall be in writing and shall be presented in person by a representative of the investment manager or performance monitor who has authority to make discretionary decisions with regard to the Trust's account and to settle claims and disputes arising from the contract. All such investment managers and performance monitors shall make these presentations in person at a regular meeting of the Board and shall bear their own costs and expenses in traveling to Board meetings. The performance monitors shall attend at least an annual meeting of the Board and shall report, in writing, the progress of each investment manager. The performance monitor shall also make written recommendations regarding retention of investment managers and changes in investment policy.

10.8 PRESENTATIONS BY PROSPECTIVE CONSULTANTS AND PROFESSIONALS

In recognition of the limited time resources of the Board, presentations of prospective investment managers, performance monitors, custodians or other prospective professional advisors shall only be by written invitation of the Board. The Board shall maintain records of such prospective managers, monitors, custodians and other professionals to be reviewed by the Board in the event the Board wishes to consider adding or making a change in its current manager, monitor, custodian or other professional.

In the event the Board elects to consider retaining a new manager, monitor, custodian or other professional, prospective applicants, including those applicants who had previously provided information to the Board, may be contacted and provided with a Request for Proposal. The Board or a committee appointed by the Board may conduct the initial screening of applicants by reviewing the proposals received in response to the Requests for Proposals. The Board may then schedule personal presentations by a "short-list" of qualified applicants.

The Board may also decide to retain managers, monitors, custodians and other professionals by utilizing any other method which the Board deems to be prudent under the circumstances.

10.9 DIVESTITURE

No divestiture of any asset of the Fund shall be made for any reason other than fulfillment of the fiduciary obligations of the Fund or compliance with State law.

10.10 PROXY VOTING

The Trustees shall be responsible for exercising all proxies on equities held by the Fund. The Trustees shall comply on a voluntary basis with the standards of the Employee Retirement Income Security Act of 1974 in the voting of proxies. The Board shall, by contract or other written agreement, give all investment managers proxy voting responsibility and the Trustees shall monitor the voting of the managers.

The Trustees (along with the United States Department of Labor) do not consider the following practices by investment management firms with proxy voting responsibility to be consistent with their fiduciary responsibility:

- A. Declining to vote proxies;
- B. Voting proxies exclusively for management without analysis of the underlying issues;
- C. Permitting negligent or inaccurate record-keeping regarding proxy voting;
- D. Accepting directions from other parties;
- E. Permitting the absence of policies or procedures to assure the proper exercise of this fiduciary responsibility.

Any significant proxy items and the vote by an investment manager shall be reported in writing to the Trustees. Records of all proxy votes shall be maintained and made available to the Trustees or any agents acting in their behalf. All such records shall be maintained in accordance with the Florida Public Records Act.

It shall be the primary responsibility of investment managers acting on behalf of the Board to vote all proxies to enhance the value of the Fund assets. All tender offers shall be treated in the same manner with regard to record-keeping and asset enhancement.

10.11 DECLARATION OF EXPECTED ANNUAL RATE OF RETURN

For each actuarial valuation, the Board shall seek the advice of its investment professionals and the actuary and then the Board shall determine the total expected annual rate of investment return for the current year, for each of the next several years and for the long term thereafter. This determination must be filed promptly with the Department of Management Services, with the City and with the Board's actuary.

10.12 INVESTMENT REPORTS TO THE CITY

The Board shall prepare annual fiscal year end reports for submission to the City Commission, which shall include the investments in the portfolio by class or type, book value, income earned and market value as of the end of the fiscal year.

RULE 11

ACTUARIAL SERVICES

11.1 SELECTION

The Board of Trustees shall retain at all times the services of an enrolled actuary. An enrolled actuary shall mean an actuary who is enrolled under Subtitle C of Title III of the Employment Retirement Income Security Act of 1974 and who is a member of the Society of

Actuaries or the American Academy of Actuaries. Competitive bidding shall not be required in the selection of actuaries.

11.2 CONFLICTS OF INTEREST

In order to avoid conflicts of interest in the delivery of actuarial services, the Board shall not retain actuaries who are employed by the City of Fernandina Beach, unless the Board is determined to be the client by a separate engagement letter or contract.

11.3 REPORTING

The actuary shall report to the Board on not less than an annual basis so that the Board may establish the adequacy of employer and employee contribution rates. Valuations shall be done at least every three years. No proposed change in retirement benefits shall be made without an actuarial determination of the cost impact of the change. All actuarial reports shall be in accordance with the provisions of Section 112.63, Florida Statutes.

11.4 SETTING CONTRIBUTION RATES

Pursuant to the ordinances of the City of Fernandina Beach, the Board is solely responsible for establishing the contribution rates of the City. The City contribution rate shall be established following an analysis of the adequacy of employee contributions and investment earnings of the Fund. The amount of the City contribution shall be certified in writing to the City Commission in accordance with the provisions of local ordinance.

11.5 ACTUARIAL STUDIES FOR INDIVIDUAL PLAN MEMBERS

Each vested Plan Member shall be entitled, at the Fund's expense, to receive two actuarial studies to estimate his or her retirement benefits. Any additional studies shall be provided only at the Member's expense.

11.6 CREDITED SERVICE

For purposes of actuarial calculations involving credited service, fractional parts of years shall be defined as completed months.

RULE 12

ACCOUNTING SERVICES

12.1 AUDITS

The Fund shall cause to be made not less than on an annual basis an independent audit of the assets and liabilities of the Fund. The audit shall be performed in accordance with generally accepted accounting standards.

12.2 CONFLICTS OF INTEREST

In order to avoid conflicts of interest, the Board shall not retain auditors who are employed by the City of Fernandina Beach unless the Board shall be determined to be the client by separate engagement letter or contract.

12.3 REVIEW OF INTERNAL CONTROLS

The policies and procedures provided for in these Operating Rules and Procedures shall be reviewed by the independent certified public accountant as part of the financial audit to determine the effectiveness of such controls to prevent losses of funds which might arise from fraud, error, misrepresentation by third parties, or imprudent actions by the Board or employees of the City.

RULE 13

LEGAL SERVICES

13.1 SELECTION

The Board shall select and appoint a General Counsel who shall be licensed to practice law in the State of Florida. The General Counsel shall have demonstrated competence in the area of public employee retirement systems in the State of Florida and shall have been practicing law for not less than ten years. Competitive bidding is not required in the selection of legal services.

13.2 CONFLICTS OF INTEREST

In recognition of the requirement that attorneys be independent in their judgment as set forth in the Code of Professional Responsibility, no attorney may serve as General Counsel who is also performing legal services on the part of the City of Fernandina Beach or who otherwise engages in any legal services which the Board deems to be in conflict with its interests.

13.3 CITY OF FERNANDINA BEACH CITY ATTORNEY

In recognition of the responsibilities of the City Attorney to the City of Fernandina Beach and the potential for representing competing interests, the office of the City Attorney may not serve in any legal capacity on the part of the Trust.

13.4 PRIVILEGED COMMUNICATIONS

In all dealings between its General Counsel and the Board, the Board shall be deemed the client rather than any individual Trustee of the Board. All communications between the Board and its General Counsel shall be privileged communications except where otherwise governed by the Government in the Sunshine Law.

13.5 AUTHORITY TO DIRECT

The General Counsel shall take direction from the Board of Trustees as may be given at the various meetings of the Board. In between meetings of the Board, direction to the General Counsel shall be given by the Chairman or other person directed by the Board. All files of the General Counsel to the Fund shall be open for inspection by any Trustee.

RULE 14

CLAIMS PROCEDURES

14.1 CLAIMS OF AFFECTED PERSONS

A. The Board of Trustees shall grant an initial hearing upon receipt of a written request ("Claim"), on matters which affect the substantial rights of any person ("Claimant"), including Members, Retirees, Beneficiaries, or any person affected by a decision of the Board of Trustees.

B. The Board shall review the Claim at an initial hearing and enter an order within 90 days from the date of receipt of the Claim and, in the case of disability claims, receipt by the Board of a written medical release authorization in a form approved by the General Counsel and a completed set of interrogatories prepared by the General Counsel and provided to the Claimant. The Board may extend the time for entering the order at an initial hearing for an additional 90 days if it determines such time is necessary for full discovery and adequate review. The General Counsel and the Claimant may stipulate to further extensions of time.

C. It shall be the function of the General Counsel, throughout the claims procedure, to assist the Board in the discovery and presentation of evidence in order to assure that the Board receives all relevant information prior to the Board's decision.

D. The Claimant shall have the right to be represented by counsel at any or all times throughout the claims procedure.

14.2 INITIAL HEARING

A. At the initial hearing, the only evidence to be considered by the Board shall be documentary evidence contained in the pension file, including but not limited to, correspondence, medical records and reports of treating physicians and/or examining physicians and evidence received pursuant to paragraph B.

B. Other than questions from the Trustees, there will be no taking of additional evidence at the initial hearing, except that the Claimant will be afforded 15 minutes to make a presentation, which shall be limited to comments and/or arguments as to the evidence or information already contained in the pension file, including the report of the examining physician.

C. Upon completion of the review of the Claim at the initial hearing, the Board shall enter an order setting forth its findings and conclusions on the Claim. The written order shall be provided to the Claimant. The order shall include:

(1) The specific findings and conclusions of the Board, including specific references to pertinent provisions of the System on which such conclusions are based;

(2) A description of any additional material or information that the Board may deem necessary for the Claimant to perfect his Claim, together with the reasons why such material or information is necessary; and

(3) An explanation of the right to a full hearing on the Claim and the time limit in which a full hearing must be requested in writing.

D. The decision of the Board at the initial hearing shall not be final until after the time has expired to request a full hearing or, if a full hearing is requested, until the Board makes a decision at the conclusion of the full hearing.

14.3 FULL HEARING

A. Any Claimant may request a full hearing on the issues presented to the Board at an initial hearing and upon which the Board has entered an order as provided in subsection 2.C. above.

B. A full hearing must be requested by the Claimant within 90 days of the receipt of the Board's order. The order will be deemed received three days following the date it is mailed to Claimant at the address provided to the Board by Claimant.

C. Upon receipt of the request for a full hearing and considering the amount of discovery which might be conducted, the Board shall establish a date for the full hearing and cause notice to be given to the Claimant. The full hearing shall be held within 90 days from the receipt of the request from the Claimant. The full hearing may be postponed, if necessary and with the consent of the Claimant, to permit full discovery of the facts.

D. Copies of all documents to be offered into evidence at the full hearing, including depositions, and a complete witness list with names and addresses of witnesses expected to be called, shall be furnished to the Board and the General Counsel by the Claimant at least 20 days prior to the full hearing. Documents not furnished to the Board within the prescribed time limit may be excluded from evidence at the full hearing if a reasonable explanation is not provided for the delay in providing the documents.

E. A Claimant or the General Counsel may obtain discovery by deposition and/or interrogatories prior to the full hearing. Written notice of any depositions and/or interrogatories shall be given to the General Counsel and the Claimant.

F. The costs of any discovery, except discovery requested by the Board or the General Counsel, the appearance of witnesses at the hearing, and the making of a verbatim record of the proceedings shall be the responsibility of the Claimant.

G. The Claimant shall be responsible for the appearance of any witnesses which he wishes to have testify at the hearing. The Board shall, however, have the power to subpoena and require the attendance of witnesses and the production of documents for discovery prior to and at the proceedings provided for herein. The Claimant may request in writing the issuance of subpoenas by the Board. A reasonable fee may be charged for the issuance of any subpoenas not to exceed the fees set forth in Florida Statutes.

H. Testimony at the full hearing may be submitted in the form of a deposition. Depositions timely submitted will be part of the record before the Board at the full hearing and will not be read in totality at the full hearing; provided however, that this does not preclude the Claimant or the General Counsel from reading parts of depositions in an opening or closing statement.

I. Irrelevant and unduly repetitious evidence shall be excluded.

J. Any person who knowingly gives false testimony is guilty of a misdemeanor of the first degree, punishable as provided in Section 775.082 or 775.083, Florida Statutes.

K. The file maintained by the Board, including but not limited to various medical reports therein, is part of the record before the Board at the full hearing.

L. All proceedings of the Board shall be conducted in public.

M. In cases concerning an application for pension benefits, including applications for disability retirement benefits, the burden of proof, except as otherwise provided by law, shall be on the Claimant seeking to show entitlement to such benefits.

N. In cases concerning termination of pension benefits including re-examination of Retirees receiving disability retirement benefits, the burden of proof shall be on the Board.

O. Except as to those records which are exempted from the provisions of Chapter 119, Florida Statutes, Florida's Public Record Law, records maintained by the Board are open for inspection and/or copying during normal business hours at a reasonable cost for the copying.

P. Should a Claimant requesting an initial or full hearing decide to appeal any decision made by the Board, with respect to any matter considered at such hearing, the Claimant requesting an initial or full hearing will need a record of the proceedings and may need to assure that a verbatim record of the proceeding is made. The Claimant requesting an initial or full hearing will be responsible for obtaining a court reporter or otherwise making a record of the proceedings before the Board.

Q. The decisions of the Board after the requested full hearing shall be final and binding.

R. Within 15 days after making a decision at the full hearing, the Board shall enter a final order setting forth its findings and conclusions and a copy of the order shall be provided to the Claimant.

S. Judicial review of decisions of the Board shall be sought by the filing of a timely petition for writ of certiorari with the Clerk of the Circuit Court, in the appropriate county.

14.4 CONDUCT OF THE FULL HEARING

A. The Chairman shall preside over the hearing and shall rule on all evidentiary, procedural, and other legal questions that arise during the hearing. The Chairman's rulings shall stand unless overruled by a majority of the Trustees present. The Chairman shall open the full hearing by explaining the procedures to be followed.

B. The Claimant shall have the right to be represented by counsel or be self-represented. The General Counsel shall advise the Board.

C. The Claimant shall be allowed to make an opening statement not to exceed ten minutes.

D. Testimony of witnesses shall be under oath or affirmation. Depositions and affidavits shall be admissible.

E. The Chairman, any Trustee, the General Counsel, the Claimant or the Claimant's counsel, upon recognition by the Chairman, may direct questions to any witness during the proceedings.

F. Either the Claimant or the General Counsel shall have the right to present evidence relevant to the issues, to cross examine witnesses, to impeach witnesses and to respond to the evidence presented.

G. The Claimant shall be permitted a closing argument not to exceed 15 minutes.

H. The Board shall deliberate and make a decision following closing argument and thereafter enter an order as provided herein.

14.5 DISABILITY CLAIMS - ADDITIONAL PROCEDURES

A. All applications for disability pensions shall be in writing. Forms for such applications may be provided by the Board.

B. Upon receipt of the application for disability, the General Counsel will provide the Claimant with a set of interrogatories or questions to be answered under oath and a medical release authorization. Both documents will be completed by the Claimant and returned to the General Counsel.

C. Upon receipt of the properly completed interrogatories and medical release authorization, the General Counsel will request medical records from all relevant treating physicians; personnel records from the employer, copies of relevant workers' compensation records, and copies of other records deemed to be relevant to the Claim. The Board shall pay, from the Fund, the cost of any medical examinations required by the Board and for copies of medical records.

D. The General Counsel will, if authorized by the Board, upon receipt of the medical records from the treating physicians, schedule an independent medical examination or examinations (IME) with an appropriate independent examining physician or physicians who will be asked to render an opinion about Claimant's physical condition as it relates to the claimed disability.

E. Upon receipt of the IME report or reports from the examining physician or physicians, the General Counsel will provide all records of treating physicians, relevant workers' compensation claims records, the independent medical evaluation, and all other relevant documents to the Board for inclusion in the pension file and the Board shall then schedule the initial hearing.

RULE 15

CONFIDENTIALITY

15.1 EXTENT OF CONFIDENTIALITY PERMITTED

§§ 119.071(4)(a) and 119.071(4)(d)2.f. and g, Florida Statutes, provide that the social security numbers of all current and former City employees, and the home addresses, telephone numbers, dates of birth and photographs of current or former code enforcement officers, human resource employees, employee relations directors, assistant directors, managers or assistant managers of the City whose duties include hiring and firing employees, labor contract negotiations, administration or other personnel-related duties; and the names, home addresses, telephone numbers, dates of birth and places of employment of the spouses and children of such personnel are exempt from the public records provisions of Section 119.07(1), Florida Statutes and §24(a), Article 1, of the State Constitution.

15.2 REQUIREMENT FOR MAINTENANCE OF CONFIDENTIALITY

The Board will maintain the information specified in 15.1 as confidential, if it receives from a Member or the City of Fernandina Beach, a written request to maintain confidentiality.

15.3 CONFIDENTIALITY OF MEDICAL RECORDS

A. §112.08(7), Florida Statutes is an exemption of medical records and medical claims records from the public records requirements of §119.07(1), Florida Statutes and such records are thus confidential.

B. This exemption provides that the Board shall not furnish such records to any person except the employee or his legal representative without written authorization from the employee or, unless otherwise prohibited by law, it receives a subpoena issued in a civil or criminal action from a court of competent jurisdiction where the party seeking the records gave proper notice to the employee or his legal representative.

C. Since, under Government in the Sunshine, trustees can only discuss issues involving medical records of an employee in a public meeting, such an authorization should be signed by an employee prior to discussion by the Board. Upon consideration of the medical records at a public Board meeting, such records then become subject to disclosure in the same manner as any other public record.

RULE 16

SEPARATION FROM EMPLOYMENT FOR MILITARY SERVICE

16.1 REEMPLOYMENT PRIOR TO DECEMBER 12, 1994

Where a Member separated from employment with the City for military service as provided for herein and became reemployed prior to December 12, 1994, the years or fractional parts of years that a Member served in the military service of the Armed Forces of the United States or the United States Merchant Marine, voluntarily or involuntarily, after separation from employment as a General Employee with the City, for the purpose of going on active duty, shall be added to his years of credited service for all purposes, including vesting, provided that (except as otherwise prohibited by law, in which case the minimum standards for compliance shall apply):

- A. The Member must have returned to his employment as a General Employee within one year from the date of his military discharge or release from active service.

- B. The Member must deposit into the Fund the same sum that the Member would have contributed if he had remained a General Employee, plus an amount of interest that substantially approximates the amount earned by the Fund from the date of return to employment to the date of deposit.
- C. The maximum credit for military service shall be five years.
- D. The Member was discharged or released from service under honorable conditions.

RULE 17

DISABILITY REVIEW PROCEDURE

17.1 PROCEDURE

The Board shall periodically review the status of Disability Retirees who may be eligible to return to employment with the City of Fernandina Beach General Employees' Pension Plan as a General Employee in accordance with the following:

- A. A disability affidavit on a form adopted by the Board shall be filed with the Board at least once each year. Failure to file the affidavit shall result in a suspension of disability benefits.
- B. Upon receipt of the affidavit, the Board shall determine whether the Disability Retiree continues to be entitled to receive disability benefits pursuant to the terms of the pension plan.
- C. If the Board determines that the Disability Retiree is still disabled, then disability benefits shall continue to be paid.
- D. If, after review of the affidavit, the Board is unable to determine whether the Disability Retiree continues to be disabled, the Board shall make further inquiry as necessary.
- E. Such inquiry may include job availability and medical ability to perform duty. If the Board determines that a General Employee position appropriate for assignment may be available, and the Disability Retiree may be able to perform duty in such position, an independent medical examination or examinations shall be performed at the Board's expense by a physician or physicians selected by the Board. A job description and physical or psychological requirements necessary to perform the position shall be provided to the independent medical examiner(s).

F. After receipt of the report or reports of the independent medical examiner(s), other medical evidence and determination of job availability, the Board shall determine whether disability benefits shall continue.

RULE 18

SURVEILLANCE

18.1 SURVEILLANCE

Any Trustee who has reason to believe that a Disability Retiree may be recovered from his disability and again able to perform useful and efficient service as a General Employee and who further reasonably believes that surveillance of the Retiree, including the production of video tapes of the Retiree, will help to establish the fact of the recovery, may authorize the Board's General Counsel to arrange for such surveillance. Surveillance of Disability Applicants may also be authorized by any Trustee who reasonably believes that such surveillance will assist the Board in determining an Applicant's ability to perform useful and efficient service as a General Employee. The cost of any surveillance authorized by any Trustee shall not exceed \$1,500.00.

The Board of Trustees of the General Employees' Pension Plan met on Thursday, August 12, 2021 at 3:00 pm in the City Commission Chambers in City Hall. Members present were: Chair Jeremiah Glisson, Susan Carless, Steven Gibb, Andre Desilet and Robert Virtue.

4. FIFTH MEMBER ELECTION: The term of Trustee Susan Carless has expired and if the board wishes for her to continue her service she would need to be reappointed. Ms. Carless expressed her willingness to continue to serve on the board. **A motion was made by Member Gibb, seconded by Member Desilet, to appoint Susan Carless as the Fifth Member. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

5. APPROVAL OF MINUTES: The Minutes of the May 13, 2021 Regular Meeting, June 17, 2021 Joint Meeting and June 17, 2021 Special Meeting were presented for approval. **A motion was made by Member Desilet, seconded by Member Virtue, to approve the Minutes. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6. QUARTERLY/ANNUAL REPORTS:

6.1. ANDCO CONSULTING QUARTERLY PERFORMANCE EVALUATION REPORT FOR QUARTER ENDING JUNE 30, 2021: Mr. John Thinnes presented the performance evaluation report for the quarter ending June 30, 2021. He stated that the plan continues to reach all time highs and ended the quarter at \$28.5 million. He informed the board that the returns were 5% for the quarter and were up 22.3% for the fiscal year. He advised that Steve Stack with Highland Capital would be at the November meeting to discuss the portfolio. He also advised that the IPS is due for review every two years and would be reviewed at the November meeting.

6.1. EXPERIENCE STUDY REPORT BY FOSTER AND FOSTER: Mr. Doug Lozen presented the experience study and shared that the funding status is at 79%, about 20% of payroll and the investment assumption is at 7.75%, with the average close to 7 and recommended about 6.5%. **A motion was made by Member Desilet, seconded by Member Gibb, to adopt all the assumptions presented in the experience study, including the fresh start of the unfunded liability and changing the assumption to 7.25%. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7. REPORT FROM ATTORNEY PEDRO HERRERA: Attorney Pedro Herrera joined the meeting remotely and reminded the board that Form 1 is due by July 1 and must be filed by the end of August to avoid fines.

He advised the board of upcoming educational opportunities with the FPPTA Trustee School October 3-6 in Ponte Vedra and the State Division of Retirement Trustee School in Orlando November 3-6. He reminded the board that hotels and mileage are reimbursed by the plan.

8. APPROVAL OF INVOICES ALREADY PAID AS PER AGREEMENT OR CONTRACT:

The following invoices were on the agenda for consideration:

8.1	ANDCO CONSULTING, LLC INV. #38380	\$ 5,250.00
8.2.	SUGARMAN & SUSSKIND INV. #159803	\$ 1,105.00
8.3	SUGARMAN & SUSSKIND INV. #160557	\$ 935.00
7.4.	HIGHLAND CAPITAL MANAGEMENT, LLC INV. #28117	\$ 6,531.80
7.5.	AGINCOURT CAPITAL MANAGEMENT, LLC INV. #14509	\$ 3,056.78
7.6.	FIDUCIARY TRUST INTERNATIONAL QUARTERLY FEES	\$ 3,242.08
7.7.	AMERICAN CORE REALTY QUARTERLY FEES	\$ 6,454.47
7.8	FOSTER & FOSTER INV. #18913	\$19,677.00

A motion was made by Member Gibb, seconded by Member Carless, to approve the invoices already paid as per agreement or contract. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

9. REQUEST FOR CONTRIBUTION REFUNDS: According to the agenda support documents, the following individual requested contribution refund: Mr. Stephen Beckman in the amount of \$12,329.26. A motion was made by Member Gibb, seconded by Member Desilet, to approve the contribution refund requests. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

10. OLD BUSINESS:

10.1 REVIEW OF PROPOSED ADMINISTRATIVE SERVICES AGREEMENT WITH FOSTER & FOSTER: Attorney Herrera reminded the board that they had discussed engaging a third-party administrator to take over City staff functions with regard to the pension plans. The board had a joint workshop with the Police and Fire pension board and heard a presentation from Foster & Foster. A sample Administrative Services Agreement was included in the packet. Attorney Herrera stated that he would finalize the agreement and circulate for signature.

11. NEW BUSINESS: There were no items for discussion under New Business.

12. REQUESTS FROM THE PUBLIC TO BE HEARD ON ITEMS NOT ON THE AGENDA: There were no requests to be heard at this time.

13. OTHER BOARD DISCUSSION: Member Virtue advised the board that Member Gibb was moving out of the City limits at the end of this month and would have to step down from his Trustee position as his position requires that he reside within City limits. There was discussion regarding how to keep Mr. Gibb on the board as the other board members did not want to lose him. It was suggested that Fifth Member Susan Carless resign her position as Fifth Member as there is no residency requirement for that position, and apply for the Commission appointed seat vacated by Mr. Gibb. At that time Mr. Gibb would be available to be appointed to the Fifth Member seat vacated by Member Carless. There was discussion regarding this scenario and a consensus was reached to move forward with this suggestion as the board did not want to lose either Trustee.

14. ADJOURNMENT: There being no further business to come before the Board of Trustees of the General Employees' Pension Plan the meeting was adjourned.

Jeremiah Glisson, Chair

Steven Gibb, Secretary