AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
AUGUST 19, 2025
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 John Kasper of Blackrock Baptist Church

4. PROCLAMATION / PRESENTATIONS

4.1 **PROCLAMATION - 9TH ANNUAL "TERRY KELLY SKATE JAM"** - *In recognition of the Friends of Fernandina Skate Park's 9th Annual Terry Kelly Skate Jam. Friends of Fernandina Skate Park President Waldemar Borrero, Vice President Kenny Pinson, Treasurer Mike Nichols, Secretary Alex Johnston, Event Manager Tiffinnie Taylor, Vendor Coordinator Tori Lancaster, Music Coordinator Jenn Burns, and Sponsorship Coordinator Melissa Oliver will be in attendance to accept.*

4.2 **PRESENTATION - FLOOD ADAPTATION PLAN** - *In accordance with Florida Statute 308.093, coastal municipalities are required to conduct a coordinated approach to address impacts and to improve resilience to flooding and sea level rise. Halff Senior Resilience Planner Patrick Doty AICP, CFM will be in attendance to present the City's final Flood Adaptation Plan.*

4.3 **PRESENTATION - AIRPORT RATES AND CHARGES** - *Airport Director Nathan Coyle will be in attendance to present.*

4.4 **PRESENTATION - BUDGET SUMMARY** - *Comptroller Susan Carless will review the July 2025 budget summary and be available to answer any questions.*

4.5 **PRESENTATION - PROJECT UPDATES** - *Deputy City Manager Jeremiah Glisson will provide an update on current and/or pending projects.*

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

6. CONSENT AGENDA

6.1 **APPROVAL OF MINUTES** - *City Commission Regular Meeting - May 20, 2025; City Commission Workshop - June 3, 2025; City Commission Regular Meeting - June 3, 2025; City Commission Regular Meeting - June 17, 2025; City Commission Workshop - July 1, 2025, and the City Commission Regular Meeting - July 1, 2025.*

6.2 **LEASE ASSIGNMENT - HABITAT FOR HUMANITY OF JACKSONVILLE, INC.** - RESOLUTION 2025-138 CONSENTING TO THE ASSIGNMENT AND ASSUMPTION OF LEASE

AGREEMENT FOR PROPERTY OWNED BY THE CITY OF FERNANDINA BEACH AT THE PECK CENTER FROM NASSAU HABITAT FOR HUMANITY, INC, TO HABITAT FOR HUMANITY OF JACKSONVILLE, INC; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Assigns the existing Peck Center Habitat for Humanity lease to their new name: Habitat for Humanity of Jacksonville, Inc.*

6.3 **AWARD OF INVITATION TO BID 25-21 - MAE CONTRACTING, LLC.** - RESOLUTION 2025-139 AWARDING INVITATION TO BID 25-21 TO MAE CONTRACTING, LLC FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the award of ITB 25-21 to MAE Contracting, LLC to provide fencing at City facilities.*

6.4 **PURCHASE APPROVAL - FIRE DEPARTMENT -** RESOLUTION 2025-140 APPROVING THE PURCHASE OF A SKEETER QRV AIRPORT RESCUE AND FIREFIGHTING (ARFF) VEHICLE FOR THE FIRE DEPARTMENT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the purchase and funding of a Skeeter QRV Airport Rescue and Firefighting Vehicle for the Fire Department.*

6.5 **GRANT AGREEMENT AMENDMENT - FLORIDA DEPARTMENT OF TRANSPORTATION** - RESOLUTION 2025-141 AUTHORIZING FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT #440024-1-94-23 AMENDMENT 1 FOR THE DESIGN AND CONSTRUCTION OF NEW HANGARS AT THE FERNANDINA BEACH MUNICIPAL AIRPORT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Authorizes approval and execution of FDOT Public Transportation Grant Agreement Amendment 1 (PTGA) #440024-1-94-23 for design and construction of new hangars at the Fernandina Beach Municipal Airport.*

7. RESOLUTIONS

7.1 **AWARD OF REQUEST FOR PROPOSALS 25-05 - PAID PARKING MANAGEMENT -** RESOLUTION 2025-142 AWARDING REQUEST FOR PROPOSAL 25-05 FOR PARKING MANAGEMENT SERVICES TO SP+ PARKING OR ONE PARKING INC. OR ELITE PARKING SERVICES; AUTHORIZING STAFF TO NEGOTIATE CONTRACT TERMS AND CONDITIONS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Awards RFP 2025-05 for paid parking management to one of the three final companies (SP+ Parking, One Parking Inc., or Elite Parking Services) and authorizing staff to negotiate contract terms and conditions.*

7.2 **FLOOD ADAPTATION PLAN - RESILIENT FLORIDA GRANT** - RESOLUTION 2025-143 APPROVING THE FLOOD ADAPTATION PLAN TO SUPPORT COMMUNITY RESILIENCE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the City of Fernandina Beach Flood Adaptation Plan as prepared by consultant Halff and supported by City staff. Presentation by Halff.*

7.3 **FIVE-YEAR CAPITAL IMPROVEMENT PLAN APPROVAL** - RESOLUTION 2025-144 APPROVING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2025/2026 THROUGH 2029/2030; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Approves the City's five-year Capital Improvement Plan for Fiscal Years 2025/2026 through 2029/2030.*

8. ORDINANCE - FIRST READING

8.1 **MASTER FEE SCHEDULE** - ORDINANCE 2025-09 ESTABLISHING AND AMENDING FEES FOR THE AIRPORT, BUILDING, BUSINESS SERVICES, CODE ENFORCEMENT, CEMETERY, CITY CLERK'S OFFICE, CITY MANAGER'S OFFICE, FIRE, GOLF CLUB, MARINA, PARKS AND RECREATION, PLANNING AND CONSERVATION, POLICE, SANITATION, STORMWATER, STREETS, WASTEWATER, WATER, AND IMPACT FEES, EXCLUDING WATER AND SEWER IMPACT FEES FOR FY 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Establishes the FY 2025-2026 Master Fee Schedule.*

9. ORDINANCE - SECOND READING

9.1 **COMPREHENSIVE PLAN TEXT AMENDMENTS - WATER SUPPLY FACILITIES WORK PLAN -** ORDINANCE 2025-03 AMENDING THE 2030 COMPREHENSIVE PLAN PUBLIC FACILITIES ELEMENT TO UPDATE THE CITY'S WATER SUPPLY FACILITIES WORK PLAN IN ACCORDANCE WITH FLORIDA STATUTE SECTION 373.709 (REGIONAL WATER SUPPLY PLANNING); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: The City of Fernandina Beach requests a Comprehensive Plan Text amendment to update its Water Supply Facilities Work Plan in accordance with 373.709, Florida Statutes.*

9.2 **LAND DEVELOPMENT CODE TEXT AMENDMENTS - LANDSCAPING, BUFFERS, AND TREE PROTECTION -** ORDINANCE 2025-04 AMENDING THE LAND DEVELOPMENT CODE SECTION 1.07.00 ACRONYMS AND DEFINITIONS, SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS AND RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT; AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPING REQUIREMENTS; AND SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code to modify Chapter 1 definitions and landscaping sections and subsections contained in Chapter 4, consistent with the Planning Advisory Board direction.*

9.3 **LAND DEVELOPMENT CODE TEXT AMENDMENTS - ACRONYMS, DEFINITIONS, WATERFRONT MIXED USE -** ORDINANCE 2025-06 AMENDING THE LAND DEVELOPMENT CODE TO ADD TERMS IN SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/OWNER OCCUPIED, ROOFTOP GARDEN; AMENDING SECTION 2.03.02 TABLE OF LAND USES TO LOCATE HEALTH STUDIOS; AMENDING SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Request to add terms to Land Development Code Section 1.07.00 Acronyms and Definitions and amend Section 3.03.03 to exempt W-1 from the wetland buffer requirements, consistent with the Planning Advisory Board direction.*

9.4 **LAND DEVELOPMENT CODE TEXT AMENDMENTS - PARKING STANDARDS AND PARKING LOT DESIGN -** ORDINANCE 2025-07 AMENDING LAND DEVELOPMENT CODE

SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE IN TABLE 7.01.04(A) PARKING SPACE REQUIREMENTS, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code to modify parking standards and requirements for specific uses, consistent with the Planning Advisory Board direction.*

9.5 **LAND DEVELOPMENT CODE TEXT AMENDMENTS - HISTORIC DISTRICT COUNCIL -** ORDINANCE 2025-08 AMENDING LAND DEVELOPMENT CODE SECTION 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amending the Historic District Council membership to seven (7) voting members and eliminating alternate members.*

10. BOARD APPOINTMENTS

10.1 **BOARD OF ADJUSTMENT** - *two appointments*

11. CITY MANAGER REPORTS

12. CITY CLERK REPORTS

13. CITY ATTORNEY REPORTS

14. MAYOR/COMMISSIONER COMMENTS

15. ADJOURNMENT

- A THREE (3) MINUTE TIME LIMIT MAY BE IMPOSED FOR ALL SPEAKERS (EXCEPT IN A QUASI-JUDICIAL HEARING). A "REQUEST TO SPEAK" FORM IS AVAILABLE ON THE COUNTER AT THE ENTRANCE TO THE COMMISSION CHAMBERS. THE FORM SHOULD BE GIVEN TO THE CITY CLERK UPON COMPLETION.
- THE MAYOR WILL DETERMINE THE ORDER OF THE SPEAKERS AND MAY IMPOSE MORE RESTRICTIVE TIME LIMITS.
- ONE PERSON WILL SPEAK AT A TIME AND ADDRESS COMMENTS TO THE MAYOR, NOT INDIVIDUAL CITY COMMISSION MEMBERS.
- THE CITY COMMISSION MAY ASK QUESTIONS OF SPEAKERS WHO WILL HAVE ONE MINUTE TO RESPOND. ADDITIONAL TIME MAY BE GRANTED AT THE DISCRETION OF THE MAYOR OR BY A MOTION BY THE CITY COMMISSION.
- SPEAKERS MAY FILE COPIES OF THEIR REMARKS WITH THE CITY CLERK WHO WILL MAKE THEM AVAILABLE TO THE COMMISSION.
- MULTI-MEDIA PRESENTATIONS MUST BE SUBMITTED TO THE CITY CLERK NO LATER THAN THE FRIDAY BEFORE THE MEETING.
- FERNANDINA BEACH CITIZENS WILL SPEAK BEFORE NONRESIDENTS AND SPEAKERS WILL LIMIT REMARKS TO THE SPECIFIC SUBJECT MATTER.

- DISCUSSION – DIRECTION - ACTIONS ITEMS MAY BE ACTED UPON BY THE CITY COMMISSION BY EITHER A MOTION AND VOTE IN ACCORDANCE WITH ROBERTS RULES OF ORDER, OR BY A CONSENSUS OF THE CITY COMMISSION.

- PURSUANT TO RESOLUTION 95-32, IF AN ITEM IS NOT ON THE AGENDA IT REQUIRES A FOUR-FIFTHS VOTE OF THE CITY COMMISSION DECLARING THE ITEM AN EMERGENCY BEFORE ACTION CAN BE TAKEN.

- *QUASI-JUDICIAL* - DENOTES THAT THE ITEM MUST BE CONDUCTED AS A QUASI-JUDICIAL HEARING IN ACCORDANCE WITH CITY COMMISSION ESTABLISHED PROCEDURE AND FLORIDA STATUTES. ANY PERSON WISHING TO APPEAL ANY QUASI-JUDICIAL DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.

- AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.

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

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Proclamation
9th Annual "Terry Kelly Skate Jam"

ITEM TYPE: Proclamations

REQUESTED ACTION:

SYNOPSIS: The attached Proclamation recognizes the Friends of Fernandina Skate Park's 9th Annual Terry Kelly Skate Jam. Friends of Fernandina Skate Park President Waldemar Borrero, Vice President Kenny Pinson, Treasurer Mike Nichols, Secretary Alex Johnston, Event Manager Tiffinnie Taylor, Vendor Coordinator Tori Lancaster, Music Coordinator Jenn Burns, and Sponsorship Coordinator Melissa Oliver will be in attendance to accept.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Jeremiah Glisson, Deputy City Manager	08/05/2025
Sarah Campbell, City Manager	08/06/2025

Caroline Best

Date: July 11, 2025

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

Proclamation

WHEREAS, on a beautiful summer day in 2015 Friends of Fernandina Skate Park, a nonprofit organization, hosted the inaugural Back to School Skate Jam at the Fernandina Beach Main Beach Skate Park to encourage and develop the love of skateboarding within our community; and

WHEREAS, Mr. Terry Kelly, a proud father, arrived excited to watch his then ten-year-old son, Fernando, compete. Tragically, as Mr. Kelly approached the Skate Park, he suffered a life-ending cardiac event. The following year, with the permission of Mr. Kelly's grieving family, the competition was renamed the "Terry Kelly Skate Jam" in honor of Mr. Kelly, and fathers everywhere, who love, support and cheer for their children at sporting events; and

WHERES, 2025 marks the 9TH Annual Terry Kelly Skate Jam in which now twenty-year-old Fernando will be in attendance to pay homage to his devoted father and to carry forward a now time-honored Fernandina Beach tradition; and

WHEREAS, the Terry Kelly Skate Jam is renowned in North Florida among avid and novice skateboarders as a premier event which welcomes children of all ages and skill levels to a family friendly occasion complete with live music, food trucks and fun for all; and

WHEREAS, the City of Fernandina Beach hereby expresses sincerely thanks to the Friends of Fernandina Skate Park for their dedication and civic involvement to promote healthy physical outdoor activity and nurturing self-esteem through organizing and hosting the annual Terry Kelly Skate Jam special event.

NOW, THEREFORE, I, James Antun, by virtue of the authority vested in me as Mayor of the City of Fernandina Beach, Florida, do hereby wish competitors, event organizers and volunteers, a successful:

"9TH ANNUAL TERRY KELLY SKATE JAM"

IN WITNESS WHEREOF, I, James Antun, hereunto set my hand and cause the Official Seal of the City of Fernandina Beach, Florida, to be affixed this 19th day of August 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Mayor - Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Flood Adaptation Plan

ITEM TYPE: Presentation

REQUESTED ACTION: Consider Halff's final Flood Adaptation Plan.

SYNOPSIS: Florida Statute 308.093 requires coastal municipalities to conduct a coordinated approach to address impacts and to improve the state's resilience to flooding and sea level rise. In response, the City Commission, at their December 17, 2024, regular meeting, adopted Resolution 2024-246, awarding RFQ 24-03 to Halff to complete an adaptation plan which is hereby presented in final form by Halff Senior Resilience Planner Patrick Doty AICP, CFM.

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

CITY ATTORNEY COMMENTS: No additional comments.

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

Glenn Akramoff, Capital Project Manager	07/23/2025
Jeremiah Glisson, Deputy City Manager	08/05/2025
Sarah Campbell, City Manager	08/06/2025

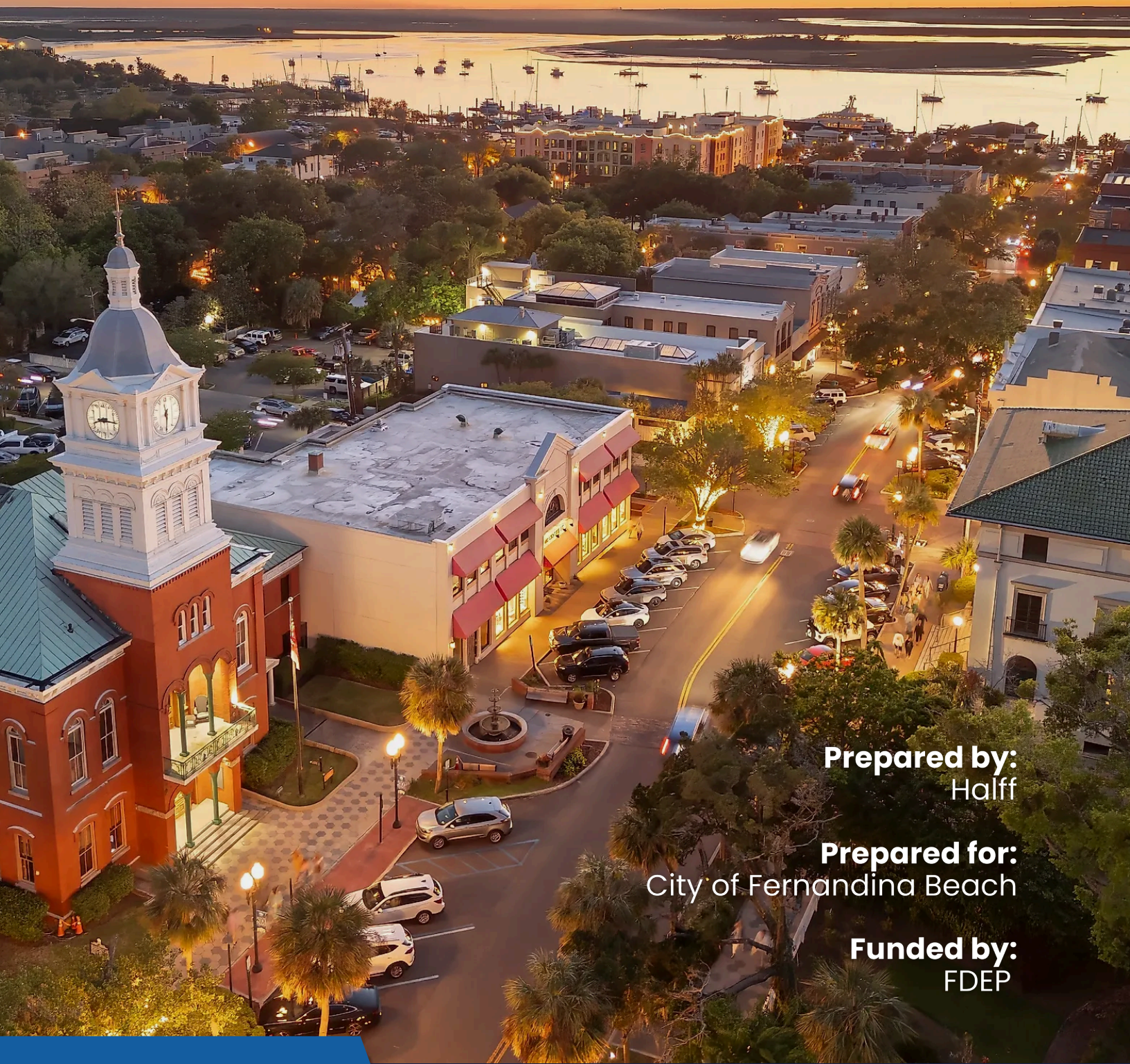
Caroline Best

Date: July 23, 2025

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

City of Fernandina Beach
Flood Adaptation Plan



Prepared by:
Halff

Prepared for:
City of Fernandina Beach

Funded by:
FDEP

July 2025

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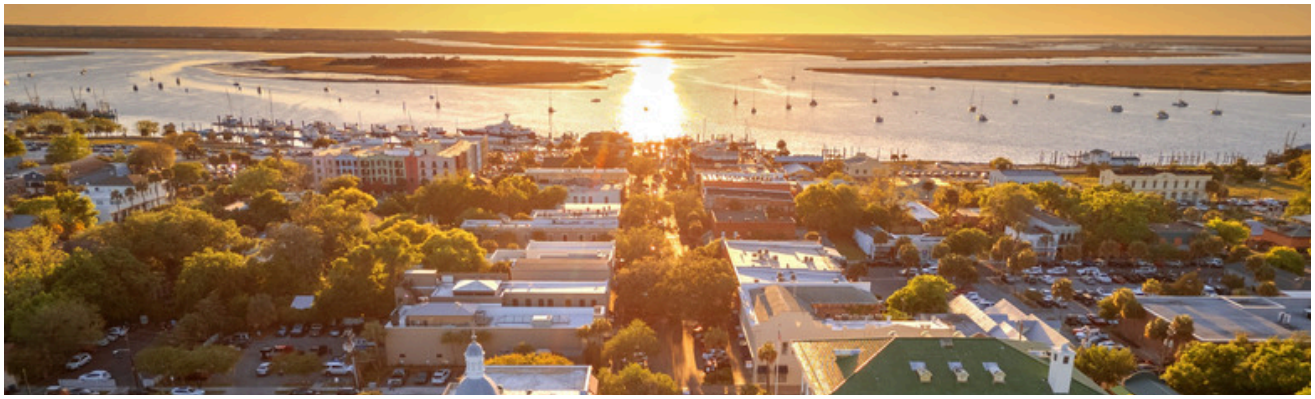
Acknowledgments



City Commission
Mayor James Antun, Seat 4
Vice-Mayor Darron Ayscue, Seat 5
Hon. Joyce M. Tuten, Seat 1
Hon. Genece Minshew, Seat 2
Hon. Tim Poynter, Seat 3

City of Fernandina Beach
Sarah Campbell, City Manager
Kelly Gibson, Planning Director
Lorelei Jacobs, Grants Administrator
Andre Desilet, Public Works Director
Victoria Guadagnino, Utilities Engineer

Halff
Sean Lahav, Project Manager
Patrick Doty, Deputy Project Manager
Melissa Beaudry, Technical Advisor

Taylor Engineering
Michael DelCharco, Coastal Engineer
Ashley Lein, Coastal Engineer

Departments
City Manager's Office
Planning and Conservation Department
Parks and Recreation Department
Building Department
Public Works Department

Resilient Florida Program
Eddy Bouza, Program Director
Saed Johnson, Grant Manager

This work was funded in part through a grant agreement from the Florida Department of Environmental Protection, Resilient Florida Program, by a grant provided by the Office of Resilience and Coastal Protection. The views, statements, findings, conclusions and recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the State of Florida or any of its subagencies.

List of Acronyms

AP – Adaptation Plan
BFE – Base Flood Elevation
CRS – Community Rating System
FBMA – Fernandina Beach Municipal Airport
FDEM – Florida Division of Emergency Management
FDEP – Florida Department of Environmental Protection
FDOT – Florida Department of Transportation
FEMA – Federal Emergency Management Agency
FFE – Finished Floor Elevation
GIS – Geographic Information Systems
GSI – Green Stormwater Infrastructure
LID – Low Impact Development
LSSM – Living Shoreline Suitability Model
MHHW – Mean Higher High Water
NFIP – National Flood Insurance Program
NEFRC – Northeast Florida Regional Council
NFTPO – North Florida Transportation Planning Organization
NPS – National Parks Services
NbS – Nature-based Solutions
NOAA – National Oceanic and Atmospheric Administration
RLP – Repetitive Loss Property
RTFF – Real-Time Flood Forecasting
SFHA – Special Flood Hazard Area
SLR – Sea Level Rise
SJRWMD – St. Johns River Water Management District
ULI – Urban Land Institute
USACE – U.S. Army Corps of Engineers
VA – Vulnerability Assessment
WAD – Water Attenuation Device
WMP – Watershed Management Plan

Key Terms

Accommodation Strategies: Alter physical design of vulnerable structures to allow the structure or land use to stay in place with modification (FDEP).

Avoidance Strategies: Involve guiding new development away from areas that are subject to coastal hazards and can be done by implementing policy and/or offering of incentives (FDEP).

Floodplain: Any land area susceptible to being inundated by floodwaters from any source (FEMA).

Managed Relocation Strategies: Deliberate retreat from areas or infrastructure where protection or accommodation will not be efficient or effective can be voluntary, incentivized, or done gradually (FDEP).

Nature-based Solutions (NbS): Actions aimed at protecting, conserving, restoring, and sustainably managing natural or modified terrestrial, freshwater, coastal, and marine ecosystems, which address social, economic and environmental challenges effectively and adaptively, while simultaneously providing human well-being, ecosystem services, resilience and biodiversity benefits (UNEP, UNEA 5.2).

Procedural Strategies: Aim to generate vulnerability and adaptation information, increase awareness of vulnerabilities and adaptation options or incorporate such information into plans or policies (FLDC).

Protection Strategies: Involve both hard and soft (or “gray” and “green”) structurally defensive measures (such as seawalls and levees) to mitigate impacts of rising seas while leaving the vulnerable structures behind these measures largely unaltered (FDEP).

Resilience: The ability to prepare and plan for, absorb, recover from, and more successfully adapt to adverse events (ULI).

Sea Level Rise (SLR): An observed increase in the average local sea level or global sea level trend. The two major causes of global SLR are thermal expansion caused by the warming of the oceans (since water expands as it warms) and the loss of land-based ice (such as glaciers and polar ice caps) due to melting (NOAA).

Special Flood Hazard Area (SFHA): The area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year, also referred to as the base flood or 100-year flood (FEMA).

Storm Surge: An abnormal rise of water generated by a storm, over and above the predicted tides, often causing coastal flooding (NOAA).

Tidal Flooding: Flooding caused by unusually high tides, often exacerbated by changes in sea levels (NOAA).

Vulnerability Assessment: An assessment measuring the impacts of flooding and identifying the people, infrastructure, and land uses that may be affected (FDEP).

How to Read This Plan



This Flood Adaptation Plan is structured to provide both a clear policy direction and actionable guidance for implementation. Each strategy is organized using a consistent format to help readers understand what the City of Fernandina Beach aims to achieve, how it will be accomplished, and who will be responsible for carrying it out. The strategies are numbered and include a concise policy statement followed by detailed supporting elements that outline the scope, timeline, and expected benefits.

At the core of each strategy is a **policy statement**—a clear expression of the City's intent to reduce flood risk, protect public assets, and improve community resilience. These statements provide the "what" and "why" of each strategy, summarizing the desired outcome and identifying priority locations or conditions the City intends to address. This is followed by description of the implementation approach, offering more detail on how the strategy will be realized.

To support effective execution, each strategy includes a series of **implementation elements**. These cover the **strategy focus areas**, such as specific neighborhoods, flood zones, or citywide systems; the **types of assets** involved (e.g., transportation, infrastructure); and the **adaptation type**, indicating whether the strategy involves protection, accommodation, or procedural improvements. A relative **cost estimate** and timeframe help define the scale of effort and when results can be expected.

The plan also identifies an **implementation lead**—the City department primarily responsible for advancing the strategy—and **key strategy partners**, including other City departments, regional agencies, state and federal partners, and private stakeholders. This ensures that roles and responsibilities are transparent and that collaboration is built into the process from the outset.

Each strategy concludes with a list of **implementation actions** and a summary of **intended benefits**. These actions break down the steps required to bring the strategy to life, from planning and design to construction, permitting, or policy updates. The listed benefits articulate the specific outcomes the City expects to achieve.

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Atlantic Ocean Sunrise (Source: Amelia Island Vacation Rentals).

Executive Summary



Figure 1. *Port of Fernandina (Source: Florida Ports Council).*

The City of Fernandina Beach has taken a proactive step forward in building long-term flood resilience with the completion of a Vulnerability Assessment (VA) and the development of a comprehensive Adaptation Plan (AP). Funded by the Resilient Florida Program, this Adaptation Plan builds directly on the Vulnerability Assessment's analysis of the City's exposure and sensitivity to tidal flooding, storm surge, sea level rise (SLR), and rainfall, translating identified risks into specific, actionable strategies to enhance the resilience of the City's infrastructure, community assets, and natural resources (**Figure 1**).

Informed by an extensive community engagement process—including an interactive public outreach meeting and a community resilience survey with more than 300 participants—the AP reflects the values, concerns, and priorities of both residents and local government staff. Insights from this collaboration shaped the development of 17 detailed strategies and 76 action items, each accompanied by information on implementation timelines, cost considerations, responsible leadership, partner organizations, and benefits. The result is a locally-grounded and stakeholder-driven plan that addresses both immediate and long-term priorities.

The VA provided a data-rich evaluation of the vulnerability of the City's most critical and regionally significant assets—including transportation networks, evacuation routes, emergency services, utilities, and treasured natural, cultural, and historic resources—to present and future flood-risk. These findings laid the groundwork for a targeted and adaptive approach to managing flooding risks across the City, using spatial analysis to pinpoint high-risk areas and priority assets in need of protection or intervention.

Building on this foundation, the AP moves beyond risk identification to define a clear path toward implementation. Grounded in the five strategic categories from the State of Florida's **Adaptation Planning Guidebook**—Protection, Accommodation, Managed Relocation, Avoidance, and Procedural measures—the AP considers a wide range of adaptation tools tailored to Fernandina Beach's distinct geography and needs. Whether elevating structures, installing nature-based defenses, adjusting land use practices, or improving emergency coordination, each strategy is evaluated for its suitability, cost-effectiveness, and contribution to long-term flood resilience.

Citywide strategies are integrated with asset-specific actions to ensure a cohesive and scalable response to flood risk. Prioritization is based on the severity of vulnerabilities, urgency of risks (**Figure 2**), and practical feasibility, with a clear focus on aligning investments with the City's resilience vision. The plan also identifies potential funding sources and mechanisms—such as state and federal grants—to support the successful implementation of its recommendations.

To aid implementation, the AP includes case studies highlighting real-world examples of flood adaptation from peer communities. These examples serve to illustrate best practices, highlight potential pitfalls, and demonstrate how thoughtful planning can produce meaningful results. Additionally, each strategy within the AP is accompanied by supporting guidance on expected outcomes, potential challenges, and co-benefits, allowing decision-makers to weigh options with confidence.

With this AP, Fernandina Beach has created a practical, forward-looking framework for responding to increasing flood risks. It stands as a testament to the power of collaboration between local government and the community, and as a call to action for sustained, strategic investment in flood resilience. Grounded in local insight and informed by rigorous analysis, the AP ensures that the City is well-prepared to protect its residents, infrastructure, and heritage—today and into the future.



Figure 2. *Flooding in Main Beach Park (Source: First Coast News).*



Fernandina Beach Waterfront (Source: Fernandina Harbor Marina).

1. Plan Background



Figure 3. *Fernandina Historic Downtown Harbor (Source: Marinas.com).*

The City of Fernandina Beach is situated in a low-lying coastal area, surrounded by significant water bodies, including the Atlantic Ocean, Amelia River, St. Marys River, and Egans Creek. This geographic setting exposes the City to heightened risks from tidal changes, storm surges, rainfall, and the anticipated impacts of sea level rise (SLR). The City's vulnerability is compounded by its position at the intersection of natural and urban environments, making it particularly susceptible to flooding.

Hurricanes have profoundly impacted Fernandina Beach over the past decade, damaging vital waterfront infrastructure and underscoring the City's vulnerability to extreme weather. In 2016, Hurricane Matthew caused the most significant damage, destroying docks and piers, including severe impacts to the downtown marina and the Fort Clinch fishing pier, which was later removed entirely due to safety concerns (Amelia Island Living, 2017; Amelia Island Living, 2023).

More recently, Hurricane Ian in September 2022 damaged the Fernandina Harbor Marina at the downtown riverfront (**Figure 3**), severing fuel and electrical lines and forcing the closure of a section of the marina boardwalk near Brett's Waterway Café (Amelia Island Living, 2022). These recurring storm events—combined with flooding and wastewater system failures during Hurricane Helene in 2024—highlight the urgent need for Fernandina Beach to invest in resilient infrastructure and robust emergency preparedness strategies (News4Jax, 2024; Action News Jax, 2024).

According to the **Fifth National Climate Assessment**, the intensity, frequency, and duration of North Atlantic hurricanes—particularly the strongest Category 4 and 5 storms—have all increased since the early 1980s (USGCRP, 2023). This escalating threat, alongside long-term SLR projections, calls for a strategic and forward-looking approach to flood risk management.

The AP aims to identify key vulnerabilities, assess potential adaptation strategies, and prioritize actions that will help the city mitigate risks while maintaining its economic vitality and coastal character. By integrating Nature-based Solutions (NbS), infrastructure improvements, and policy changes, the City seeks to enhance its resilience against future flooding threats. Additionally, the plan aligns with state and federal efforts to improve coastal resilience, positioning the City for potential funding opportunities and technical assistance.

1.1 Findings from the Vulnerability Assessment (VA)

The completed VA highlights significant increases in flood risks for Fernandina Beach, driven by projected SLR and storm events. According to **2017 NOAA SLR Projections**, relative sea levels could rise between 0.78 feet (Intermediate-Low) and 1.54 feet (Intermediate-High) by 2040, increasing further to between 1.38 feet and 3.45 feet by 2070. These rising sea levels directly contribute to expanding flood extents and heightened vulnerability of critical assets throughout the City (**Figure 4**).

Tidal flooding under the Mean Higher High Water (MHHW) scenarios currently impacts about 9.4% of the City's municipal area, but this is expected to increase to 14.4% by 2070 under the Intermediate-Low scenario and up to 19.2% under the Intermediate-High scenario. Specific areas across the community such as Egans Creek, the northwest industrial waterfront, Crane Island, and neighborhoods near the A1A bridge are projected to face frequent nuisance flooding by 2040, with many properties facing sustained inundation by 2070 under higher SLR scenarios.

Storm surge poses an even larger threat. Present-day 100-year storm surge events inundate approximately 33% of Fernandina Beach's municipal area, rising to 37.3% by 2070 (Intermediate-Low) and 44% under the Intermediate-High scenario. For 500-year storm surge events, current inundation covers about 43% of the City, increasing to 47.1% by 2070 (Intermediate-Low) and 56.6% under the Intermediate-High scenario. These projections demonstrate the growing scale of flood exposure, reinforcing the critical need for targeted adaptation measures to reduce risks to infrastructure, residents, and businesses.

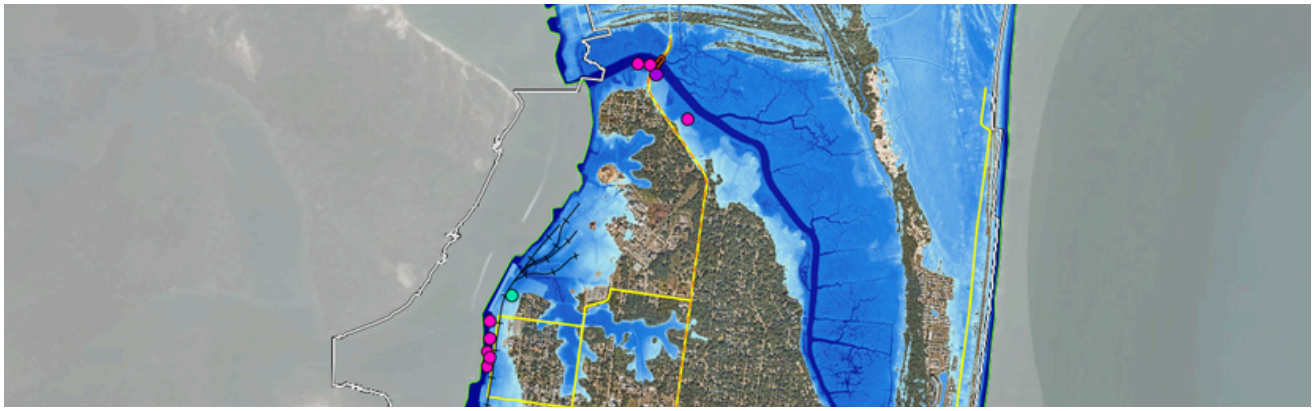

Figure 4. *City of Fernandina Beach Vulnerability Assessment (Source: Halff)*

A major deliverable from the VA was a comprehensive geodatabase cataloging all critical and regionally significant assets within the City's boundaries, including over 100 transportation assets, more than 14,000 critical infrastructure components, 38 community and emergency facilities, and hundreds of natural, cultural, and historic sites. This detailed inventory underscores the scale and diversity of assets at risk from flooding and storm surge, providing a vital foundation for targeted adaptation planning.

In addition to the geodatabase, the VA produced a detailed dataset quantifying inundation depths and exposure for each asset across multiple flood scenarios. For example, the VA shows that by 2070 under the Intermediate-High 100-year storm surge scenario, up to 15 critical community and emergency facilities, including schools, disaster recovery centers, and affordable housing, could be inundated. Similarly, key infrastructure such as wastewater treatment facilities and water utility conveyance systems face substantially increased flood risks, with over 3,500 water utility assets potentially inundated—nearly doubling from current conditions. Transportation networks critical for evacuation and emergency response also face heightened vulnerability, with major roads projected to experience increased inundation.

With this empirical foundation, the City can leverage the VA's findings to identify and prioritize adaptation needs through a process-driven decision method. Short-term actions may focus on fortifying immediately vulnerable infrastructure and updating flood policies, while medium- and long-term strategies could include land use adjustments, stormwater system enhancements, and large-scale resilience investments.

Figure 5 illustrates the distinct components of a floodplain—including the floodway, flood fringe, and base flood elevation (BFE)—which are critical for Fernandina Beach to identify appropriate land use strategies, regulate development, and prioritize flood mitigation efforts in high-risk zones.

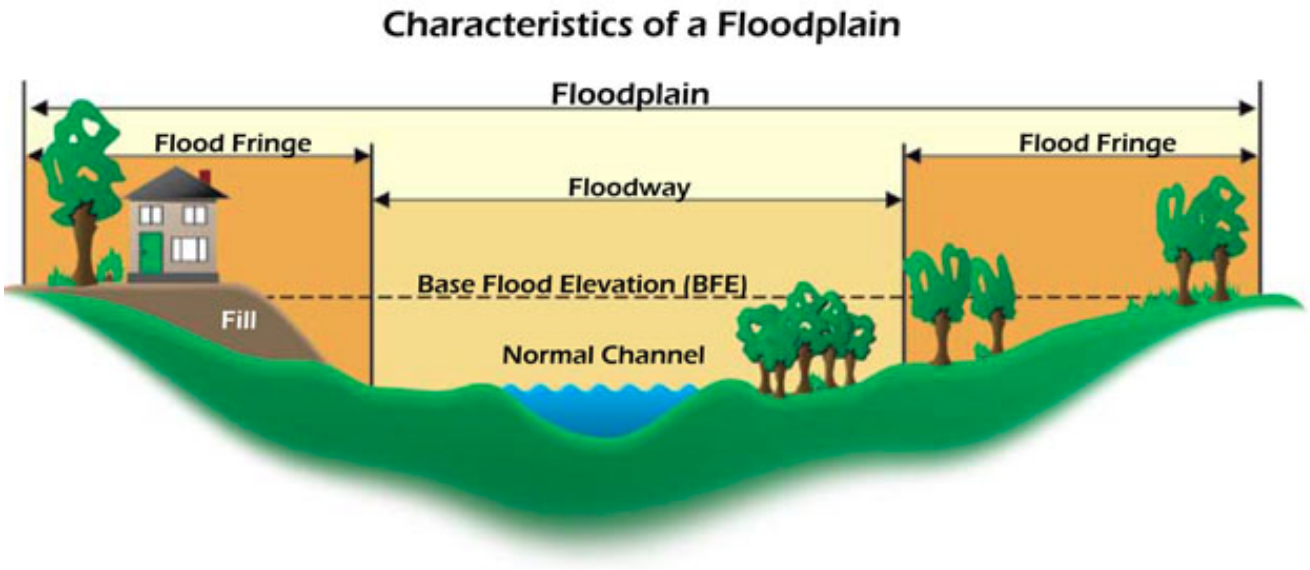

Figure 5. *Characteristics of a Floodplain (Source: NFIP Guidebook, FEMA).*

1.2 Focus Areas Identified in Vulnerability Assessment

The AP builds directly on the VA by prioritizing two high-risk focus areas for targeted adaptation: the Historic District and Downtown Waterfront, and the flood-prone properties along Egans Creek within the Special Flood Hazard Area (SFHA). These areas were identified due to their combination of high exposure to flood hazards and the presence of critical infrastructure, economic assets, and essential transportation corridors.

The Historic District and Downtown Waterfront area is both historically and economically vital to Fernandina Beach. Encompassing a 60-block Victorian-era district and key waterfront assets such as the Fernandina Port, WestRock Paper Mill, Rayonier Advanced Materials plant, and CSX rail lines, this area is vulnerable to tidal flooding and storm surge due to its low elevation and proximity to the shoreline. Targeted adaptation measures in this zone may include floodproofing historic structures, elevating or retrofitting industrial infrastructure, upgrading drainage systems, and installing shoreline protection features such as living shorelines or hybrid gray-green infrastructure. These actions would help preserve cultural heritage, protect economic productivity, and reduce repetitive flood losses.

As shown in **Figure 6**, the area surrounding Egans Creek, including properties within the SFHA, is also a critical focus due to frequent flood exposure and its role in the City's transportation network. Egans Creek borders multiple residential neighborhoods and intersects with key evacuation routes such as Atlantic Avenue and Sadler Road, both of which are susceptible to overtopping during storm events. Adaptation strategies in this area could include raising roadways, replacing or enlarging culverts, implementing floodplain restoration or wetland buffers, and promoting home elevations or buyouts where appropriate. These measures would reduce flood risk to residents and maintain essential connectivity during emergencies.



Figure 6. *Egans Creek Park (Source: Amelia Island, Florida).*

1.3 Regulatory Context

The AP aligns with the regulatory framework established by the State of Florida to address flood risks and adaptation. Under the **Resilient Florida Program**, created by the 2021 passage of **Section 380.093, Florida Statutes**, local governments are required to conduct VAs and integrate resilience planning into their comprehensive plans and capital improvement programs. APs are an optional and not required element.

Fernandina Beach's AP builds upon its state-funded VA and positions the City to apply for funding through the Florida Department of Environmental Protection's (FDEP) **Resilient Florida Grant Program**, which supports local projects aimed at mitigating flood risks, protecting critical infrastructure, and enhancing natural resilience.

Additionally, the AP aligns with the requirements of the Peril of Flood statute (**Section 163.3178, F.S.**), which mandates that coastal communities incorporate policies addressing flood risks and SLR into their local comprehensive plans. As of 2025, the City of Fernandina Beach is fully in compliance with state requirements for vulnerability assessments and comprehensive planning. The optional AP seeks to leverage and build on these efforts in developing an actionable, forward-thinking strategy.

At the regional level, the AP is consistent with the Northeast Florida Regional Council's (NEFRC) vision for flood resilience across Northeast Florida (**Resilient First Coast**), which promotes coordinated adaptation efforts across jurisdictions in response to the growing risks of tidal flooding, storm surge, and extreme rainfall vents. The AP also aligns with the National Flood Insurance Program's (NFIP) **Community Rating System (CRS)**, which incentivizes municipalities to implement proactive flood mitigation strategies that reduce insurance costs for property owners.

At the federal level, the AP supports compliance with the Federal Emergency Management Agency's (FEMA) **Flood Mitigation Assistance (FMA) Program**, which provides funding for pre-disaster mitigation projects. As depicted in **Figure 7**, a key priority of the AP is to advance collaboration with entities like the **U.S. Army Corps of Engineers (USACE)** who have been proactively working on shoreline protection and beach renourishment activities following recent hurricanes.



Figure 7. *USACE Working on Nassau County Shore Protection (Source: USACE).*

1.4 Insights from AP Kickoff Meeting

The kickoff meeting for the AP development process brought together key stakeholders, including City officials and consultants from Halff and Taylor Engineering. The purpose of the meeting was to establish a foundation for the adaptation planning process, identify priorities, and discuss strategies for the development of the AP.

A central takeaway from the meeting was the need for a blend of citywide strategies and site-specific recommendations tailored to the City's most vulnerable areas. The stakeholders emphasized the importance of protecting the City's critical infrastructure, especially evacuation routes and transportation assets, as well as ensuring the resilience of key economic and cultural assets in the Historic District and Downtown Waterfront.

The meeting further highlighted the importance of incorporating a range of adaptation strategies. These strategies fall into five broad categories: protection, accommodation, managed relocation, avoidance, and procedural. These strategies would not only apply to the entire community but also include site-specific recommendations tailored to the most vulnerable areas identified in the VA. The meeting underscored the need for prioritizing the development of adaptation projects, with conceptual designs and engineering cost estimates, to help the City prepare for funding opportunities.

The stakeholders discussed how the AP should align with other ongoing planning efforts, such as the *Comprehensive Stormwater Management Plan* and other regional studies. By integrating these efforts, the City can ensure that its adaptation strategies are consistent with broader regional goals and priorities. The VA's findings will guide the development of the AP, ensuring that adaptation strategies are well-targeted and relevant to the City's most pressing vulnerabilities as illustrated in **Figure 8** with documented flooding on First Street.



Figure 8. *First Street Flooding (Source: Amelia Island Living).*

1.5 Insights from Public Outreach Workshop

The public workshop held on April 28, 2025, offered valuable insight into the priorities and lived experiences of Fernandina Beach residents in the face of growing flood risks. Halff opened the session (**Figure 9**) with a presentation introducing the AP and outlining various strategies, providing a shared foundation for informed discussion. Participants then engaged in surveys and group dialogue, expressing both a strong understanding of local flood issues and a desire for solutions tailored to the community's unique context.

Key concerns centered on aging and insufficient stormwater infrastructure, with residents citing frequent rainfall-induced flooding and the negative impacts of poorly planned development. Specific examples included the removal of open ditches, ineffective road grading, and drainage-blocking fences. Many participants called for better integration of stormwater management into new development planning and permitting, emphasizing the need for preventive measures that consider cumulative impacts over time.

Residents also highlighted the need for broader public education and stronger accountability among developers. Suggestions included the creation of advisory boards and clearer guidance to ensure shared responsibility in reducing flood vulnerability. The conversation extended to environmental protection, with calls for preserving wetlands and floodplains and addressing high-risk areas like Egans Creek and the downtown seawall. An interactive exercise helped identify community preferences for adaptation strategies, with participants demonstrating a clear readiness to help shape the City's flood resilience efforts.



Figure 9. *April 2025 Community Prioritization Public Workshop (Source: Halff).*

1.6 Insights from Community Resilience Survey

Insights gathered from a Community Resilience Survey, which engaged over 300 respondents in Spring 2025, revealed a nuanced picture of public sentiment in Fernandina Beach and provide a robust foundation for a **Strengths, Weaknesses, Opportunities, and Threats (SWOT)** analysis that reflects the community's lived experiences and concerns related to flood risk management.

Strengths lie in the community's high level of awareness and engagement. Residents demonstrate a clear understanding of the local environmental systems, particularly the protective value of wetlands, tree cover, and permeable landscapes. Their emphasis on NbS—such as wetland conservation and strategic green infrastructure—shows a sophisticated appreciation for sustainable resilience approaches. This knowledge, combined with a strong sense of place and concern for long-term livability, positions the City to draw upon a well-informed and motivated citizen base when implementing resilience strategies.

However, these strengths are tempered by notable **weaknesses**, particularly around infrastructure and public trust. Residents pointed to aging stormwater systems, inadequate drainage maintenance, and poor communication from City leadership as key vulnerabilities. The perception that unchecked development is being allowed to outpace infrastructure upgrades has eroded public confidence. Additionally, the absence of a clear, transparent framework for integrating public input into land use and resilience decisions further weakens the City's ability to act cohesively and maintain credibility with its constituents.

There are also significant **opportunities** for the City to act on this feedback in meaningful ways. The public's call for a more deliberate approach to growth, coupled with support for adaptive and nature-based strategies, creates political and social momentum for forward-thinking resilience planning. Engaging the community more directly through transparent, participatory processes and aligning capital improvement projects with resilience goals could help rebuild trust and foster long-term stewardship.

Finally, the survey responses highlight important **threats** that could undermine progress if left unaddressed. Chief among them is the continued perception that development interests outweigh resident safety and environmental health. If the City fails to act on community concerns or communicates poorly about resilience efforts, skepticism and opposition could intensify. Climate-driven challenges—such as SLR, intensifying storms, and tidal flooding—also pose external threats that could overwhelm outdated systems and outpace planning efforts if not met with urgency and coordination.

Appendix B provides detailed results from the Community Resilience Survey.

1.7 Plan Structure

With the background and context now established, the remainder of the AP provides a clear, actionable roadmap for addressing flood risks while aligning with best practices and available funding opportunities. The next sections, Adaptation Tools and Resources, offers a comprehensive overview of flood adaptation strategies available to local governments. It covers both structural and non-structural approaches—including NbS, policy and regulatory updates, and infrastructure improvements—and includes links to case studies from Florida and other national municipalities that have successfully implemented similar measures. The section also identifies key partners, such as regional agencies, state and federal entities, and nonprofit organizations, who can offer technical support and funding. **Appendix C** provides a curated list of current grant opportunities available to equip decision-makers with up-to-date resources for implementation.

Following this, the Adaptation Needs Assessment translates findings from the VA into a set of communitywide and site-specific priorities. This section organizes needs based on the flood exposure and sensitivity of critical assets, drawing directly from the VA's flood depth data and scenario analysis. It distinguishes between assets requiring immediate action—such as infrastructure at risk from frequent tidal flooding—and those facing future risk due to SLR and storm surge, such as the Historic District (**Figure 10**).

The final sections outline a detailed set of strategies organized by implementation timeline: immediate, mid-term, and long-term. High-priority actions are described in greater detail, including specific adaptation mechanisms, cost considerations, expected benefits, and preliminary concepts where available. Medium- and long-term strategies, which may require additional planning or funding, are also presented to ensure a sustained and flexible approach to adaptation planning.



Figure 10. *Fernandina Beach Historic District (Source: The Addison on Amelia Island).*



Flooding from Hurricane Ian in 2022 (Source: Fernandina Beach News-Leader).

2. Adaptation Tools

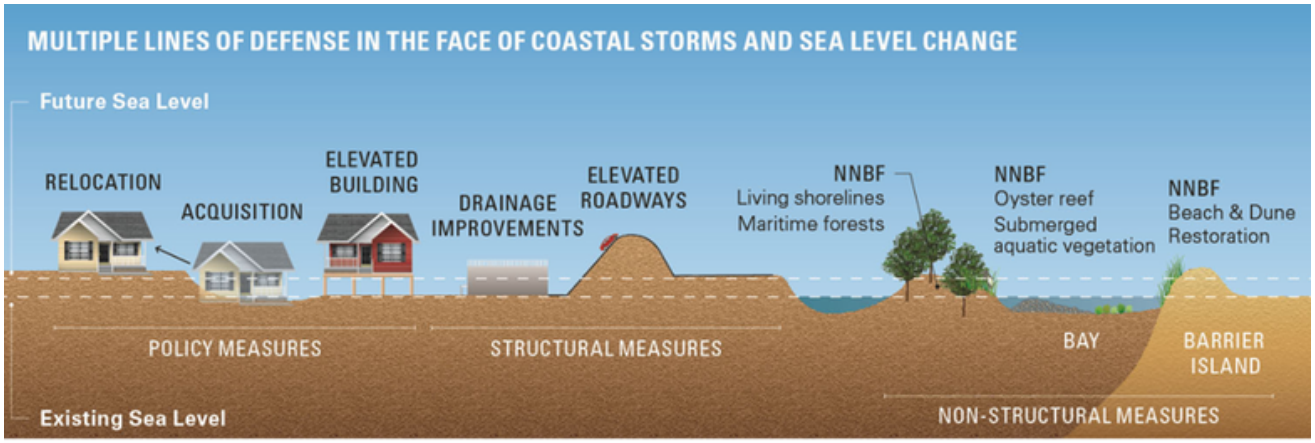

Figure 11. *Multiple Lines of Defense for Coastal Storms and Sea Level Change (Source: City of Virginia Beach, Nature-Based Coastal Flood Mitigation Strategies, 2019).*

Adaptation strategies for flooding vary widely based on the unique characteristics and vulnerabilities of each community, shaped by geographic location, environmental conditions, economic factors, and social dynamics. In some cases, communities focus on protection, implementing engineered or natural defenses such as seawalls, levees, and wetlands to shield coastal areas from rising waters. These protective measures aim to keep floodwaters at bay, reducing the immediate risks to people and property. Other communities may adopt accommodation strategies, which prioritize adjusting existing structures to cope with flooding rather than preventing it entirely.

In instances where the risk is deemed too high, avoidance strategies become more relevant. These strategies aim to reduce exposure to flood hazards by steering development away from high-risk areas. Through zoning restrictions, land-use planning, and conservation efforts, communities can minimize the potential for future damage and reduce the need for expensive adaptation measures in vulnerable regions. However, in areas where flooding is an ongoing and unavoidable challenge, managed relocation offers an alternative. Managed relocation, or strategic retreat, involves gradually moving people, infrastructure, and assets from flood-prone areas to safer locations.

Finally, procedural strategies play an essential role in supporting all other adaptation efforts. These include governance frameworks, regulatory updates, risk assessment processes, and public engagement initiatives, which guide decision-making and ensure that adaptation strategies are implemented in a way that is both effective and fair.

Figure 11 shows multiple lines of defense against coastal storms and SLR, organized into policy, structural, and non-structural measures. It highlights a layered approach, from relocation and infrastructure upgrades to NbS like living shorelines, oyster reefs, and dune restoration.

2.1 Protection Strategies

Protection strategies incorporate "structurally defensive measures that directly protect vulnerable structures, allowing them to be left largely unaltered" (FDEP, 2018). Protection strategies encompass various measures aimed at mitigating the impacts of SLR, storm surge, and erosion. These strategies can be further categorized as green, gray, or hybrid. Traditional methods of gray or hard infrastructure include construction or reinforcement of structures such as seawalls, bulkheads, revetments, and levees. In some locations, these traditional structures are prohibited along the waterfront due to potential adverse effects on adjacent properties or public access.

In contrast, green or soft solutions include practices such as living shorelines and beach nourishment projects. Ecosystem restoration is a means of preserving and restoring natural ecosystems like mangroves, wetlands, and dunes to function as a natural buffer and protect against coastal hazards. Oftentimes, green solutions are limited to natural areas with limited wave action. Hybrid solutions combine elements from both green and gray approaches. These methods could involve the restoration of a failing seawall in conjunction with oyster shells or other artificial reef components.



Figure 12. *FDOT's Preparation for the Use of WADs Along the Sunshine Skyway Bridge in Tampa Bay (Source: Engineering News Record, 2023).*

The choice of infrastructure type (green, gray, or hybrid) depends on several factors, including shoreline characteristics, real estate and infrastructure considerations, desired environmental outcomes, adjacent land use patterns, and available funding. **Figure 12** shows the 2023 Sunshine Skyway Bridge wave attenuation project in Tampa Bay, funded by the Florida Department of Transportation (FDOT). The project involved the placement of over 840 wave attenuation devices (WADs), serving as breakwaters along the failing seawall of the fishing pier's access road (Engineering News-Record ENR, 2023).

The beach front is oftentimes the first line of defense against storm surge, and beach nourishment can be considered a sacrificial but necessary form of protection. Beach restoration replenished eroded shorelines, creating a natural buffer against storm surge and wave action, which is critical to prevent damage to properties and infrastructure.

A 4.4-mile segment of Fernandina beach is considered critically eroded, according to the **FDEP's 2023 Strategic Beach Management Plan** for the Northeast Florida region. Since the Nassau County Shore Protection Project was federally authorized in 1972, sand has been dredged from the St Marys River Entrance Channel and placed along the segment of beach. Since the initial beach restoration project in 2008, over 2.6 million cubic yards of sand have been placed along the North Beach/Fernandina Beach shoreline.

Sunny day or "nuisance" flooding is caused when stormwater drains backflow from a combination of high tide, onshore winds, and SLR. A short-term solution to combat this type of flooding is to install check valves at the outfalls of stormwater pipes as shown in **Figure 13**. These valves allow water to flow out but prevent tidal water from flowing back in, helping to reduce street and yard flooding during high tide events.



Figure 13. *Tideflex Check Valves for Backflow Prevention (Source: Red Valve).*

Flood control systems, such as flood barriers, are a relatively cost effective and quick method of emergency response and preparedness. Flood barriers and flood gates protect and prevent flooding into businesses, roads, dune crossovers, or other low-lying points of access. Flood gates may be installed at the openings of homes and businesses via the entryways, doorways, or garage doors. Flood barriers come in multiple forms and multiple sizes. The Cities of Jacksonville and Atlantic Beach deployed temporary flood barriers during the 2024 hurricane season, shown in **Figures 14** and **15**.



Figure 14. *Tiger Dam Deployed at Fire Station (Source: Florida Times-Union).*



Figure 15. *Tiger Dam Deployed on Coastline (Source: Florida Times-Union).*

Emergency protection strategies may involve the deployment of temporary flood barriers or flood wrapping systems, which can be procured and installed in advance of a flood event to safeguard structures. Temporary flood wrap consists of a heavy-duty plastic barrier that wraps the base of a structure and is anchored by weights (i.e., sandbags) to prevent water intrusion.

This method is effective against short-duration, low-level flood events. Temporary flood barriers, such as the one **AquaFence deployed at Tampa General Hospital during Hurricane Helene**, are typically rigid structures that can be anchored to the outside foundation and walls of a structure. These barriers are designed to take a higher-level inundation scenario compared to flood wrapping. Temporary flood barrier systems are adaptable for installation by individual homeowners or by municipal authorities to shield entire districts. **Table 1** provides an inventory of other case studies to consider.

Table 1. *Protection Strategy Case Studies (Source: Halff).*

Project Name	Description
Tampa Bay Model Shoreline Ordinance Template	A comprehensive ordinance template developed over two years with input from experts in coastal engineering, marine ecology, and floodplain management. It offers a structured approach for local governments to update shoreline protection policies to address sea level rise and high tide impacts. The ordinance sets a 5 ft elevation standard to ensure resilience and includes strategies like NbS and hybrid solutions.
Miami Beach Coastal Resilience Improvements	This project focuses on protecting Miami Beach from flooding and SLR through upgraded stormwater infrastructure, including pumps and elevated roads. It also restores natural barriers like mangroves and dunes, promotes public engagement, and aligns with regional climate initiatives. This integrated protection approach strengthens both engineered and ecological defenses, enhancing long-term coastal protection and adaptability in the face of chronic flooding and increasing storm intensity.
Clearwater's Stormwater Check Valves and Flood Mitigation Plan	The flood mitigation plan focuses on the installation of Tideflex check valves on stormwater laterals to prevent backflow from the lagoon during high tides and storm events. It also involves upgrading stormwater pipes and installing permanent pumps to improve drainage efficiency. This initiative is part of a larger flood mitigation strategy to reduce flooding in the North Beach area, with support from a federal grant.
Jacksonville's Use of Tiger Dams for Storm Surge Protection	Jacksonville has implemented the use of Tiger Dams, water-filled inflatable barriers, to protect critical infrastructure from storm surge flooding. These barriers can be quickly deployed to form durable flood walls up to 32 feet high, safeguarding infrastructure like lift stations and fire stations in vulnerable coastal areas. The technology provides flexibility, rapid deployment, and is proven to be effective in other cities.

2.2 Accommodation Strategies

Accommodation strategies "alter the physical design of vulnerable structures to allow the structure or land use to stay in place with modification" (FDEP, 2018). This encompasses the design, modification, and construction of buildings and infrastructure to endure severe weather events and flooding. Examples include raising structures and roadways, implementing wet floodproofing measures, land-use planning, flood insurance, flood hazard mapping, and timely flood warnings to inform the public and encourage well-organized evacuations.

Figure 16 shows an example of the benefits of elevating structures. Elevating finished first floors, entire structures, or utility components can mitigate the risk of flooding at expected future SLR and storm surge scenarios. Additionally, many utilities and utility components may be elevated to allow systems to continue to operate during flood events. By elevating an entire structure, as well as its critical electrical and mechanical systems, above the base flood elevation (BFE) and freeboard, the facility will likely sit above flood levels expected during future storm events.

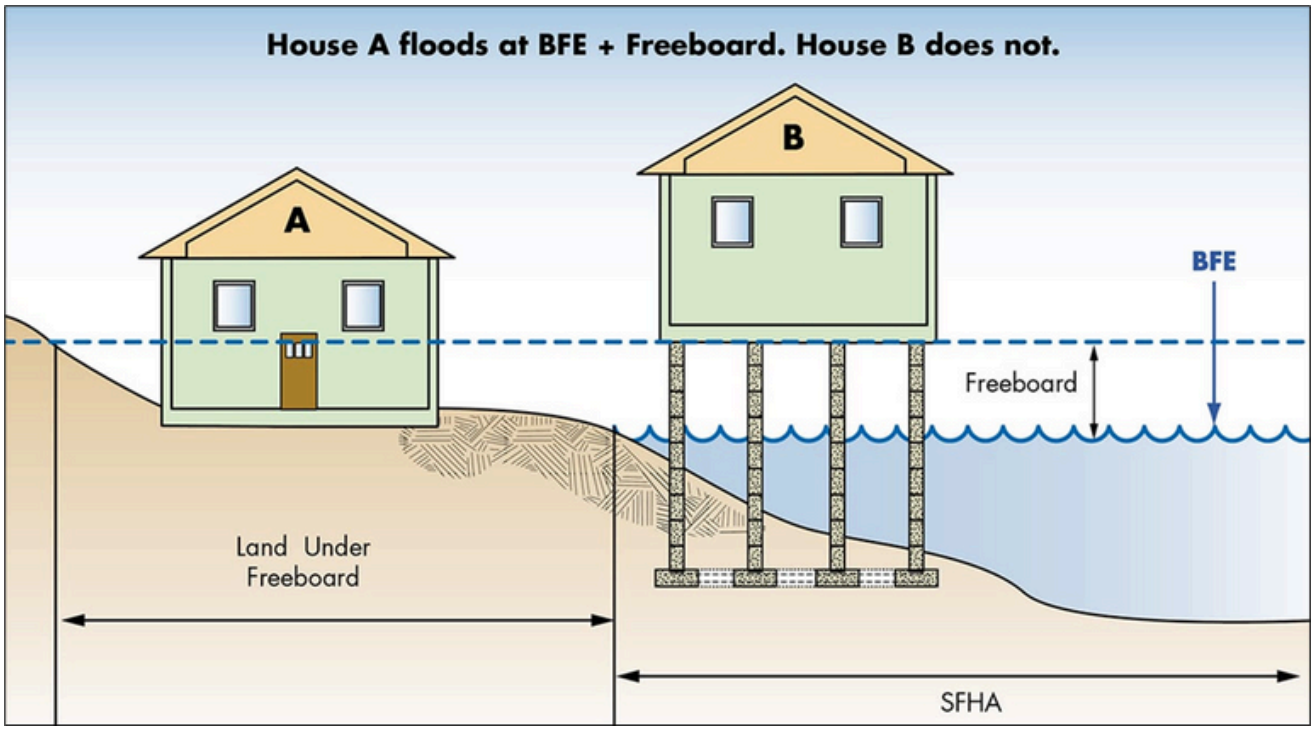

Figure 16. *Diagram Showcasing Benefits of Property Elevations (Source: ASFPM).*

Wet floodproofing, an accommodation strategy, permits floodwaters to enter and exit a designated uninhabited section of a structure to mitigate damage caused by external water pressure. This approach is commonly employed in public areas and crawl spaces. A relatively low-cost option to retrofit an existing structure to withstand flood damage is to install flood vents and conduct wet floodproofing. This method also prevents a structure from becoming buoyant and floating off its foundation.

Current drainage systems may struggle to cope with the compounded effects of SLR, storm surge, and heavy rainfall. Stormwater drainage plays a crucial role in safeguarding structures and surrounding environments. Enhancing stormwater detention capabilities to accommodate future demand may include installing larger pipes or culverts or maintaining and deepening streams, channels, and canals. While traditional stormwater infrastructure typically relies on manmade systems and pipe networks, aging systems that struggle to meet the capacity of increased water levels are opting for green and hybrid alternatives to treat and store stormwater.

The **Water Infrastructure Improvement Act of 2019** defines green infrastructure as "the range of measures that use plant or soil systems, permeable pavement or other permeable surfaces or substrates, stormwater harvest and reuse, or landscaping to store, infiltrate, or evapotranspirate stormwater and reduce flows to sewer systems or to surface waters" (US Congress, 2019). This approach not only helps mitigate the impact on sewer systems and water bodies but also contributes to ecosystem preservation and recreational amenities. Installing various types of pervious surfaces is highly cost-effective in areas characterized by high land values and persistent nuisance flooding, as shown in **Figure 17**.

Green infrastructure also provides significant co-benefits that extend beyond flood mitigation and stormwater management. By incorporating elements such as bioswales, rain gardens, and green roofs, communities can improve water quality, enhance urban biodiversity, reduce urban heat island effects, and support flood resilience.



Figure 17. *Examples of Permeable Surfaces (Source: Paver Outlet).*

Sustainable urban drainage systems combine modern stormwater management techniques with natural resources to address the negative impacts of urban development while offering social, environmental, and economic benefits. By adopting a multidisciplinary approach, stormwater attenuation and treatment ponds can be transformed into vibrant waterfront parks, complete with wildlife habitats, exemplifying integrated floodway design. **FDEP's Green Stormwater Infrastructure Website** provides technical support and funding opportunities for implementation.

Beyond managing stormwater, these systems bring a variety of advantages. For instance, stormwater detention and treatment ponds can be designed as multifunctional spaces that contribute to green urban areas. These ponds can evolve into lively waterfront parks, improving the aesthetic appeal of cities and offering recreational spaces for residents. Moreover, they can support biodiversity by serving as habitats for wildlife, enriching urban environments with nature.

In addition to managing rainfall, these systems can provide flood resilience by storing excess water during heavy storms and slowly releasing it, reducing the risk of flash floods. Their design can also allow for the infiltration of rainwater into the ground, replenishing groundwater supplies and decreasing the likelihood of erosion or sediment buildup in rivers and streams.

Figure 18 illustrates how green infrastructure can be implemented across both private and public properties to manage stormwater and reduce flood risk. On private property, strategies such as green roofs, stormwater cisterns, downspout disconnection, and rain gardens help capture and absorb rainfall at the source, preventing excess runoff. These features not only reduce the burden on local drainage systems but also promote groundwater recharge and improve local ecosystems. **Table 2** provides an inventory of other case studies to consider.



Figure 18. *Green Infrastructure Uses on Public and Private Property (Source: Puget Sound Starts Here).*

Table 2. *Accommodation Strategy Case Studies (Source: Halff).*

Project Name	Description
Living Shoreline in Cedar Key	The Living Shoreline Suitability Model (LSSM), developed by the Virginia Institute of Marine Science (VIMS), is used in Cedar Key to recommend sustainable, nature-based solutions for erosion control. By evaluating shoreline exposure, upland conditions, and existing habitats, the model prioritizes eco-friendly approaches like planting marshes, mangroves, and installing oyster reefs. These natural features reduce wave energy, enhance ecosystem health, and improve water quality. The model helps guide property owners through the permitting process while ensuring compliance with regulations.
Bioswales in Cape Canaveral	In Cape Canaveral, bioswales are used as part of a broader Green Stormwater Infrastructure (GSI) initiative to manage stormwater and mitigate flooding. By using plants and soil to filter and absorb stormwater, bioswales help improve water quality and reduce flooding. The project incorporates native species like Canna Lily and Sand Cordgrass, contributing to local biodiversity and enhancing the aesthetic value of urban landscapes.
Building Urban Forest Resilience in Coral Springs	Coral Springs is working to build urban forest resilience in response to the impacts of severe weather events. The City is focusing on selecting tree species that can withstand extreme heat, variable soil conditions, and hurricane-related stress. The project includes experimenting with underutilized species like cinnamon bark and Eagleston hollies, which are more resilient to extreme weather conditions.
Elevate Florida	Elevate Florida, initiated by the Florida Division of Emergency Management (FDEM), is a statewide program aimed at reducing damage from natural disasters by increasing the resilience of residential properties. The program offers financial support for mitigation strategies such as structure elevation, wind mitigation, and mitigation reconstruction, covering at least 75% of the project costs through federal grants. Homeowners contribute 25% of the cost, with loan options available.

2.3 Managed Relocation Strategies

Managed relocation strategies are an essential component of adaptation and flood risk management in Florida, particularly as the state faces increasing threats from SLR, more intense hurricanes, and other storm-related hazards. These strategies involve relocating infrastructure or communities from areas at high risk of flooding, where continued protection or adaptation efforts would not be cost-effective or efficient. By implementing managed relocation, Florida can safeguard its residents, protect vulnerable ecosystems, and reduce long-term exposure to flood risks.

One of the key elements of managed relocation is the gradual or voluntary movement of communities and critical infrastructure away from flood-prone areas. This can be incentivized through government buyout programs, such as the **Rebuild Florida Voluntary Home Buyout Program**, which purchases properties in high-risk flood zones and repurposes them for public use, such as conservation areas or stormwater management systems. The program helps reduce the financial burden of recurring flood damage and avoids costly flood insurance payouts.

By removing properties from flood-prone areas, these efforts also allow for the natural restoration of the land, which can enhance wildlife habitats and provide new recreational opportunities for communities. **Figure 19** illustrates the process of relocating the Cape Hatteras Lighthouse in North Carolina to a safer position due to erosion concerns. The lighthouse was moved 2,900 feet inland in 1999 to prevent its destruction, ensuring its preservation as a historic landmark. **Table 3** provides an inventory of other case studies to consider.



Figure 19. *Moving the Cape Hatteras Lighthouse (Source: Island Free Press).*

Table 3. *Managed Relocation Case Studies (Source: Halff).*

Project Name	Description
Voluntary Home Buyouts in the Florida Keys	The Rebuild Florida Voluntary Home Buyout Program focuses on purchasing homes in flood-prone areas of the Florida Keys to reduce flood risk. Funded by federal disaster recovery grants, once the properties are acquired, they are demolished and repurposed for public infrastructure like stormwater management systems, recreational spaces, or conservation areas. While offering immediate relief to homeowners, the program faces challenges such as a limited number of applicants and logistical difficulties in acquiring scattered properties.
Fire Station Relocation in Satellite Beach	In Satellite Beach, Florida, the local government has taken proactive steps to protect critical infrastructure from flooding, including relocating the City's fire station to a higher elevation to avoid potential flood damage. This move was part of the city's broader strategy, following a Sea Level Rise Technical Assessment, to mitigate the effects of rising sea levels and flooding.
Moving the Cape Hatteras Lighthouse	The relocation of the Cape Hatteras Lighthouse in 1999 is a critical case study in balancing historic preservation with coastal resilience. Originally constructed in 1870, the lighthouse had been threatened by shoreline erosion, leaving it only 120 feet from the ocean by 1970. The relocation process, involving extensive scientific evaluations and a collaborative effort between the National Park Service (NPS), National Academy of Sciences (NAS), and engineering firms, moved the lighthouse inland, ensuring its preservation for future generations.
Guidelines on Flood Adaptation for Rehabilitating Historic Buildings	The Guidelines on Flood Adaptation for Rehabilitating Historic Buildings address the increasing threat of flooding to historic properties. These guidelines provide recommendations on adaptive strategies for protecting the structural integrity of historic buildings, including elevating structures, installing flood vents, and using water-resistant materials.

2.4 Avoidance and Procedural Strategies

Avoidance and procedural strategies are fundamental approaches in managing coastal hazards and mitigating the impacts of flooding in Florida. These strategies aim to prevent or limit development in vulnerable areas, ensuring that new infrastructure and communities are not exposed to the risks posed by SLR, hurricanes, flooding, and other environmental threats.

Avoidance strategies focus on guiding new development away from areas prone to coastal hazards. These strategies are proactive, ensuring that future growth in areas in close proximity to salt marsh systems like Egans Creek (**Figure 20**) does not exacerbate vulnerabilities. One of the key tools for avoidance is rezoning, which involves changing land-use designations to prevent development in flood-prone or ecologically sensitive areas. In Florida, this could include adjusting zoning codes to restrict or limit construction in areas identified as high-risk zones for flooding, storm surge, or erosion. Land-use policies can also support avoidance by establishing clear guidelines on where development is allowed, and by prioritizing safe, sustainable growth areas.

Increased waterfront setbacks and the implementation of buffers are other essential methods of avoidance. By requiring development projects to be set back a greater distance from the coastline, local governments can reduce the impact of coastal hazards on infrastructure and ensure that critical natural habitats remain protected. These setbacks act as buffers, providing a zone between the development and the vulnerable coastal area, which helps absorb storm surge, prevent erosion, and protect water quality.

In addition to these avoidance strategies, procedural strategies are designed to create a framework for guiding future decisions, ensuring that vulnerable areas are avoided or managed in a way that reduces risk. One of the primary procedural strategies is the development of zoning regulations that establish strict requirements for coastal development. These regulations can include building codes, minimum elevation standards, and restrictions on development types. **Tables 4** and **5** provide inventories of avoidance and procedural case studies to consider.



Figure 20. *Egans Creek Salt Marsh System (Source: Travelzoo).*

Table 4. *Avoidance Strategy Case Studies (Source: Halff).*

Project Name	Description
Historic Preservation Flood Adaptation in Apalachicola	In response to SLR and flooding risks, Apalachicola, Florida has developed a pioneering approach to protect its historic buildings, which are crucial to the City's identity and economy. The city launched a SLR vulnerability assessment in 2017, focusing on its downtown area, where many historic structures stand. The City has collaborated with architects, preservationists, and mitigation professionals to develop nonstructural mitigation plans that involve elevating structures, improving drainage, and reinforcing foundations.
Preserving Existing Open Spaces in NYC	Hunter's Point South Waterfront Park in New York City serves as an example of preserving and enhancing open spaces to improve urban resilience. Following Hurricane Sandy, the park's design was studied to assess its ability to withstand storm surges, flooding, and heavy rainfall. Using drone imagery, hydrodynamic models, and on-site data collection, researchers found that the park's elevated structures and flood-resistant materials significantly contributed to reducing storm surge impacts.
Resilience Assessment of the Jacksonville and Lower St. Johns River Watersheds	The Jacksonville and Lower St. Johns River Watersheds Coastal Resilience Assessment identifies areas for restoration and conservation that can enhance human and ecological resilience in the face of flooding and SLR. By integrating spatial data and involving local stakeholders, the assessment helps identify "Resilience Hubs"—large areas that provide both ecological and community protection.
Nature-Based Solutions for Sea-Level Rise: A Case Study in San Mateo County	A study by Stanford researchers demonstrates the effectiveness of nature-based solutions for combating sea-level rise in San Mateo County, California. By modeling various adaptation scenarios, the research shows that conserving marshlands, restoring beaches, and protecting native coastal ecosystems can provide flood protection equal to traditional concrete seawalls, while offering additional benefits such as recreational opportunities and improved water quality.

Table 5. *Procedural Strategy Case Studies (Source: Halff).*

Project Name	Description
Real-Time Flood Forecasting (RTFF)	Real-Time Flood Forecasting (RTFF) systems leverage existing watershed models and hyper-resolution data to predict flood risks and enhance flood management. Using data from sources like the National Weather Service and live rain and stream gauge measurements, these systems offer near real-time forecasting, enabling proactive flood risk management. RTFF systems have been successfully implemented in areas like Orlo Vista and Lee County, where they facilitated early detection of rising water levels, triggering timely alerts and interventions.
Smart Ponds	Smart ponds use live weather data to predict stormwater levels and adjust water levels before storms, increasing flood storage capacity. These proactive systems help manage overflows in traditional stormwater ponds. For example, during Hurricane Ian, the National Stormwater Trust managed pond systems in Southwest Florida to improve stormwater management.
Smart North Florida Initiative	The Smart North Florida Initiative applies advanced technology to address urban challenges, including flood management, road conditions, and transportation issues in the Jacksonville area. Through partnerships with organizations like StormSensor and Trainfo, the initiative collects real-time data to monitor sea-level rise, assess road maintenance needs, and track traffic at railroad crossings. The Neptune Beach Resilience Lab is a key project that uses sensors to evaluate the impact of flooding on coastal infrastructure, particularly stormwater systems.
Incentivizing Low-Impact Development (LID)	The East Central Florida Regional Planning Council (ECFRPC), in collaboration with the University of Florida IFAS and Volusia County, developed resources to support Low-Impact Development (LID). These include the LID Ordinance Recommendations and the Implementation Guidebook, which offer best practices for sustainable development and stormwater management.



Isle of Eight Flags Shrimp Festival (Source: Amelia Island, Florida).

3. Technical Resources



Figure 21. *City of Fernandina Beach City Hall (Source: City of Fernandina Beach).*

As Fernandina Beach continues to experience the effects of flooding, proactive adaptation strategies are critical to protecting the City's future, including critical facilities like City Hall (**Figure 21**). Local engagement is the foundation of these efforts. Public workshops, citizen advisory committees, and economic resilience programs are essential tools for fostering community-wide understanding and participation. By involving residents and stakeholders directly in the planning process, the City can ensure that flood mitigation strategies reflect local priorities.

Continued coordination with Nassau County further strengthens the City's approach to adaptation planning. As of July 2025, Nassau County is updating its VA and creating its first AP, both aligned with its ongoing Vision Plan and upcoming Comprehensive Plan revision. Joint initiatives—such as resilient roadway design, expanded stormwater infrastructure, and the protection of natural flood buffers—are more feasible and effective when guided by a shared understanding of risk and regional priorities.

Regional partners provide valuable technical and strategic support. The NEFRC is advancing a Regional Resilience Action Plan that aligns local actions with broader resilience goals. Through recent collaboration with **Climate Central's Flood Vision** program, high-resolution mobile LiDAR imagery was produced for Fernandina Beach, offering detailed, property-specific projections of SLR impacts. These tools can enhance public awareness and help officials and property owners prioritize investments.

At the federal and state level, support from agencies like USACE and FDEP provides essential resources. Fernandina Beach was included in the Northeast Florida focus area of the Corps' recently completed **South Atlantic Coastal Study (SACS)**, which offers data-driven strategies for mitigating coastal risk. Meanwhile, the Resilient Florida Program offers grant funding to help local governments implement adaptation measures. **Tables 6** and **7** provide inventories of partnership opportunities and technical resources.

Table 6. *Adaptation Planning Partnership Opportunities (Source: Halff).*

Organization	Description
Northeast Florida Regional Council (NEFRC)	The NEFRC supports regional resilience planning by bringing together stakeholders to develop strategies that address coastal flooding, adaptation, and infrastructure sustainability. The Resilient First Coast Collaborative fosters intergovernmental cooperation to implement practical solutions.
St. Johns River Water Management District (SJRWMD)	The SJRWMD oversees water resource management, including floodplain conservation, stormwater management, and ecosystem restoration projects. They provide scientific data and funding opportunities to support local governments in mitigating water-related hazards.
North Florida Transportation Planning Organization (NFTPO)	The NFTPO focuses on long-term transportation planning that integrates resilience measures, ensuring that roadways, bridges, and transit systems can withstand flood-related challenges such as storm surge and SLR.
National Parks Service (NPS)	The NPS supports the conservation of natural and historic resources along the coast, offering guidance and funding for shoreline stabilization, habitat restoration, and heritage site protection in response to flooding impacts.
NOAA Office of Coastal Management	NOAA provides tools, data, and technical assistance to help coastal communities plan for SLR improve coastal resilience, and implement nature-based solutions for flood mitigation.
U.S. Army Corps of Engineers (USACE) Jacksonville District	USACE is responsible for large-scale flood risk management projects, including seawall construction, dredging operations, and marsh restoration efforts.
American Flood Coalition	The AFC is a nonpartisan coalition advocates for policies and funding to strengthen flood resilience. They offer technical assistance to municipalities and promote community-driven solutions to reduce flood risks.

Table 7. *Adaptation Planning Partnership Opportunities (Source: Halff).*

Organization	Description
The Nature Conservancy	The Nature Conservancy focuses on conservation strategies such as restoring wetlands, preserving coastal ecosystems, and promoting green infrastructure to enhance natural flood defenses. They work with communities to implement sustainable solutions.
Conserve Nassau	Conserve Nassau is a local initiative that emphasizes environmental sustainability and natural resource protection. Conserve Nassau supports education and outreach programs that encourage community participation in resilience efforts.
Nassau County Chamber of Commerce	The Nassau County Chamber engages local businesses in resilience planning, ensuring that economic vitality is maintained while promoting sustainable business practices and infrastructure investments that mitigate risks.
A1A Ocean Islands Trail Scenic Byway	This corridor promotes sustainable tourism and environmental stewardship along Florida's coast. The organization collaborates on projects that enhance infrastructure resilience and protect scenic coastal areas from erosion and flooding.
St. Marys Riverkeeper	The St. Marys Riverkeeper is dedicated to protecting the St. Marys River watershed by monitoring water quality, advocating for sustainable land-use practices, and educating the community about flood risks and conservation strategies.
ULI North Florida	ULI North Florida is a regional branch of the Urban Land Institute (ULI) that supports sustainable land use and development practices. ULI North Florida provides research, training, and advocacy for resilience-focused urban planning.
Resiliency Florida	Resiliency Florida is a nonprofit organization focused on helping Florida's communities build resilience against flooding. The organization works with local governments, businesses, and community leaders to develop and implement flood resilience strategies.



Atlantic Ocean Coastline (Source: Amelia Island, Florida).

4. Needs Assessment



Figure 22. *Fernandina Beach Neighborhood Flooding (Source: Fox Weather).*

The adaptation needs for the City of Fernandina Beach were developed through a thorough analysis of the results and outcomes from the VA and through extensive input from the City staff regarding priorities and ongoing efforts. The City's goal is to address its vulnerabilities with a focused and systematic approach. By evaluating, verifying, and prioritizing the City's most vulnerable infrastructure, local officials can better allocate resources and funding more effectively to protect key assets and ensure long-term resilience. As illustrated in **Figure 22**, flooding is a real and pressing concern for local residents and business owners.

The first step in the process was identifying the City's critical assets across various focus areas. Each of these assets was evaluated based on vulnerability and overall risk scores, as determined by the VA. The project team then analyzed these focus areas independently to assess the long-term, mid-term, and immediate needs of each. This evaluation process ensured that a structured method was applied to determine where the City should concentrate its efforts and investments.

To categorize the critical assets, the project team grouped them into three need levels based on their overall risk scores. These need levels are categorized as follows:

- **Immediate Needs** – Risk Scores 14.1 < 21.0
- **Mid-Term Needs** – Risk Scores 7.1 < 14.0
- **Long-Term Needs** – Risk Scores 0 < 7.0

The need rankings above correspond to the need level ranking for the strategies contained in Section 5. With immediate needs being Level 1 strategies, mid-term being Level 2 strategies, and long-term needs being Level 3 strategies. This classification system is based on findings from the VA. This approach directly links VA results to infrastructure and community asset vulnerabilities across Fernandina Beach.

4.1 Citywide High-Priority Needs

Adaptation planning in Fernandina Beach must reflect the city's unique geography, infrastructure, and community values—recognizing that resilience is not achieved through a one-size-fits-all approach. To support this, a comprehensive matrix of adaptation strategies has been developed (**Appendix D**), offering a structured tool for evaluating options based on implementation timeline, scale, infrastructure type (green or gray), protection level, and cost magnitude. This matrix is intended to guide decision-makers in selecting strategies that are both effective and context-appropriate.

In addition to the technical framework provided by the matrix, prioritization was informed by the VA, city staff input, and community feedback. Several key projects and areas were identified during the project kickoff as critical to the City's near- and long-term resilience due to their exposure to flood risks and importance to public safety, economic continuity, and cultural preservation.

The following were designated as high-priority citywide needs:

- **Downtown Seawall** – A crucial flood barrier safeguarding the Historic District and Downtown Waterfront from tidal and storm surge impacts.
- **Historic District Improvements** – Targeted adaptations to protect this cultural and economic hub from increasing flood risk while preserving its historic integrity.
- **Atlantic Avenue Crossing of Egans Creek** – A frequently impacted area where flood mitigation is essential to maintain access and mobility.
- **North 8th Street Corridor** – A vital transportation route requiring reinforcement to withstand storm surge, SLR, and extreme rainfall.
- **Wastewater Lift Stations** – Key components of the City's utility network that must be protected to ensure continued service during and after storm events.

Integrating these priorities into the City's adaptation planning process ensures that resources are directed toward the most vulnerable and essential infrastructure. When coupled with the broader asset analysis and the recommended adaptation strategies categorized by timeframe, the result is a resilient, scalable roadmap for reducing flood risks across Fernandina Beach.

To further enhance implementation, the City should pursue opportunities to align these high-priority needs with external funding programs and regional initiatives. Leveraging state and federal resilience grants, hazard mitigation funds, and partnerships with agencies such as FDEP and FEMA can accelerate project delivery and reduce the fiscal burden on the City.

4.2 Focus Area Needs

The Historic District, Downtown Waterfront, and broader SFHA represent the most flood-vulnerable portions of Fernandina Beach. These areas contain a dense concentration of critical infrastructure, transportation corridors, historic landmarks, cultural institutions, utility networks, and community facilities—many of which are situated within the federally designated 100-year floodplain.

Assets requiring **immediate adaptation** (risk scores from 14.1 to 21.0) are those facing the most severe flood exposure and include evacuation corridors such as North 14th Street, Fletcher Avenue, Front Street, and Dade Street. Major nodes such as the Port of Fernandina and nine railroad crossings are at high risk, reflecting their importance to regional commerce and transportation. Critical infrastructure—ranging from electric power transmission facilities and solid waste sites to water utility components and wastewater lift stations—faces significant flood vulnerability, posing threats to public health and essential services. Community centers, which serve emergency and civic functions, also fall into this category. Additionally, high-value natural assets—including Egans Creek Greenway—require immediate action to prevent irreversible damage.

Mid-term adaptation needs (risk scores of 7.1 to 14.0) encompass assets with moderate but consequential exposure. These include secondary transportation routes like Atlantic Avenue, Centre Street, and South Fletcher Avenue, all of which play vital roles in daily circulation and storm recovery. Important civic facilities such as Fernandina Beach City Hall and the Amelia Island Convention and Visitors Bureau highlight the need to maintain government operations and public access. Communication facilities and additional water utility infrastructure, including drainage systems and hydrants, also require mitigation. Mid-tier cultural assets—including parks and several historic landmarks—warrant proactive preservation measures to maintain community identity and tourism value.

Long-term adaptation needs (risk scores between 0 and 7.0) include lower-risk assets that nonetheless demand continuous monitoring and resilience planning to avoid future vulnerability. These primarily consist of water utility conveyance systems (e.g., drainage infrastructure, sanitary sewer laterals, hydrants), community centers like Big Brothers Big Sisters and the Knights of Columbus, disaster recovery facilities, law enforcement buildings, and local schools. Though these assets face less immediate flood threats, investment in flood-resilient design, elevation, and routine upgrades will be necessary to ensure they remain functional as conditions evolve.

Given the substantial overlap between these focus areas, the urgency for coordinated, place-based adaptation is clear. A phased strategy that integrates site-specific adaptation concepts, aligns with local planning tools, and identifies potential funding sources—while maintaining strong partnerships with local institutions and community members—will ensure that the City remains resilient in the face of future flood risks.



Main Beach Park (Source: Amelia Island, Florida).

5. Priority Strategies



Figure 23. *Fernandina Beach Downtown Waterfront (Source: Passero Associates).*

The City of Fernandina Beach is committed to taking decisive, coordinated action to reduce flood risk, safeguard public assets, and build long-term community resilience.

The remainder of this plan dives into **immediate**, **mid-term**, and **long-term** strategy recommendations designed to address known areas of risk and strengthen the City's capacity to manage future flood impacts. The immediate strategies focus on locations where timely intervention can prevent escalating damage, reduce service disruptions, and improve safety for residents, businesses, and visitors. These early actions reflect Fernandina Beach's proactive approach to adaptation and set the foundation for broader resilience-building efforts.

Specifically, the City seeks to reduce the exposure of critical infrastructure to tidal, storm surge, and rainfall-driven flooding, especially given the City's extensively developed waterfront (**Figure 23**). This includes fortifying low-lying waterfront areas, upgrading stormwater management systems, and working with transportation and utility partners to preserve access and service continuity during high water events.

Improving mobility and access throughout the City is another key priority. By upgrading flood-prone corridors and enhancing drainage in vulnerable intersections, the City aims to reduce the frequency, depth, and duration of street flooding, supporting both everyday travel and emergency evacuation or recovery operations. To sustain essential services, the City will focus on increasing the resilience of water and wastewater systems. This includes elevating and hardening vulnerable infrastructure, reducing system infiltration, and planning for temporary protective measures during severe weather events—ultimately ensuring continuity of health, sanitation, and recovery services.

Finally, the City recognizes the importance of supporting actions that reinforce long-term resilience. These include expanding stormwater storage on public lands, updating development policies and building codes, investing in public education and technical assistance, and exploring tools such as land acquisition and incentive programs.

STRATEGY #1

The City will explore nature-based and traditional infrastructure solutions to enhance flood protection, beginning with pilot site designs and regulatory engagement to support resilient implementation across public and private properties.

Policy Statement

The City will implement a comprehensive flood resilience strategy that combines nature-based and traditional infrastructure to protect the Downtown Waterfront and surrounding areas. This integrated approach will prioritize NbS where feasible, while also leveraging structural defenses such as seawalls and upland drainage improvements. Key assets include N. Front Street within the Historic District, where enhancements will incorporate pervious pavements, improved stormwater management, and roadway retrofits to reduce flood risk.

To guide these efforts, the City will develop a Nature-Based Resilience Enhancement Plan that identifies site-specific opportunities across diverse environments—waterfront, salt marsh, and residential areas. The plan will include conceptual designs for pilot projects that demonstrate effective, scalable flood protection solutions. As part of this effort, the City will evaluate the recently constructed seawall for potential integration of living shoreline elements.

The City will also incorporate smart infrastructure solutions into its adaptation efforts, including the assessment and retrofit of floating docks, boat ramps, and railroad-adjacent infrastructure. A functionality maintenance and mitigation plan will be established for railroad assets, supported by formal communication protocols.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)

Types of Assets

- Critical Infrastructure
- Transportation
- Natural, Cultural & Historic

Adaptation Type

- Accommodation
- Protection
- Procedural

Relative Cost

- Low to Moderate for planning and conceptual designs.
- Moderate to High for implementation of pilot projects.

Timeframe

- Short-term (0–2 years) for planning and conceptual design. Mid-term (2–5 years) for pilot project implementation.

Implementation Lead

- Department of Planning and Conservation



Figure 24. *Fernandina Beach Downtown Waterfront and Seawall (Source: Halff).*



Figure 25. *Existing Nature-Based Approaches Along Downtown Waterfront (Source: Halff).*



Figure 26. *Existing Flood Control Structure on Egans Creek (Source: Halff).*

Elements

Strategy Partners

- Public Works Department
- Parks and Recreation Department
- Nassau County
- Conserve Nassau
- NEFRC, FDEP, USACE
- Private Property Owners

Implementation Actions

- **1.1** Develop a Nature-Based Resilience Enhancement Plan.
- **1.2** Design conceptual pilot projects for priority sites.
- **1.3** Assess seawall and shoreline for living shoreline integration.
- **1.4** Prioritize locations like N. Front Street for improvements.
- **1.5** Identify opportunities on public and private properties.
- **1.6** Consult agencies on permitting and regulatory needs.

Benefits

- Expanded citywide flood protection using nature-based and traditional infrastructure.
- Demonstrated site-specific adaptation through pilot projects in diverse environments.
- Concentrated investment in high-risk areas like N. Front Street to maximize community benefits.

STRATEGY #2

The City will explore and implement phased roadway and drainage improvements on critical corridors, prioritizing elevation enhancements and coordination with key stakeholders to reduce flooding impacts and ensure continuous access.

Policy Statement

The City will strengthen the resilience of its roadway network, which plays a critical role in daily transportation, emergency response, and hurricane evacuation—particularly important given Fernandina Beach's compact layout and limited thoroughfares.

To minimize flooding disruptions along low-lying and frequently traveled roads, the City will prioritize drainage and roadway upgrades along key corridors such as Ash Street, Centre Street, North 8th Street, Calhoun Street, Dade Street, and Jasmine Street. These improvements will follow a structured sequence—assessment, design, and construction—with a focus on cost efficiency and measurable outcomes such as reduced road closures and improved stormwater capacity. Coordination with the Port of Fernandina will be essential to maintain access for critical freight and maritime operations.

Roadways will be incrementally elevated by 3 to 6 inches during scheduled improvements, as feasible and without increasing flooding on existing buildings, typically every 10 years, aiming to exceed current standards and anticipate future rainfall and SLR projections. All roadway elevation projects will evaluate any adverse flooding impacts to existing buildings, and include methods to mitigate increased flooding, including building elevation.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Critical Infrastructure
- Transportation

Adaptation Type

- Accommodation
- Protection

Relative Cost

- Moderate for initial evaluation, design, and planning.
- High for phased construction and elevation.

Timeframe

- Short-term (1–3 years) for evaluations and design for priority corridors.
- Medium-term (4–7 years) for phased construction and incremental roadway elevations.

Implementation Lead

- Public Works Department



Figure 27. *Flooding Observed Near Atlantic Rec Center in April 2025 (Source: Halff).*



Figure 28. *Wooden Bridge Crossing (Source: Halff).*



Figure 29. *Flooding Observed on Atlantic Avenue in April 2025 (Source: Halff).*

Elements

Strategy Partners

- Nassau County Emergency Management
- Port of Fernandina
- FDOT, NFTPO

Implementation Actions

- **2.1** Assess and prioritize key roadways and drainage systems for flood resilience improvements.
- **2.2** Develop and follow clear project milestones: evaluation, design, and construction phases.
- **2.3** Coordinate with the Port of Fernandina to ensure continuous access during projects.
- **2.4** Incrementally elevate prioritized roads during regular improvement cycles (10 years).
- **2.5** Design improvements to exceed current standards, accounting for future rainfall and SLR.

Benefits

- Reduction of flood events and diminished use for critical roadways and evacuation.
- Enhanced public safety through improved emergency response conditions and emergency evacuation.
- Improved daily travel for residents due to reduced disruption on king tides.

STRATEGY #3

The City will implement an integrated flood resilience strategy to protect critical wastewater infrastructure from storm surge and flooding, including elevating essential facilities, hardening systems, and deploying temporary barriers.

Policy Statement

The City will implement a targeted flood resilience strategy to protect the Wastewater Treatment Plant (WWTP) and associated critical infrastructure from increasing flood risks within the SFHA near the Amelia River. Recognizing the importance of uninterrupted wastewater services, the City commits to strengthening the facility's ability to withstand storm surge and flooding events.

The City will harden and elevate key components including the WWTP, Utilities Building, lift stations, and backup generators. Temporary flood barriers, such as Tiger Dams, will be deployed proactively ahead of storms to reduce flood impacts. Additionally, the City will take actions to reduce system infiltration to improve overall operational reliability. Success will be measured by reduced service interruptions, lower repair costs, and sustained treatment capacity during flood events.

To further safeguard the site, the City will elevate essential facilities above future storm surge levels and install a deployable flood gate along the site's western boundary to block surge intrusion. Success will be measured by quantifiable reductions in service downtime, minimized physical damage costs, maintained essential service levels during and after hazard events, and verifiable decreases in infiltration rates.

Elements

Strategy Focus Area

- Special Flood Hazard Area (SFHA)

Types of Assets

- Critical Infrastructure

Adaptation Type

- Accommodation
- Protection

Relative Cost

- Moderate for installing temporary flood barriers (e.g., Tiger Dams) and deployable flood gates.
- High for hardening and elevating critical infrastructure (WWTP, Utilities Building, lift stations, generators).

Timeframe

- Near- to mid-term (1–5 years), aligned with capital improvement planning and grant funding cycles.

Implementation Lead

- Utilities Department



Figure 30. *Existing French Drain System at WWTP (Source: Halff).*



Figure 31. *Aerial View of WWTP in Close Proximity to Amelia River (Source: Google).*



Figure 32. *Existing Berm Constructed at WWTP (Source: Halff).*

Elements

Strategy Partners

- Public Works Department
- Building Department
- FDEP, FEMA

Implementation Actions

- **3.1** Elevate and harden critical infrastructure (WWTP, Utilities Building, lift stations, generators).
- **3.2** Install a deployable flood gate or other flood protection measures along the western boundary of the WWTP.
- **3.3** Pre-stage and deploy temporary flood barriers (e.g., Tiger Dams) before storm events.
- **3.4** Conduct inflow and infiltration studies and implement reduction measures.
- **3.5** Incorporate future storm surge projections into infrastructure design.

Benefits

- Reduced service disruptions and operational downtime during flood events.
- Minimized physical damage and long-term repair costs.
- Prevention of untreated wastewater discharges into the Amelia River.

STRATEGY #4

The City will redesign select park areas as floodable spaces that temporarily store stormwater during extreme weather while supporting recreational use in dry conditions.

Policy Statement

The City will enhance community resilience by integrating designated parks into its flood management strategy, using them as floodable open spaces during extreme weather events such as storm surge, king tides, and heavy rainfall. Guided by the City's completed VA, the City will evaluate sites like Atlantic Park, Egans Creek Greenway and Park, Sunrise Park, and the Fernandina Beach Golf Club for stormwater storage retrofits that reduce neighborhood flooding.

Recreational areas will be redesigned to support dual use—serving as active public spaces in dry conditions and temporary floodplains during storms. These redesigned areas will include emergency evacuation plans to facilitate public safety during flooding events. Adaptations may include creating floodable play spaces, restoring low-lying areas to enhance storage, and improving connectivity to the broader drainage network.

Where relocation of critical infrastructure is impractical due to logistical challenges, historical significance, or community needs, the City will implement comprehensive floodproofing measures to safeguard these assets. This includes elevating mechanical and electrical systems above projected flood levels, installing watertight enclosures to prevent water intrusion, and using flood-resistant materials.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Critical Infrastructure
- Natural, Cultural & Historic

Adaptation Type

- Accommodation
- Protection
- Managed Relocation

Relative Cost

- Moderate to High for redesigning parks and relocating or removing critical infrastructure.
- Moderate for floodproofing existing infrastructure where removal is not feasible.

Timeframe

- Near- to mid-term (1–5 years), aligned with capital improvement planning and grant funding cycles.

Implementation Lead

- Parks and Recreation Department



Figure 33. *Example of Critical Infrastructure Located in Public Park (Source: Halff).*



Figure 34. *Sunrise Park Playground on Egans Creek (Source: Halff).*



Figure 35. *Example of Existing Open Space at Egans Creek Park (Source: Halff).*

Elements

Strategy Partners

- Planning and Conservation Department
- Public Works Department
- FDEP
- Conserve Nassau

Implementation Actions

- **4.1** Redesign selected park features to accommodate temporary flood storage.
- **4.2** Remove or relocate critical infrastructure from high-risk areas.
- **4.3** Install floodproofing measures such as elevation, watertight enclosures, and flood-resistant materials.
- **4.4** Engage the public through workshops and signage to support understanding of dual-use park functions.

Benefits

- Reduced local flood risk and stormwater system strain through floodable park design.
- Maintained recreational access during dry periods with adaptable public spaces.
- Improved resilience of public infrastructure through relocation or floodproofing.
- Expanded use of NbS for flood management in developing areas.

STRATEGY #5

The City will preserve and restore wetlands and salt marshes as natural flood buffers, integrating conservation and voluntary buyouts into long-term flood adaptation and land use planning to reduce risk, guide growth, and protect ecological functions.

Policy Statement

The City will recognize and protect its salt marsh and wetland environments as critical natural buffers that reduce the impacts of rainfall, tidal flooding, and storm surge. These ecosystems provide essential flood protection while supporting ecological health, and their preservation is key to the City's long-term flood risk management and natural resource sustainability.

To reduce development in flood-prone areas, the City will prioritize voluntary acquisition and conservation of wetlands and floodplain lands. The City will implement incentive-based buyouts to encourage property owners in vulnerable zones to participate, preventing new development in high-risk areas and preserving natural flood mitigation functions. This approach aims to reduce public costs related to emergency response, disaster recovery, and infrastructure damage over time.

As a near- to long-term strategy, the City will integrate natural infrastructure preservation into its flood adaptation planning. By guiding future growth carefully and preserving sensitive habitats, the City will enhance community resilience, protect ecological functions, and reduce flood hazards for both current and future residents, supporting sustainable development.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Natural, Culutral & Historic

Adaptation Type

- Accommodation
- Managed Relocation
- Avoidance
- Procedural

Relative Cost

- Moderate for land acquisition and incentive-based conservation programs.
- Low for maintenance and monitoring of preserved wetlands.

Timeframe

- Near- to long-term (1–10+ years), phased based on acquisition opportunities and City growth patterns.

Implementation Lead

- Department of Planning and Conservation



Figure 36. *Egans Creek Salt Marsh System (Source: Halff).*



Figure 37. *Regulatory Map Depicting 100-Year and 500-Year Floodplains (Source: FEMA).*



Figure 38. *Existing Open Space on Egans Creek (Source: Halff).*

Elements

Strategy Partners

- Parks and Recreation Department
- Nassau County
- NEFRC, FDEP, USACE
- Conserve Nassau

Implementation Actions

- **5.1** Identify and prioritize vulnerable wetland and floodplain parcels.
- **5.2** Develop and promote an incentive-based voluntary acquisition program.
- **5.3** Secure funding and partnerships to implement acquisitions and conservation easements.
- **5.4** Align zoning and land use policies to reflect preserved areas.
- **5.5** Integrate preserved areas into flood planning and long-term resilience strategies.

Benefits

- Reduced future development in flood-prone areas.
- Preserved natural buffers that reduce flood risk and support ecosystems.
- Lowered public costs for emergency response and infrastructure repair.

STRATEGY #6

The City will coordinate with the Fernandina Beach Municipal Airport (FBMA) to review and develop a Master Drainage Plan that proactively addresses future flood risks from sea level rise, storm surge, and increased rainfall.

Policy Statement

The City will actively coordinate with the Fernandina Beach Municipal Airport (FBMA) to review the existing drainage infrastructure and identify vulnerabilities related to current and future flood risks. This review will consider the impacts of SLR, storm surge, and increased rainfall events to ensure the drainage system's resilience and effectiveness. The assessment will also examine how flooding may affect flight operations, emergency access, and nearby neighborhoods.

Building on this assessment, the City will collaborate with airport officials and relevant stakeholders to develop a comprehensive Master Drainage Plan. This plan will incorporate forward-looking strategies and design standards that address projected flood impacts and enhance mitigation measures to protect airport facilities and surrounding communities. The plan will also explore opportunities to integrate nature-based solutions, such as stormwater wetlands or bioswales.

The City will prioritize implementation of the Master Drainage Plan as part of its broader Flood Adaptation Plan, securing necessary resources and coordinating across agencies to ensure timely updates, maintenance, and adaptive management.

Elements

Strategy Focus Area

- Special Flood Hazard Area (SFHA)

Types of Assets

- Transportation
- Critical Infrastructure
- Community and Emergency

Adaptation Type

- Protection
- Accommodation
- Procedural

Relative Cost

- Moderate for assessment, planning, and coordination with airport and stakeholders.
- Moderate to High for implementing recommended drainage improvements and upgrades.

Timeframe

- Near- to mid-term (1–5 years) for assessment and plan development.
- Mid- to long-term (3–10 years) for phased implementation aligned with funding.

Implementation Lead

- Public Works Department



Figure 39. *Fernandina Beach Municipal Airport (Source: City of Fernandina Beach).*



Figure 40. *Fernandina Beach Municipal Airport Runway (Source: Fernandina Observer).*

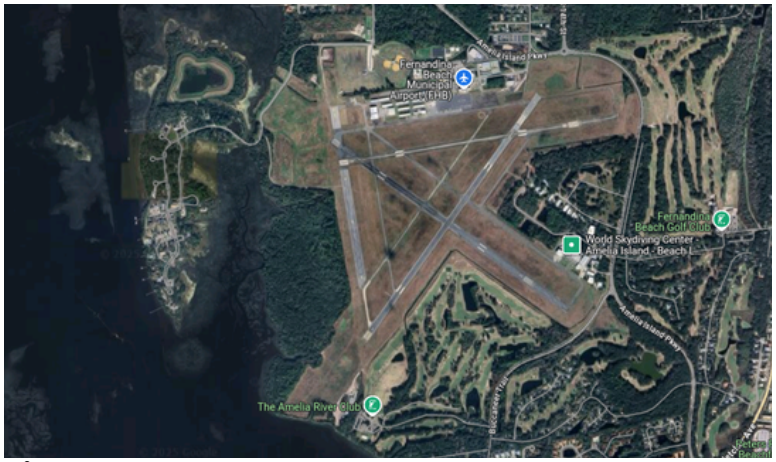

Figure 41. *Aerial Imagery Showing Proximity of Airport to Amelia River (Source: Google).*

Elements

Strategy Partners

- Fernandina Beach Municipal Airport
- Nassau County Emergency Management
- NFTPO

Implementation Actions

- **6.1** Coordinate with Fernandina Beach Municipal Airport to assess existing drainage infrastructure.
- **6.2** Evaluate flood vulnerabilities related to SLR, storm surge, and extreme rainfall.
- **6.3** Develop a Master Drainage Plan incorporating flood projections and resilient design standards.
- **6.4** Collaborate with airport officials, engineers, and external agencies during plan development.
- **6.5** Secure funding and establish a maintenance and adaptive management schedule.

Benefits

- Enhanced resilience of critical airport infrastructure to withstand current and future flood risks.
- Improved protection for surrounding neighborhoods and transportation corridors from stormwater impacts and drainage failures.

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STRATEGY #7

The City will integrate NbS into transportation and pedestrian infrastructure planning, design, and rehabilitation to enhance flood resilience, prioritize replacement of failing bridges, and promote environmental and recreation benefits.

Policy Statement

The City of Fernandina Beach will prioritize integrating NbS—such as living shorelines, bioengineered slopes, bioswales, and waterway reconnection—into the planning, design, construction, and rehabilitation of transportation and pedestrian infrastructure. These solutions will be tailored to site-specific conditions, focusing on coastal areas with significant tidal fluctuations. This approach enhances resilience while delivering co-benefits like improved stormwater management, erosion control, habitat restoration, and water quality.

To support this, the City will conduct a comprehensive citywide bridge inventory to identify NbS opportunities and prioritize replacement of failing infrastructure. Priority projects include replacing bridges on Beech Street and improving Hickory Street Greenway Bridge accesses, including the Amelia River Golf Club bridge. These efforts showcase the City's commitment to blending ecological systems with engineered design to strengthen infrastructure.

By advancing NbS in transportation, the City aims to build a more resilient, adaptable, and cost-effective network that protects critical infrastructure and promotes environmental and community benefits, supporting Fernandina Beach's long-term sustainability and flood adaptation goals.

Elements

Strategy Focus Area

- Special Flood Hazard Area (SFHA)

Types of Assets

- Transportation
- Critical Infrastructure

Adaptation Type

- Accomodation

Relative Cost

- Moderate to High associated with inventory assessments, bridge replacements, and incorporating nature-based design elements in infrastructure projects.

Timeframe

- Near- to mid-term (1–5 years) for completing citywide bridge inventory and initiating priority bridge replacement projects.

Implementation Lead

- Public Works Department



Figure 42. *Timber Bridge on Amelia River Golf Club Property (Source: Halff).*



Figure 43. *Wooden Bridge Over Egans Creek (Source: Halff).*



Figure 44. *Existing Oyster Bags Placed Along Downtown Waterfront (Source: Halff).*

Elements

Strategy Partners

- Planning and Conservation Department
- FDEP
- North Florida TPO

Implementation Actions

- **7.1** Integrate NbS into transportation projects (e.g., living shorelines, bioswales, waterway reconnection).
- **7.2** Conduct a citywide bridge inventory to identify opportunities and prioritize replacements.
- **7.3** Advance priority projects like Beech Street bridge replacement and Hickory Street Greenway Bridge access improvements.
- **7.4** Tailor NbS designs to local site conditions, especially in coastal areas with tidal impacts.

Benefits

- Increased resilience of bridges and transportation assets against flooding and erosion hazards.
- Improved stormwater management, habitat restoration, and water quality in affected areas.
- Lower long-term costs for maintenance, emergency repairs, and flood recovery.

STRATEGY #8

The City will protect vulnerable municipal and historic buildings within the SFHA by deploying temporary flood barriers during flood events while planning for permanent long-term mitigation solutions.

Policy Statement

The City of Fernandina Beach will protect its critical facilities, historic structures, and other municipal buildings located within the SFHA by deploying temporary flood barriers when adequate flood warnings are issued. These barriers provide a flexible and cost-effective short-term solution to reduce flood damage during flood events, especially in areas where permanent mitigation measures may not be feasible.

Recognizing that many of these structures are pre-FIRM buildings constructed before current floodplain management standards, and often have finished floor elevations below the base flood elevation, the City acknowledges their elevated risk to flooding. Elevation or other permanent floodproofing measures may be cost-prohibitive or incompatible with the preservation of historic or heavily used municipal buildings. Temporary flood barriers offer a practical, non-invasive means to reduce vulnerability without compromising the structural or historic integrity of these buildings.

The City will implement this temporary barrier strategy as an immediate protection measure while concurrently planning and pursuing permanent, long-term flood mitigation solutions. This dual approach ensures both near-term resilience and sustainable adaptation over time.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)

Types of Assets

- Critical Infrastructure
- Community/Emergency Facilities
- Natural, Cultural & Historic

Adaptation Type

- Protection

Relative Cost

- Low to Moderate for acquiring, maintaining, and deploying temporary flood barriers across multiple municipal and historic structures.

Timeframe

- Immediate to near-term (0–3 years) for implementation, with barriers deployable as soon as procured.
- Long-term (3+ years) for evaluating and transitioning to permanent flood mitigation strategies where feasible.

Implementation Lead

- Building Department



Figure 45. *Historic Lesesne House, Circa 1860 (Source: Halff).*



Figure 46. *Amelia Island Welcome Center (Source: Halff).*



Figure 47. *City of Fernandina Beach City Hall (Source: Halff).*

Elements

Strategy Partners

- Public Works Department
- Nassau County Emergency Management
- FEMA

Implementation Actions

- **8.1** Deploy temporary flood barriers for municipal and historic buildings in the SFHA upon flood warnings.
- **8.2** Prioritize protection of pre-FIRM, below-base flood elevation historic structures.
- **8.3** Coordinate with Facilities Maintenance and Planning to assess building vulnerabilities.
- **8.4** Integrate with broader planning for long-term flood mitigation (e.g., elevation, floodproofing where feasible).

Benefits

- Increased immediate and flexible flood protection for vulnerable public assets.
- Maintained historic integrity and functionality of key City structures.
- Reduced flood-related damage and public costs.
- Strengthened connection between short-term needs and long-term resilience planning.

STRATEGY #9

The City will expand and enhance its Stormwater Management Debris Program by increasing street sweeping and stormwater inlet maintenance to reduce debris buildup, improve drainage performance, and minimize localized flooding risks.

Policy Statement

The City will proactively manage stormwater by maintaining regular street sweeping and stormwater catch basin cleaning to prevent pollutant and debris buildup that can clog drains and cause localized flooding and water quality issues. These maintenance activities help capture sediment, trash, and organic matter before they enter the stormwater system, reducing long-term infrastructure wear and maintenance costs.

Currently, the City operates a dual approach by utilizing trash and debris screens at major stormwater inlets, which are regularly cleaned using a vacuum truck, alongside two street sweepers operating five days a week. This program has proven effective in reducing maintenance needs in the areas serviced, supporting the overall health and function of the stormwater drainage system.

To enhance this program, the City will invest in additional staff to improve cleaning and maintenance of inlets and drainage systems. The City will also use stormwater basin assessments to identify frequently flooded areas for targeted cleaning, thereby improving stormwater system performance and reducing flood risks throughout the community.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Transportation

Adaptation Type

- Accomodation
- Procedural

Relative Cost

- Low to Moderate for purchasing additional maintenance equipment (street sweeper, vacuum truck) and expanding service coverage.

Timeframe

- Immediate to near-term (0–3 years) for equipment acquisition and program expansion.

Implementation Lead

- Public Works Department



Figure 48. *Debris Removal Following Hurricane Helene (Source: Fernandina Beach News-Leader).*



Figure 49. *Picking up After Hurricane Helene (Source: Fernandina Beach News-Leader).*



Figure 50. *Fernandina Beach Yard Waste Pick Up Service (Source: City of Fernandina Beach).*

Elements

Strategy Partners

- Maintenance Department

Implementation Actions

- **9.1** Maintain routine street sweeping and catch basin cleaning, especially at key stormwater inlets.
- **9.2** Utilize and expand use of trash and debris screening.
- **9.3** Invest in additional staff to increase service reach and consider scheduling staff to operate street sweeping 7 days a week, at least during peak season.
- **9.4** Conduct basin-level assessments to prioritize maintenance in frequently flooded or underserved areas.

Benefits

- Reduced localized flooding and stormwater backups in vulnerable areas.
- Improved water quality through enhanced pollutant removal before reaching waterways.
- Extended lifespan of drainage infrastructure with lowered long-term maintenance costs.
- Increased equitable service delivery by expanding coverage to additional neighborhoods.

STRATEGY #10

The City will pursue a Class 4 CRS rating by updating its floodplain ordinance and developing a comprehensive Watershed Master Plan to reduce flood insurance premiums, enhance flood preparedness, and support flood risk management.

Policy Statement

The City of Fernandina Beach will maintain active participation in the National Flood Insurance Program's (NFIP) Community Rating System (CRS) to promote flood resilience and provide financial savings to residents by exceeding federal floodplain management standards. Currently classified as a Class 5 community, the City offers a 25% discount on flood insurance premiums within SFHA.

To advance its flood risk management efforts and pursue a Class 4 rating, the City will review and update its floodplain ordinance and develop a comprehensive Watershed Master Plan (WMP). This plan will integrate future flood risk scenarios from the City's Vulnerability Assessment into a citywide watershed model to guide strategic infrastructure investments and land use planning.

Completion of the WMP will generate additional CRS credits, leading to greater flood insurance premium reductions while strengthening the City's flood preparedness. The plan will also prioritize nature-based solutions, improved stormwater management, and enhanced protection of vulnerable areas, reinforcing the City's leadership in flood adaptation and delivering long-term resilience and economic benefits to the community.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Transportation
- Critical Infrastructure
- Community/Emergency
- Natural, Cultural & Historic

Adaptation Type

- Procedural

Relative Cost

- Moderate associated with developing a comprehensive Watershed Master Plan and updating the floodplain ordinance;
- Low for ongoing CRS program participation and administrative support relative to the benefits it provides.

Timeframe

- Near- to mid-term (1–5 years) to complete the Watershed Master Plan, revise policies, and pursue a Class 4 CRS rating.

Implementation Lead

- Building Department



Figure 51. *National Flood Insurance Program (Source: WFLA).*



Figure 52. *Flooding from Amelia River in Downtown Fernandina (Source: Florida Politics).*



Figure 53. *FEMA's CRS Program Provides City With Direct Opportunity to Support Private Property Owners (Source: UF).*

Elements

Strategy Partners

- Public Works Department
- Planning and Conservation Department
- City Manager's Office
- Nassau County Stormwater Management Department

Implementation Actions

- **10.1** Maintain active participation in FEMA's CRS program.
- **10.2** Update the floodplain ordinance to align with higher standards.
- **10.3** Develop a Watershed Master Plan incorporating vulnerability assessment findings.
- **10.4** Integrate nature-based solutions and improved stormwater practices into planning.

Benefits

- Increased flood insurance discounts by improving the CRS rating from Class 5 to Class 4.
- Enhanced citywide flood risk management and infrastructure investment decision-making.
- Promoted flood resilience and reduced long-term disaster recovery costs.
- Strengthened protection of vulnerable areas through data-driven planning and analysis.

STRATEGY #11

The City will develop and distribute comprehensive flood resilience guides for businesses and homeowners, emphasizing hazardous materials management and practical preparedness to reduce flood risks and enhance community safety.

Policy Statement

The City will enhance community resilience to flooding and SLR by developing and distributing two key educational resources: SLR Best Practices for Businesses; and a Homeowner's Flood Resilience Guide. The business guide will focus on educating local businesses, especially those handling hazardous materials, on flood risk assessment, emergency planning, proper storage, spill prevention, and continuity strategies to reduce environmental and public health risks.

The City will implement this strategy through stakeholder collaboration, training workshops, on-site risk audits, and communication toolkits to ensure effective outreach and compliance. The homeowner guide will provide practical advice on property protection, chemical management, home retrofitting, and evacuation planning, supported by community outreach and incentive programs to encourage adoption and preparedness.

Both guides will include a specialized hazardous materials module detailing containment, emergency response, and legal responsibilities. This approach will reduce toxic spill risks, promote safety, and empower residents and businesses to proactively prepare for climate-related flooding, thereby strengthening the City's overall adaptation and resilience efforts.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Not Applicable

Adaptation Type

- Procedural

Relative Cost

- Low to Moderate to develop, publish, and distribute educational materials, conduct outreach activities, and provide training and site audits—especially when leveraging partnerships and in-kind support.

Timeframe

- Near-term (1–2 years) for initial development, stakeholder engagement, and rollout of both guides and accompanying programs.

Implementation Lead

- Planning and Conservation Department



Figure 54. *ULI "Business Case for Resilience in Southeast Florida" Report (Source: ULI).*



Figure 55. *Elevation as a Tool for Flood Mitigation (Source: FloodList). Not in Fernandina Beach.*



Figure 56. *Sandbags for Flooding (Source: Ultra Tech International). Not in Fernandina Beach.*

Elements

Strategy Partners

- Public Works Department
- City Manager's Office
- Nassau County Emergency Management

Implementation Actions

- **11.1** Develop and distribute: Sea Level Rise Best Practices for Businesses; and Homeowner's Flood Resilience Guide.
- **11.2** Conduct workshops, audits, and outreach to support resource adoption.
- **11.3** Include hazardous materials guidance in both resources.
- **11.4** Offer training and incentives to encourage community preparedness.

Benefits

- Reduced toxic spill risks and improved public safety in flood-prone areas.
- Increased resilience of businesses and homeowners to flooding and sea level rise impacts.
- Enhanced community awareness, planning, and preparedness for flood events.
- Supported citywide adaptation goals and strengthened environmental protection efforts.

STRATEGY #12

The City will develop and implement a flood resilience micro-grant program to financially assist residents with flood adaptation improvements, prioritizing vulnerable households to promote equitable, proactive flood risk reduction.

Policy Statement

The City will establish a flood resilience micro-grant program to assist residents in preparing their homes and properties for flood impacts, particularly rainfall, storm surge, and tidal flooding. This program will provide financial support for flood adaptation projects such as installing green infrastructure, elevating structures or utilities, using permeable surfaces, installing flood vents, or constructing flood barriers.

Grants will cover up to 50% of eligible project costs, with property owners required to match the funding dollar-for-dollar. To promote equity, the City will implement a tiered grant structure that offers higher coverage percentages for low-income households or those demonstrating financial need. Grant awards will range from $3,000 to $6,000, supporting projects up to $12,000 in total costs.

The City will prioritize funding for properties with documented flood history, followed by those located in high-risk flood zones, and then for proactive applicants in lower-risk areas. This program encourages early investment in protective measures, reduces long-term damage and maintenance costs, and strengthens neighborhood resilience through public-private collaboration.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Private Assets

Adaptation Type

- Protection
- Accommodation
- Procedural

Relative Cost

- Low to Moderate to establish and administer the micro-grant program, depending on annual funding levels and the number of awards disbursed. Costs may be offset through external grants or resilience funding sources.

Timeframe

- Near- to mid-term (1–3 years) for program development, pilot launch, and refinement based on community feedback and uptake.

Implementation Lead

- City Commission

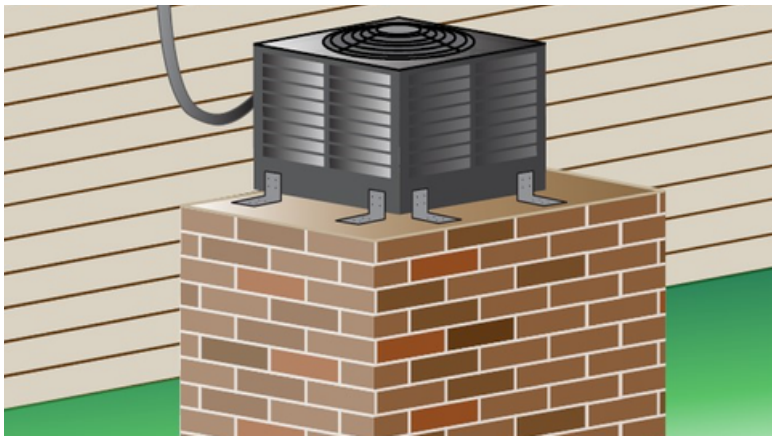

Figure 57. *HVAC Structural Elevation (Source: City of Madeira Beach).*



Figure 58. *Smart Vents (Source: Central Florida Steel Buildings and Supply).*



Figure 59. *Dry Floodproofing (Source: Resilient Design Institute).*

Elements

Strategy Partners

- City Manager's Office
- Planning and Conservation Department
- Building Department
- Public Works Department

Implementation Actions

- **12.1** Establish and administer a micro-grant program offering financial support for home and property flood adaptation projects.
- **12.2** Provide grants covering up to 50% of project costs, with property owner matching required.
- **12.3** Implement a tiered grant structure to offer higher coverage for low-income or financially vulnerable households.
- **12.4** Prioritize funding based on flood history, flood zone risk, and proactive applications.

Benefits

- Increased residential adaptation and flood preparedness across communities.
- Promoted equity by providing targeted support to vulnerable households.
- Reduced long-term flood damage and associated maintenance costs.

STRATEGY #13

The City will establish Historic Building Flood Protection Guidelines to guide sensitive flood adaptation strategies that preserve the historic character of buildings while improving their resilience to flood risks.

Policy Statement

The City of Fernandina Beach will develop Historic Building Flood Protection Guidelines to balance the preservation of its historic architectural legacy with the need to enhance resilience to current and future flood risks. These guidelines will serve as an extension of the Downtown Historic District Design Guidelines and provide a framework for selecting flood adaptation strategies that protect historic buildings while maintaining their character-defining features.

The guidelines will recommend sensitive adaptation measures such as elevating mechanical systems, installing flood vents, utilizing water-resistant materials, and incorporating landscape features like permeable pavers. These approaches will be designed to minimize visual and structural impacts on historic properties, ensuring compatibility with the City's historic aesthetics.

Development and implementation of the guidelines will involve collaboration with the Historic District Council, community stakeholders, and technical experts, alongside providing property owners with guidance and assistance. This strategy will preserve Fernandina Beach's historic identity while enhancing the flood resilience of its valued buildings.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront

Types of Assets

- Natural, Cultural & Historic

Adaptation Type

- Protection
- Accommodation
- Procedural

Relative Cost

- Low to Moderate to develop guidelines, conduct stakeholder engagement, and provide technical assistance. Costs may increase with the inclusion of expert consultants or design workshops.

Timeframe

- Near-term (1–2 years) for guideline development, review, and adoption as an extension of existing Historic District standards.

Implementation Lead

- Historic District Council



Figure 60. *Historic Centre Street Businesses (Source: Creative Commons).*



Figure 61. *Historic Lesesne House (Source: Creative Commons).*



Figure 62. *Historic Post Office (Source: Creative Commons).*

Elements

Strategy Partners

- Planning and Conservation Department
- Building Department
- Florida Division of Historical Resources

Implementation Actions

- **13.1** Develop guidelines integrating flood protection with historic preservation standards.
- **13.2** Recommend sensitive adaptation measures like elevating mechanical systems, flood vents, water-resistant materials, and permeable landscaping.
- **13.3** Collaborate with the Historic District Council, technical experts, and community stakeholders.
- **13.4** Provide guidance and assistance to historic property owners for implementation.

Benefits

- Preserved the historic character and architectural legacy of buildings.
- Enhanced flood resilience while maintaining aesthetic and structural integrity.
- Supported informed decision-making for property owners in flood-prone historic areas.

STRATEGY #14

The City will develop and support customized disaster preparation plans for key community centers to enhance their capacity to respond effectively during climate-related emergencies and strengthen community resilience.

Policy Statement

The City will develop Community Center Disaster Preparation Plans to ensure that essential community hubs—including churches, schools, civic centers, and nonprofit facilities—are equipped to effectively support residents during climate-related emergencies such as flooding, hurricanes, and natural weather events. These plans will focus on enhancing the resilience and operational readiness of these critical buildings.

The process will begin with stakeholder coordination and comprehensive site assessments to identify vulnerabilities, available resources, and potential emergency roles for each facility. Customized disaster preparation plans will then be created, addressing evacuation procedures, communication protocols, supply needs, and continuity of operations tailored to each location's unique context.

The City will facilitate this effort by providing planning templates, training sessions, and technical assistance, while ensuring all plans are coordinated with local emergency management systems. This strategy will protect public well-being, safeguard vital community spaces such as City Hall, American Legion Post 54, the Women's Club, and Atlantic Recreation Center, and strengthen the City's overall flood resilience.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Community/Emergency Facilities

Adaptation Type

- Procedural

Relative Cost

- Low for plan development, stakeholder engagement, training sessions, and technical assistance; potential for cost-sharing with participating facilities or through grant funding.

Timeframe

- Near-term (1–2 years) for site assessments, plan development, and integration into local emergency preparedness frameworks.

Implementation Lead

- Planning and Conservation Department



Figure 63. *American Legion Post 54 (Source: Halff).*



Figure 64. *City of Fernandina Beach City Hall (Source: Halff).*



Figure 65. *GFWC Woman's Club of Fernandina Beach (Source: Halff).*

Elements

Strategy Partners

- Police Department
- Fire Department
- Nassau County Emergency Management

Implementation Actions

- **14.1** Coordinate with stakeholders and conduct site assessments for community centers.
- **14.2** Develop customized disaster preparation plans addressing evacuation, communication, supplies, and continuity of operations.
- **14.3** Provide planning templates, training, and technical assistance.
- **14.4** Ensure integration with local emergency management systems.

Benefits

- Increased operational readiness and resilience of community hubs during emergencies.
- Improved protection of public safety and wellbeing.
- Maintained safeguarding of critical community facilities and services.
- Strengthened overall community resilience and emergency response capacity.

STRATEGY #15

The City will implement a phased Repetitive Loss Property Buyout and Conservation Program to reduce flood risks by converting high-risk properties into natural floodplain areas, supported by community engagement and external funding.

Policy Statement

The City will establish a Repetitive Loss Property (RLP) Buyout and Conservation Program to address structures that have experienced multiple flood events and pose ongoing flood risks and public costs. This program will prioritize voluntary buyouts of high-risk and unprotectable properties, including vulnerable historic sites, to reduce flood exposure and long-term damage. It will also help the City meet its floodplain management goals and improve eligibility for future mitigation funding.

Acquired properties will be removed from development and converted into open space, stormwater management areas, or conservation land, thereby restoring natural floodplain functions and enhancing community resilience. The program will be implemented in phases and seek funding from state and federal sources, including FEMA Hazard Mitigation Assistance grants.

Community engagement and equitable relocation support for affected residents will be central to the program's success. This strategy will integrate with broader floodplain and stormwater management efforts to reduce future flood damage, protect ecosystems, and foster safer, more resilient neighborhoods throughout Fernandina Beach.

Elements

Strategy Focus Area

- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Private Assets

Adaptation Type

- Managed Relocation
- Procedural

Relative Cost

- High due to property acquisition, demolition, and potential relocation assistance; largely dependent on securing federal and state mitigation funding (e.g., FEMA HMA).

Timeframe

- Mid- to long-term (3–10 years) for phased implementation, including planning, community outreach, funding acquisition, and property conversion.

Implementation Lead

- Planning and Conservation Department



Figure 66. *Substantially Damaged Property in Louisiana (Source: WRKF).*



Figure 67. *Impacts from Hurricane Michael in Mexico Beach (Source: The New York Times).*



Figure 68. *Hurricane Ian Flooding in SW Florida (Source: WUSF).*

Elements

Strategy Partners

- Building Department
- Nassau County Emergency Management
- FEMA

Implementation Actions

- **15.1** Prioritize voluntary buyouts of high-risk and unprotectable properties, including vulnerable historic sites.
- **15.2** Remove acquired properties from development and convert them to open space, stormwater management, or conservation land.
- **15.3** Implement the program in phases and pursue funding from state and federal sources (e.g., FEMA Hazard Mitigation Assistance grants).

Benefits

- Reduced flood exposure and public costs associated with repetitive loss properties.
- Restored natural floodplain functions and enhanced ecosystem health.
- Decreased future flood damage and disaster recovery expenses.
- Promoted safer, more resilient neighborhoods through strategic land conservation.

STRATEGY #16

The City will integrate SLR considerations into planning, zoning, and building standards by updating regulations, conducting elevation surveys, and engaging the public to promote resilient development and reduce future flood risks.

Policy Statement

The City will integrate SLR considerations into planning, zoning, and construction standards to build long-term resilience against increasing flood risks. This effort will begin with a comprehensive survey of Finished Floor Elevations (FFEs) for existing buildings, particularly critical infrastructure, with data managed through a centralized GIS system and analyzed alongside SLR projections from the City's VA.

The City will update planning and zoning regulations to limit or restrict development in vulnerable areas, and revise building codes to require minimum freeboard elevations that account for both base flood levels and anticipated sea level rise for all new construction and major renovations. Development review processes will incorporate SLR risk assessments and FFE documentation as part of permit applications.

Public engagement will be prioritized through workshops and outreach to educate developers, architects, and property owners on the updated standards and incentives for resilient design. This integrated approach will ensure that public and private developments are better protected against future flood risks, safeguarding infrastructure, property, and public safety while advancing the City's flood resilience goals.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Private Assets
- Critical Infrastructure
- Community/Emergency Facilities
- Natural, Cultural & Historic

Adaptation Type

- Procedural

Relative Cost

- Low to Moderate for data collection, regulatory updates, GIS integration, and outreach, with potential cost savings through avoided future flood damage.

Timeframe

- Near- to mid-term (1–5 years) for FFE survey, policy development, and code updates, with ongoing implementation and enforcement.

Implementation Lead

- Building Department



Figure 69. *Establishing Finished Floor Elevation (Source: FBI Buildings).*

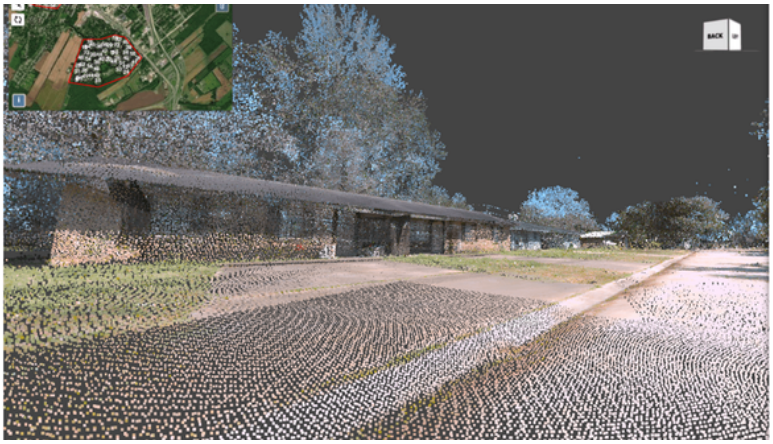

Figure 70. *Using Mobile LiDAR to Identify Finished Floor Elevations (Source: Halff).*

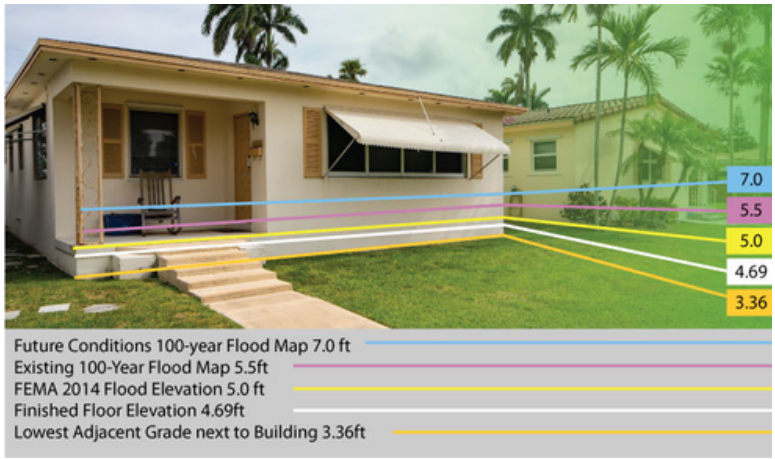

Figure 71. *Comparing Finished Floor Elevations to Flood Scenarios (Source: Broward County).*

Elements

Strategy Partners

- Public Works Department
- Planning and Conservation Department

Implementation Actions

- **16.1** Conduct a comprehensive survey of Finished Floor Elevations (FFEs) for existing buildings, focusing on critical infrastructure.
- **16.2** Manage FFE data within a centralized GIS system and analyze alongside sea level rise (SLR) projections.
- **16.3** Update planning and zoning regulations to limit or restrict development in vulnerable areas.
- **16.4** Revise building codes to require minimum freeboard elevations considering base flood levels plus anticipated SLR for new construction and major renovations.
- **16.5** Incorporate SLR risk assessments and FFE documentation into development review and permitting processes.

Benefits

- Reduced vulnerability of public and private developments to future flood and sea level rise risks.
- Protected critical infrastructure, preserved property values, and enhanced public safety.

STRATEGY #17

The City will implement comprehensive structural and non-structural flood mitigation measures to protect essential solid waste and hazardous waste facilities, ensuring their resilience and safeguarding public health and the environment.

Policy Statement

The City will prioritize flood mitigation efforts for essential infrastructure, especially solid waste and hazardous waste facilities, which pose significant public health and environmental risks if compromised during flood events. Recognizing that many of these facilities are located in flood-prone areas, the City will implement both structural and non-structural mitigation measures to reduce vulnerability and enhance resilience.

Structural measures will include elevating critical systems and equipment, constructing protective barriers, waterproofing vulnerable areas, and upgrading drainage and containment infrastructure. Non-structural actions will focus on updating emergency response plans, providing staff training, relocating hazardous materials before storms, and installing water-level monitoring systems to ensure early warning and rapid response capabilities.

This comprehensive strategy will ensure continuity of operations during extreme weather events, protect neighboring communities, and minimize long-term financial and legal risks associated with contamination and emergency response. By investing in these protections, the City reaffirms its commitment to public safety, environmental stewardship, and resilience.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Critical Infrastructure

Adaptation Type

- Protection
- Accommodation
- Procedural

Relative Cost

- Moderate to High depending on the scale of structural improvements, equipment elevation, and containment upgrades; non-structural measures such as planning, training, and monitoring systems are relatively low-cost.

Timeframe

- Short- to mid-term (1–5 years) for planning, retrofitting, and implementing emergency procedures, with some measures deployable immediately.

Implementation Lead

- Public Works Department



Figure 72. *Port of Fernandina (Source: Florida Ports Council).*



Figure 73. *Rayonier Advanced Materials (Source: EVOLVE Magazine).*



Figure 74. *Fernandina Beach Maritime Economy (Source: Metro Jacksonville).*

Elements

Strategy Partners

- Port of Fernandina
- Rayonier
- Nassau County Emergency Management
- Private Businesses Dealing with Hazardous Waste

Implementation Actions

- **17.1** Elevate critical systems and equipment at waste management facilities.
- **17.2** Construct protective barriers and waterproof vulnerable areas.
- **17.3** Upgrade drainage and containment infrastructure.
- **17.4** Update emergency response plans and provide staff training.
- **17.5** Relocate hazardous materials ahead of storms.
- **17.6** Install water-level monitoring systems for early warning and rapid response.

Benefits

- Ensured continuity of essential waste management operations during flood events.
- Protected public health and maintained environmental quality.
- Minimized financial and legal risks from contamination and emergency incidents.



Amelia Island Welcome Center (Source: Amelia Island, Florida).

6. Next Steps



Figure 75. *Trail in Fort Clinch State Park (Source: Florida Hikes).*

The City of Fernandina Beach has taken a critical step toward building long-term resilience through the development of its Flood Adaptation Plan. Moving forward, the City will focus on implementing prioritized strategies that reduce flood risk, strengthen natural and built systems, and protect vulnerable populations. The next phase will emphasize early action on high-impact, low-regret projects while laying the groundwork for more complex, longer-term initiatives. These projects will be sequenced based on technical feasibility, funding availability, and community benefit.

To support implementation, the City will establish a coordinated internal team responsible for advancing adaptation actions across departments. A designated staff lead will serve as the central point of contact, ensuring alignment with regional and state efforts and maintaining momentum over time. Policy updates will be pursued to embed flood resilience into local development practices, including revisions to zoning, building codes, and land use regulations that promote adaptive design and risk reduction.

Public engagement will remain a cornerstone of the plan's success. The City will continue to involve residents, businesses, and civic groups through transparent communication, participatory design, and regular progress updates. Tools such as online dashboards and community workshops will help build understanding and accountability.

Monitoring and evaluation will be integrated into the implementation process to track progress, measure outcomes, and adjust strategies as conditions evolve. By aligning the plan with existing planning and budgeting cycles, the City will institutionalize resilience and ensure long-term commitment. Through these coordinated actions, Fernandina Beach will strengthen its ability to adapt to changing conditions, safeguard its assets and communities, and preserve its unique coastal identity for generations to come.



Downtown Fernandina Beach Sunset (Source: The Florida Times-Union).

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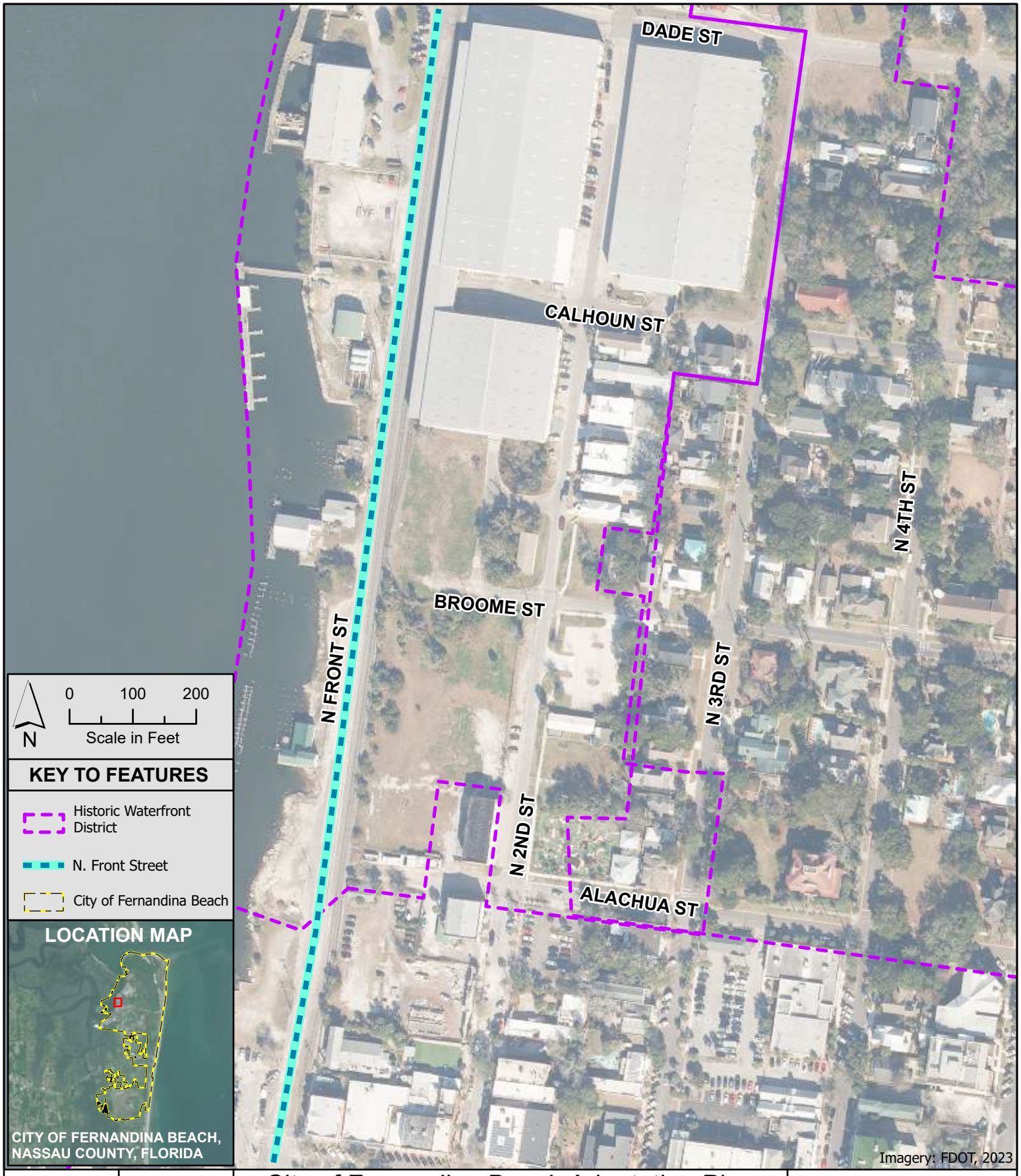
Appendix A

Priority Strategies Map Exhibits



City of Fernandina Beach Adaptation Plan

STRATEGY 1: Integrated Nature Based Solutions (NbS) & Grey Infrastructure Plan

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPES: Critical Infrastructure, Transportation, & Natural Resources

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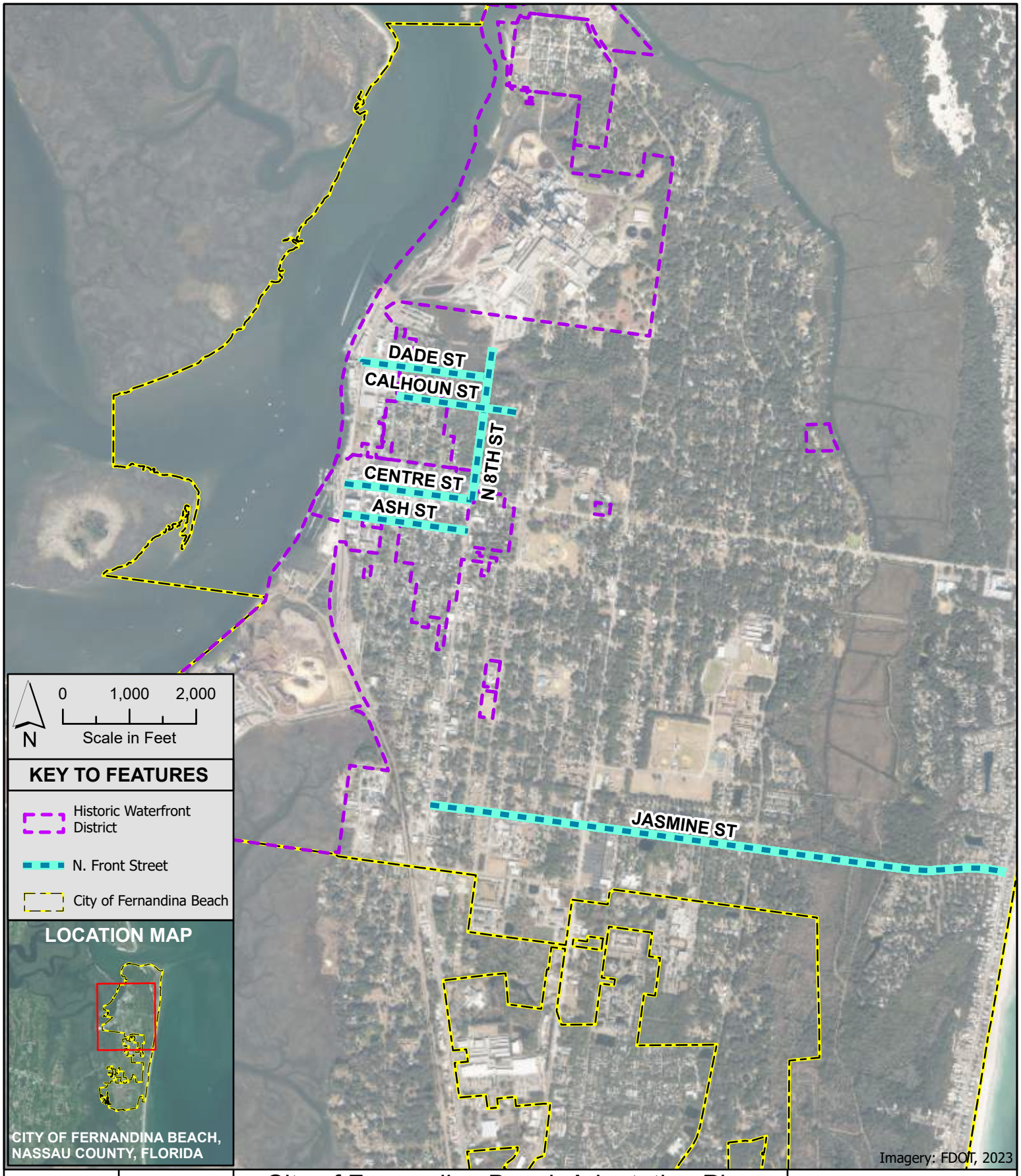

City of Fernandina Beach Adaptation Plan

STRATEGY 2: Transportation & Drainage Resilience Improvements

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPE: Transportation

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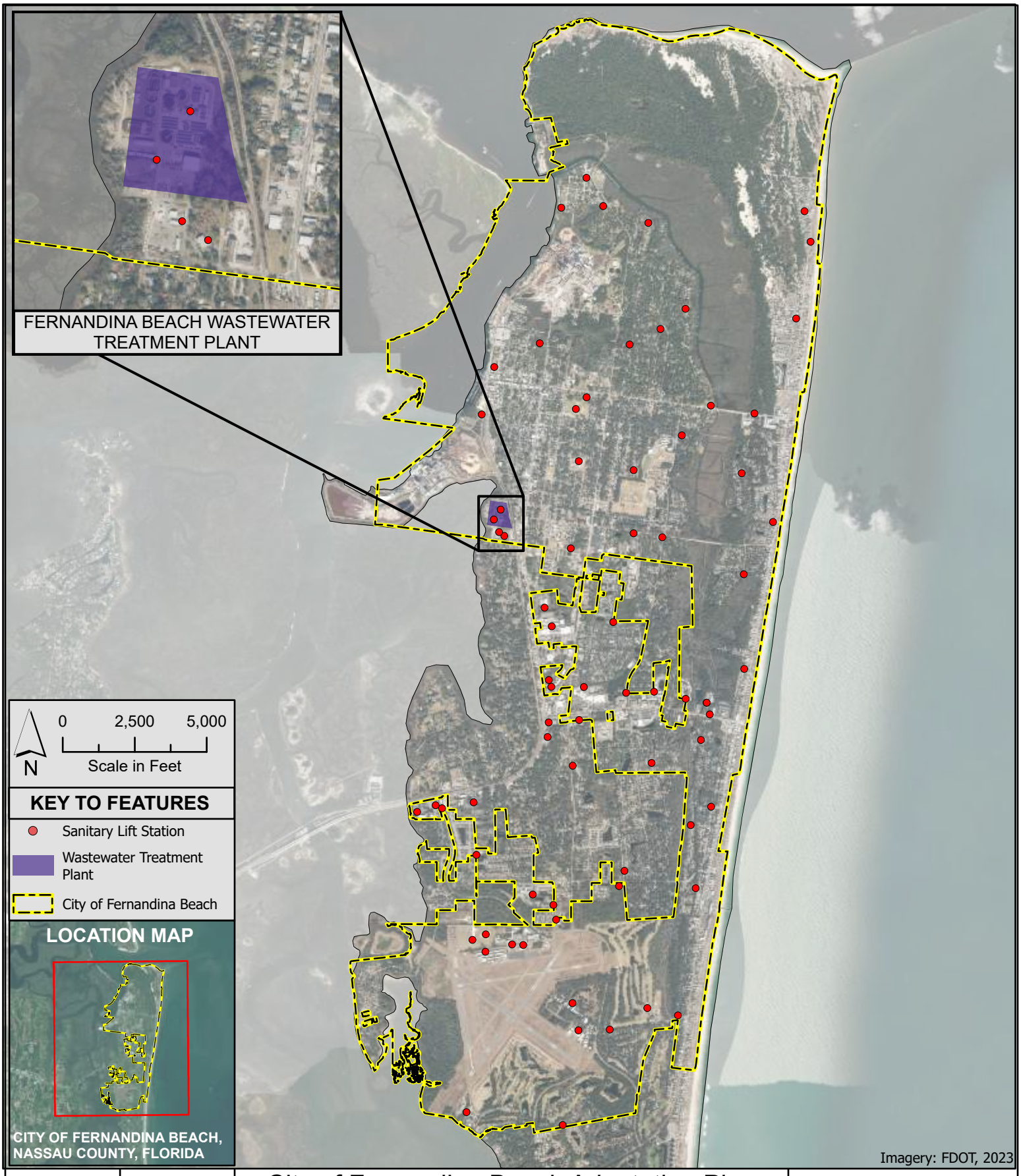

City of Fernandina Beach Adaptation Plan

STRATEGY 3: Water and Wastewater Systems Resilience Enhancement

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPE: Critical Infrastructure



City of Fernandina Beach Adaptation Plan

STRATEGY 4: Park Drainage/Stormwater Resilience Improvements

ADAPTATION TYPE: Accommodate

ASSET TYPE: Natural Resources & Stormwater Management

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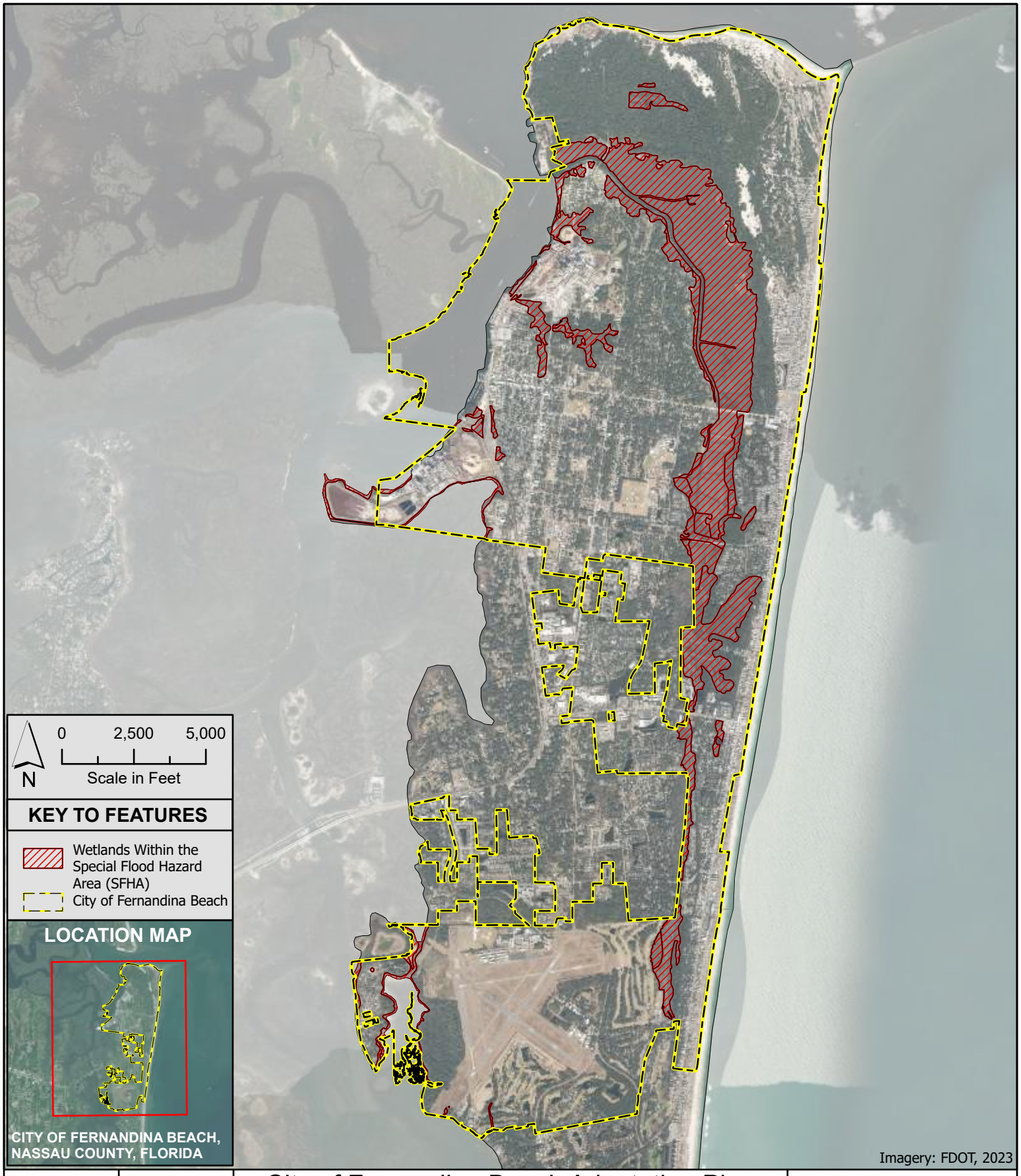

City of Fernandina Beach Adaptation Plan

STRATEGY 5: SFHA/Wetland Buy Out Program

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPE: Natural Resources & Stormwater Management

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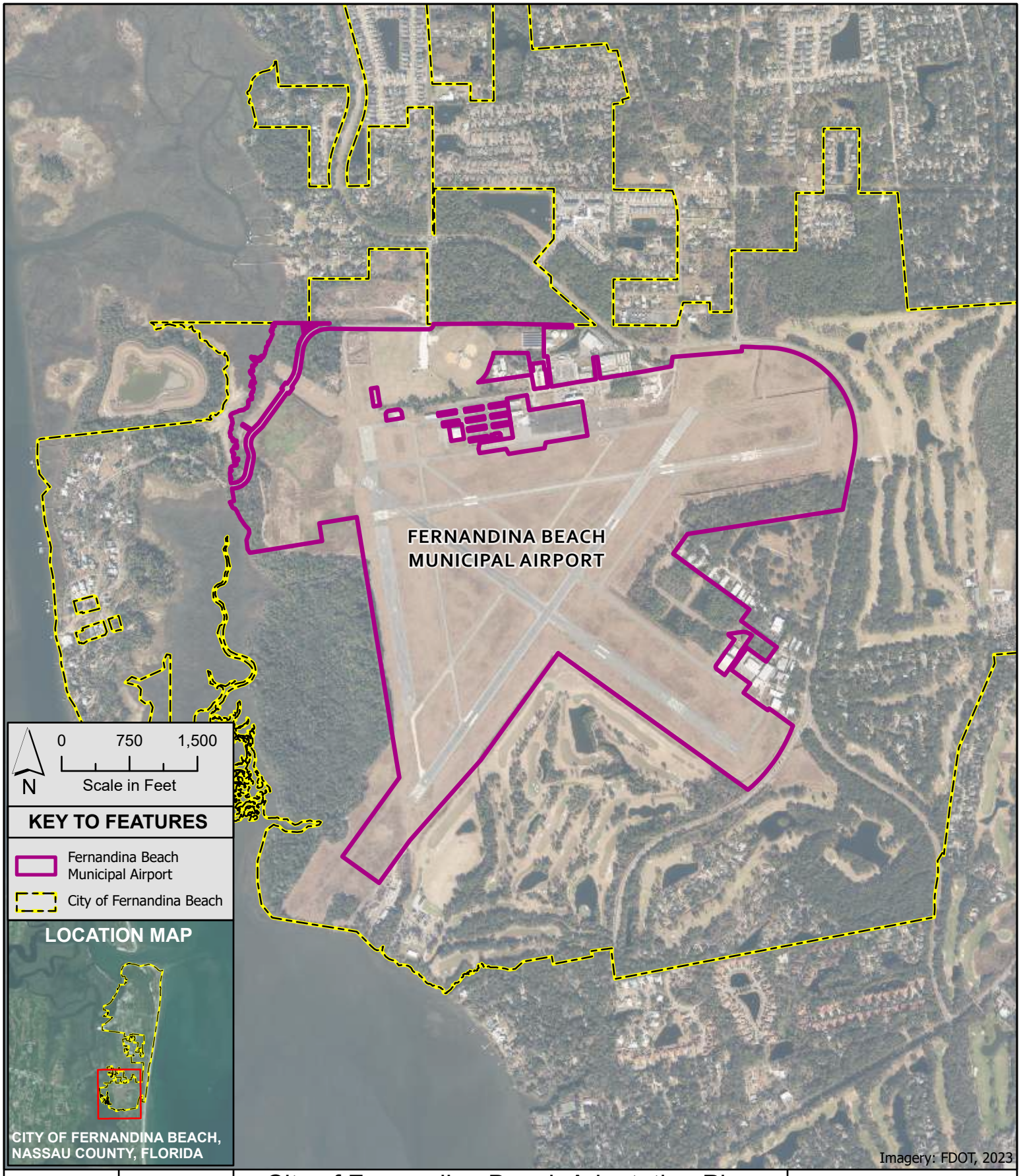

City of Fernandina Beach Adaptation Plan

STRATEGY 6: Flood Ready Airport Master Stormwater Plan

ADAPTATION TYPE: Accommodate, Protect, Procedural

ASSET TYPE: Critical Community & Emergency Facilities

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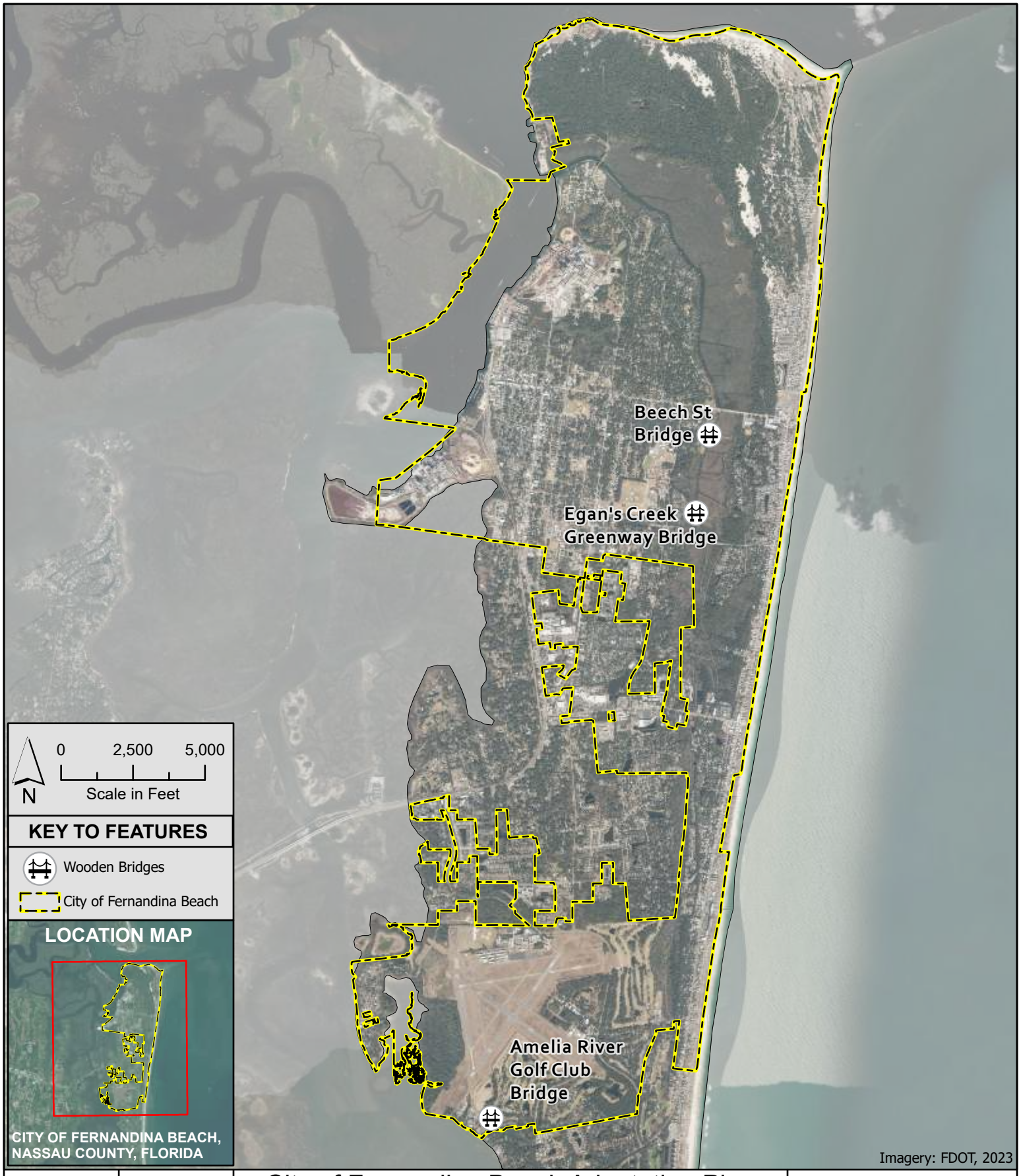
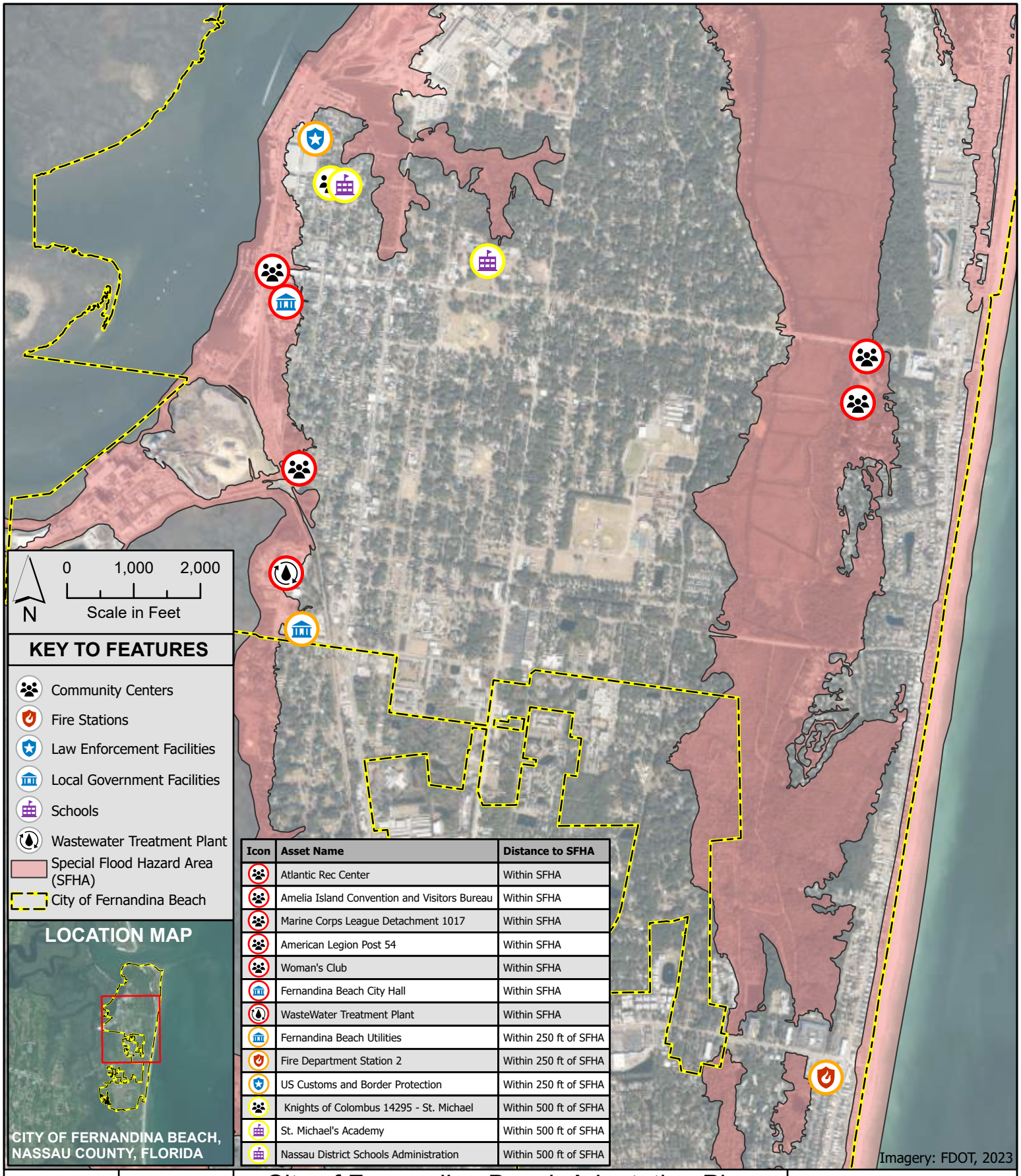


City of Fernandina Beach Adaptation Plan

STRATEGY 7: Nature Based Infrastructure Improvement

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPE: Transportation



Icon	Asset Name	Distance to SFHA
	Atlantic Rec Center	Within SFHA
	Amelia Island Convention and Visitors Bureau	Within SFHA
	Marine Corps League Detachment 1017	Within SFHA
	American Legion Post 54	Within SFHA
	Woman's Club	Within SFHA
	Fernandina Beach City Hall	Within SFHA
	WasteWater Treatment Plant	Within SFHA
	Fernandina Beach Utilities	Within 250 ft of SFHA
	Fire Department Station 2	Within 250 ft of SFHA
	US Customs and Border Protection	Within 250 ft of SFHA
	Knights of Colombus 14295 - St. Michael	Within 500 ft of SFHA
	St. Michael's Academy	Within 500 ft of SFHA
	Nassau District Schools Administration	Within 500 ft of SFHA

City of Fernandina Beach Adaptation Plan

STRATEGY 8: Temporary Flood Control Measures for City Facilities

ADAPTATION TYPE: Protect

ASSET TYPE: Critical Community & Emergency Facilities

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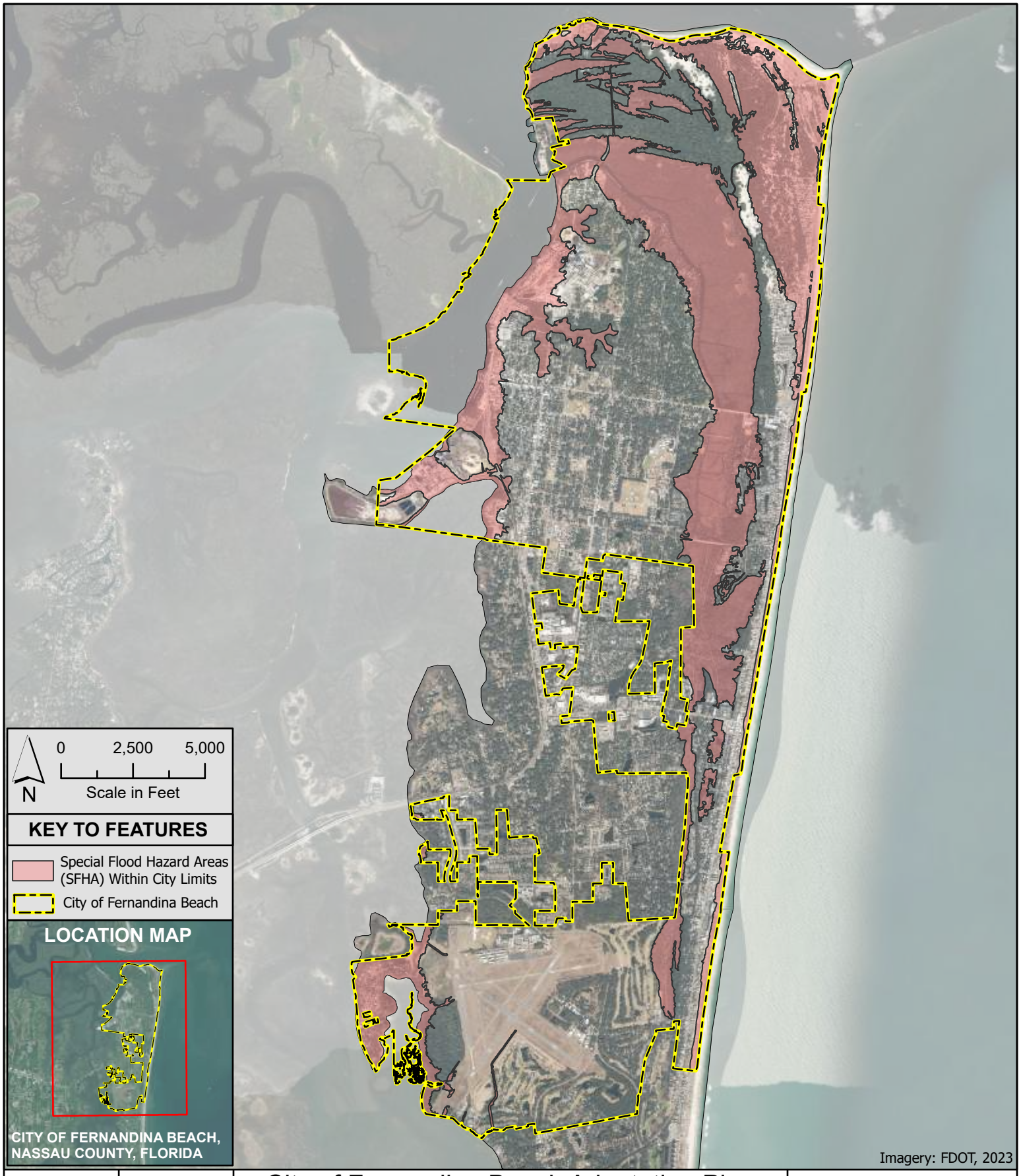

City of Fernandina Beach Adaptation Plan

STRATEGY 10: Floodplain Ordinance & CRS Review

ADAPTATION TYPE: Procedural

ASSET TYPE: Policy

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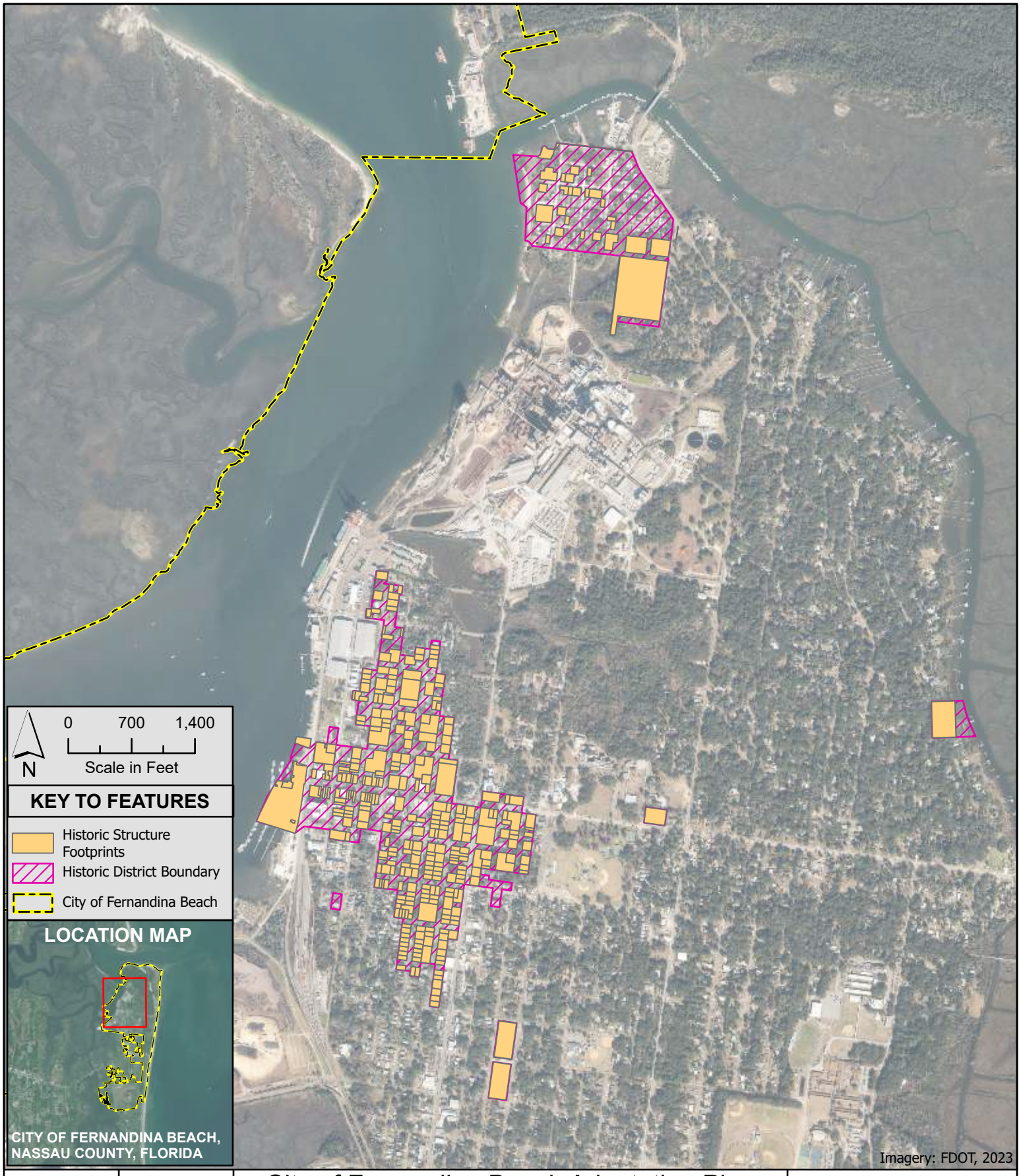

City of Fernandina Beach Adaptation Plan

STRATEGY 13: Historic Structure Flood Protection Guidelines

ADAPTATION TYPE: Procedural

ASSET TYPE: Policy

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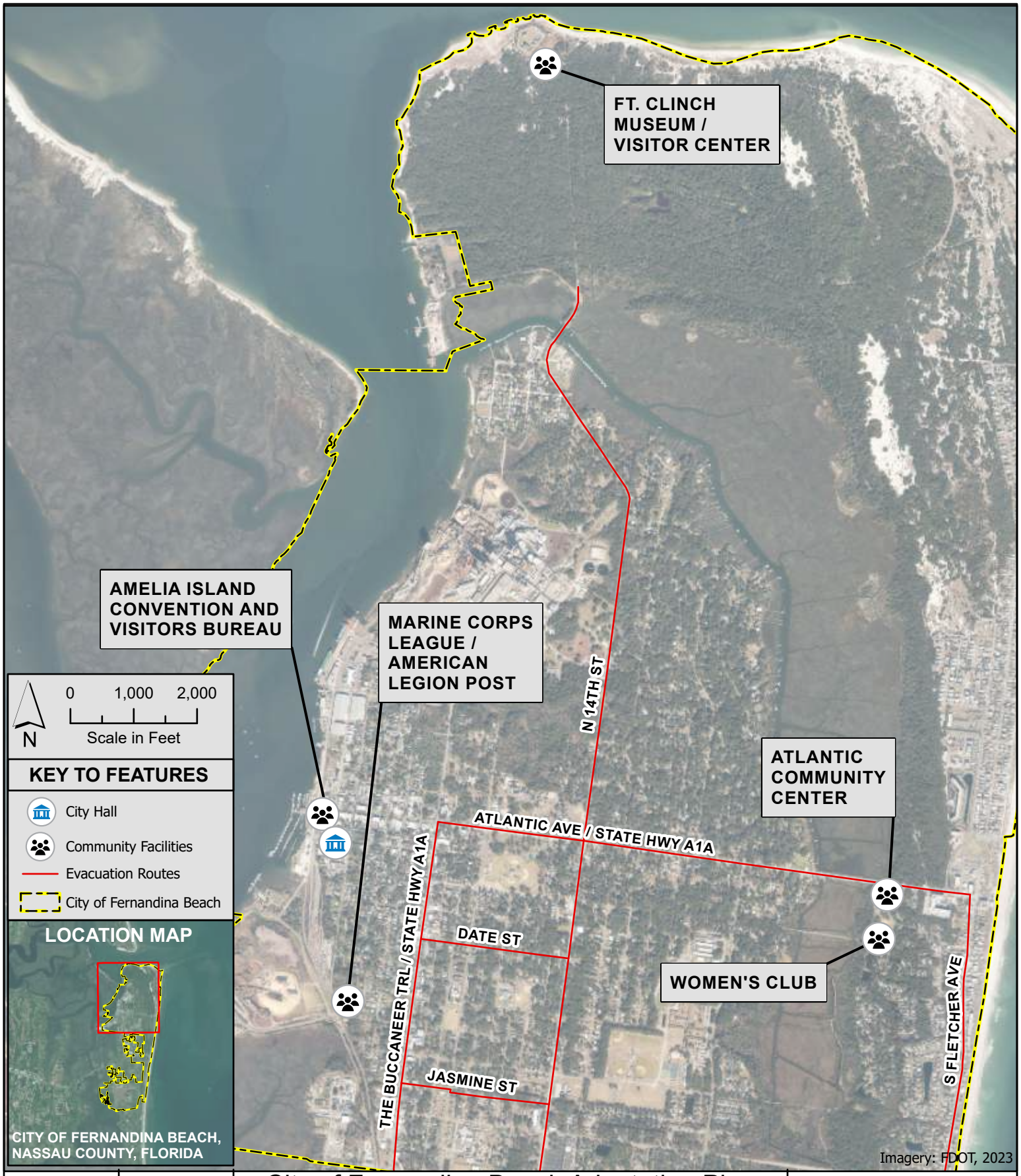

City of Fernandina Beach Adaptation Plan

STRATEGY 14: Local Disaster Preparedness Plans

ADAPTATION TYPE: Accommodate, Protect, Procedural

ASSET TYPE: Critical Community & Emergency Facilities

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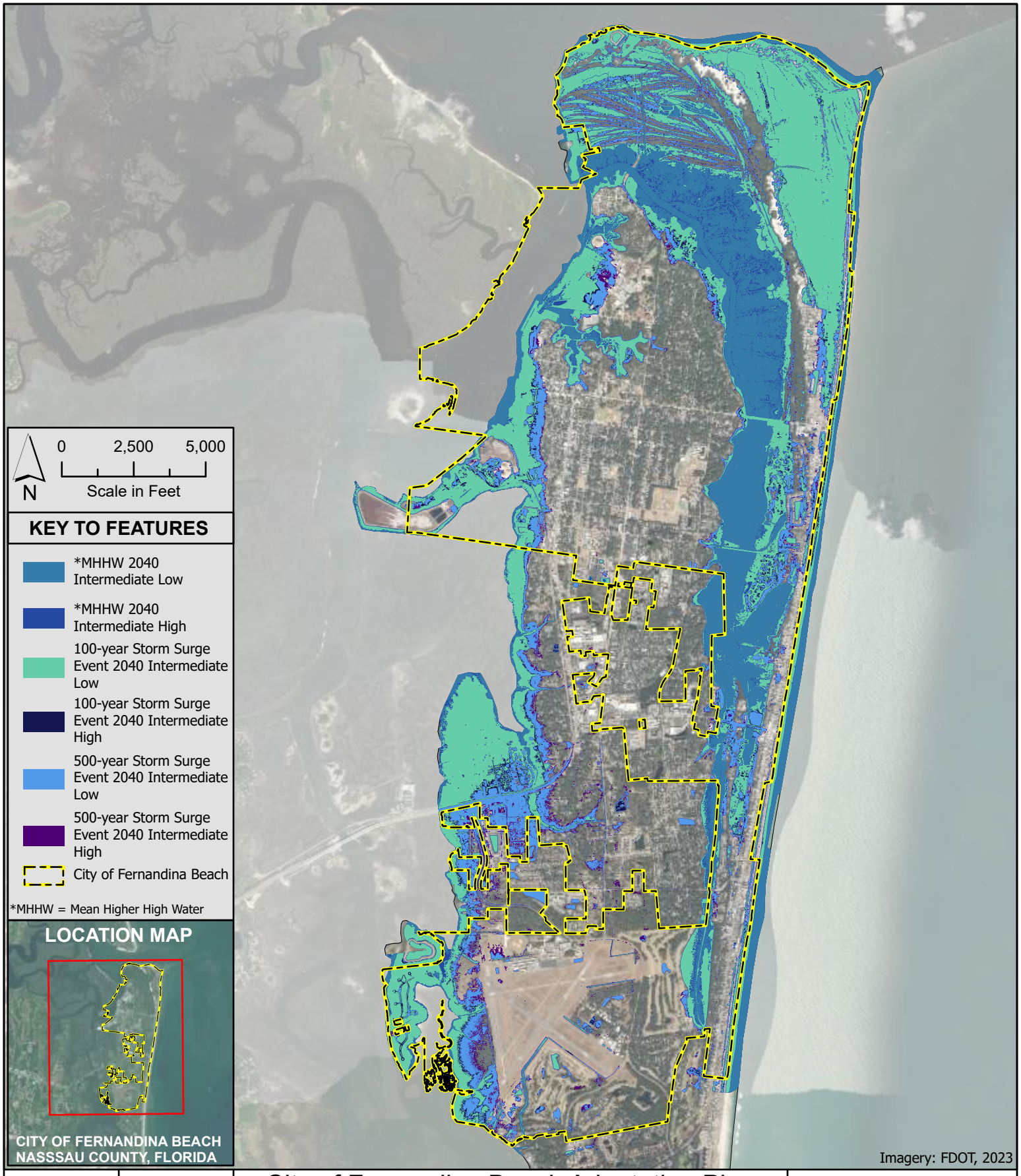

City of Fernandina Beach Adaptation Plan

STRATEGY 16: Local Sea Level Rise (SLR) Planning Considerations

ADAPTATION TYPE: Accommodate, Protect Procedural

ASSET TYPE: Critical Community & Emergency Facilities & Policy

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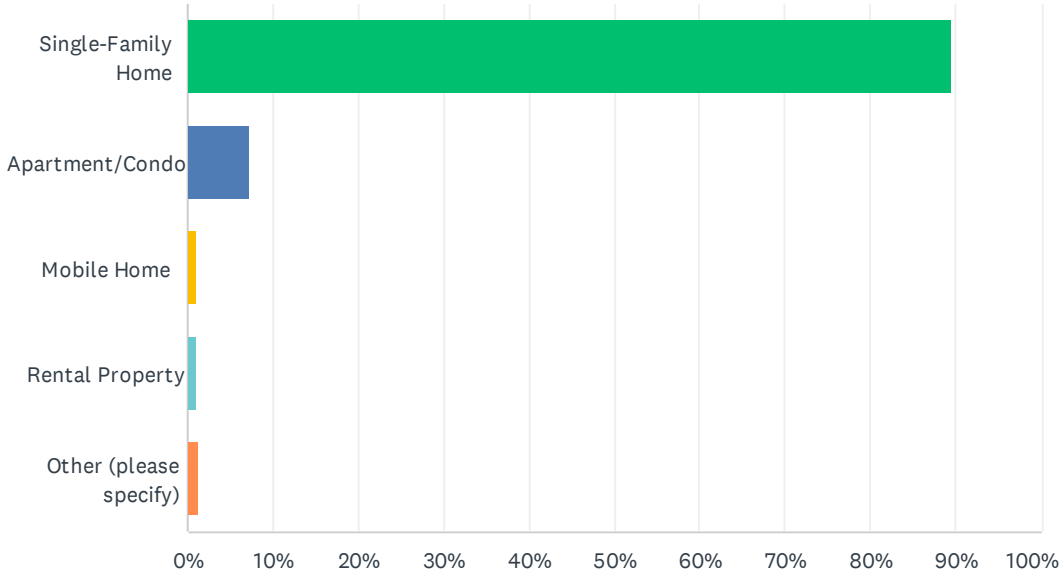
Appendix B

Community Resilience Survey Results

Q1 What is your primary residence type in Fernandina Beach?

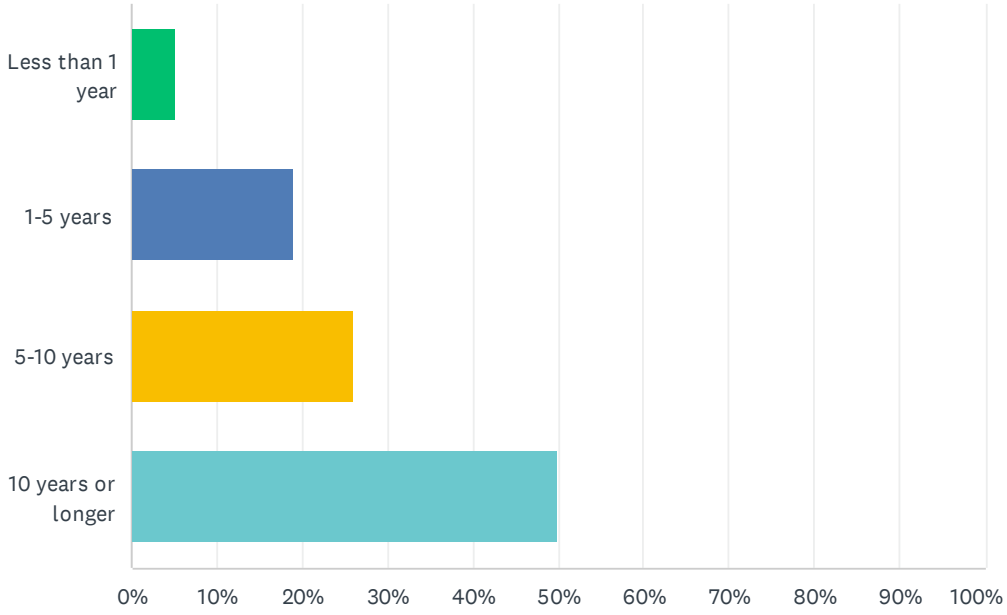
Answered: 306 Skipped: 3



ANSWER CHOICES	RESPONSES	
Single-Family Home	89.54%	274
Apartment/Condo	7.19%	22
Mobile Home	0.98%	3
Rental Property	0.98%	3
Other (please specify)	1.31%	4
TOTAL		306

Q2 How long have you lived in Fernandina Beach?

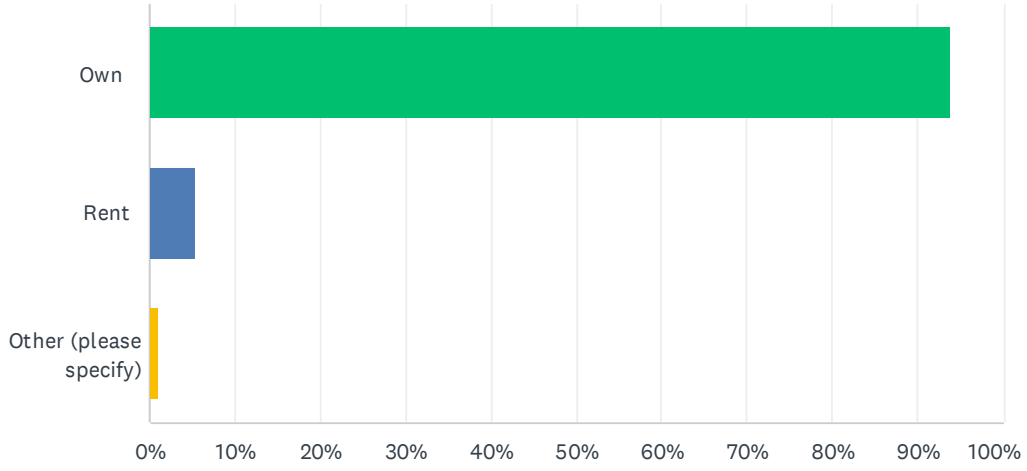
Answered: 307 Skipped: 2



ANSWER CHOICES	RESPONSES	
Less than 1 year	5.21%	16
1-5 years	18.89%	58
5-10 years	26.06%	80
10 years or longer	49.84%	153
TOTAL		307

Q3 Do you own or rent your home?

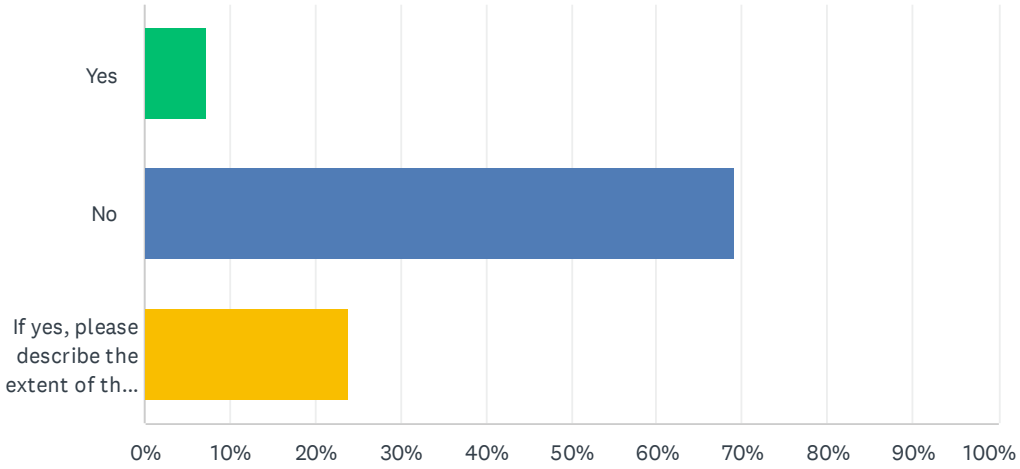
Answered: 306 Skipped: 3



ANSWER CHOICES	RESPONSES	
Own	93.79%	287
Rent	5.23%	16
Other (please specify)	0.98%	3
TOTAL		306

Q4 Flooding can occur due to various factors, including heavy rainfall, storm surge, tidal events, or localized drainage issues. In the past 5 years, have you experienced any flooding on your property or in your home?

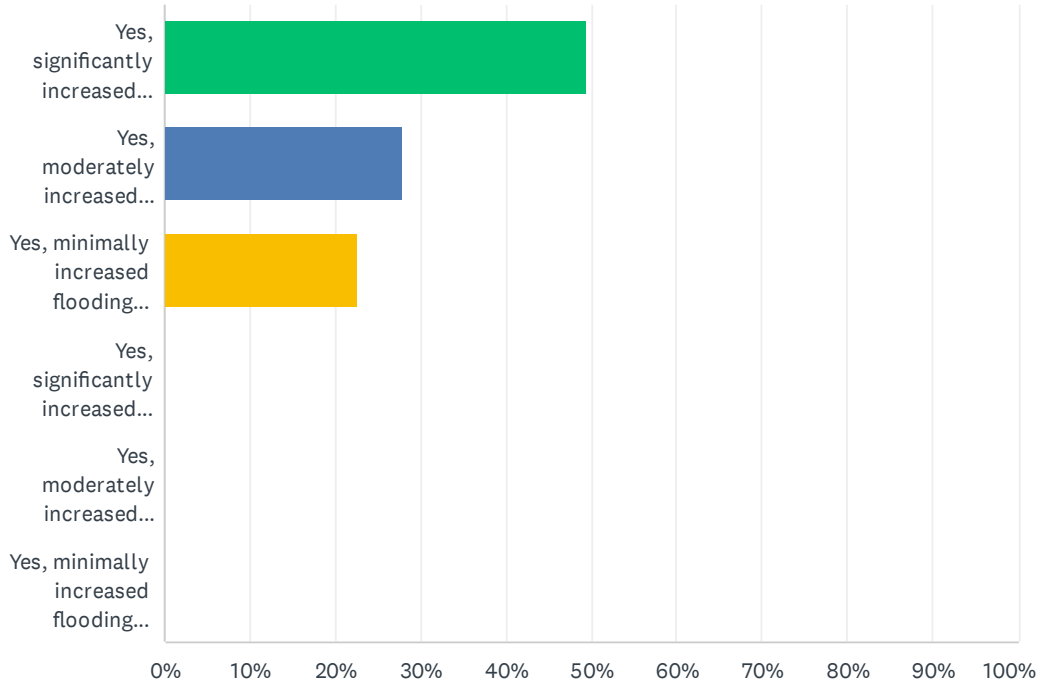
Answered: 307 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	7.17%	22
No	69.06%	212
If yes, please describe the extent of the flooding.	23.78%	73
TOTAL		307

Q5 If you answered "Yes" to Question 4, do you feel your property has experienced increased frequency or increasingly severe flooding during the past 5 years?

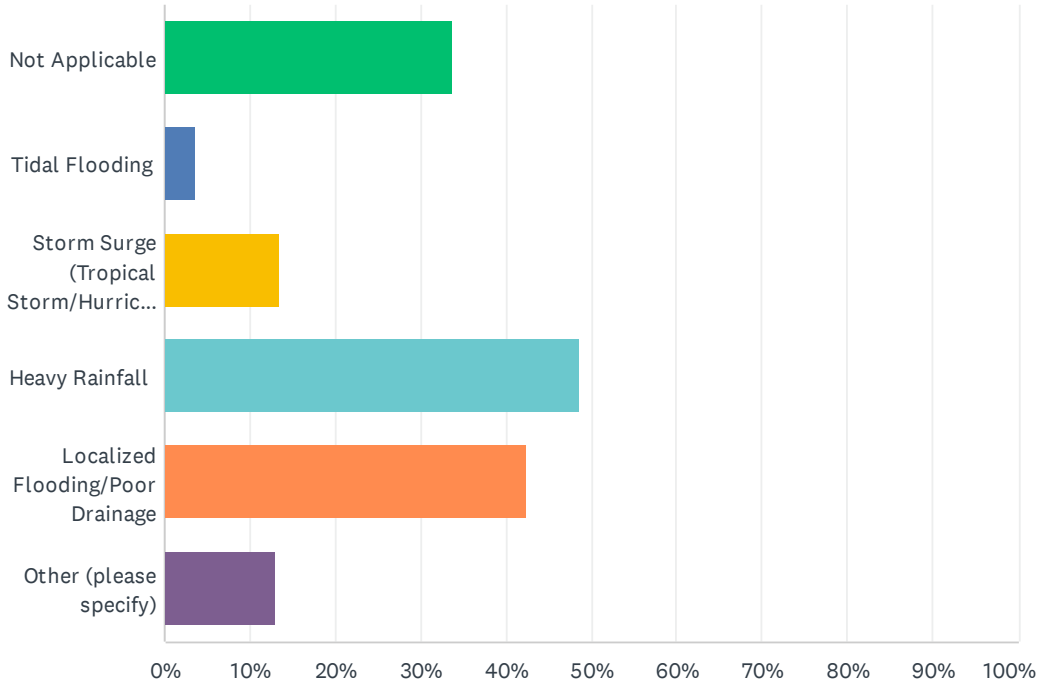
Answered: 93 Skipped: 216



ANSWER CHOICES	RESPONSES	
Yes, significantly increased flooding frequency	49.46%	46
Yes, moderately increased flooding frequency	27.96%	26
Yes, minimally increased flooding frequency	22.58%	21
Yes, significantly increased flooding severity	0.00%	0
Yes, moderately increased flooding severity	0.00%	0
Yes, minimally increased flooding severity	0.00%	0
Total Respondents: 93		

Q6 What do you believe were the primary causes of flooding on your property? (select all that apply)

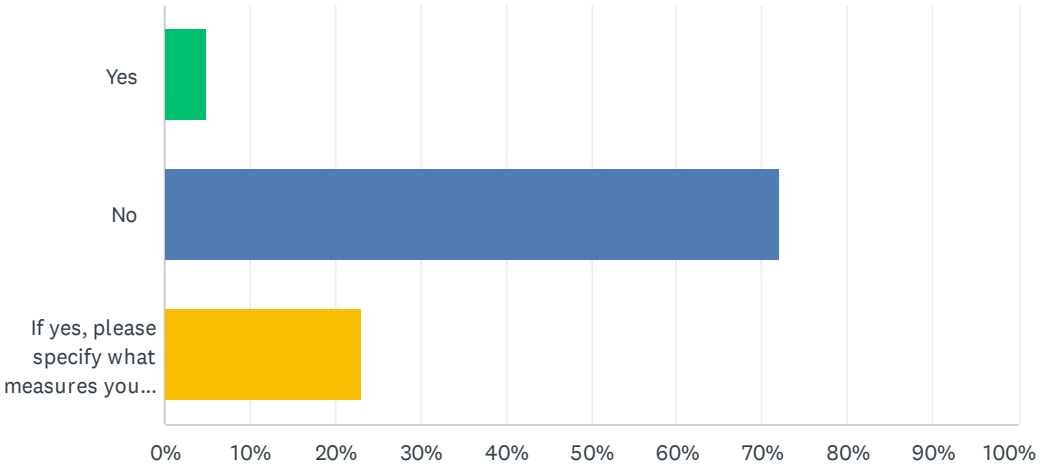
Answered: 193 Skipped: 116



ANSWER CHOICES	RESPONSES	
Not Applicable	33.68%	65
Tidal Flooding	3.63%	7
Storm Surge (Tropical Storm/Hurricane/Nor'easter)	13.47%	26
Heavy Rainfall	48.70%	94
Localized Flooding/Poor Drainage	42.49%	82
Other (please specify)	12.95%	25
Total Respondents: 193		

Q7 Floodproofing measures can help protect your home from water damage during flooding events. These may include installing flood barriers, elevating utilities, using water-resistant materials, or improving drainage around your property. Have you made any floodproofing improvements to your home in the past 1 year, 5 years, ever?

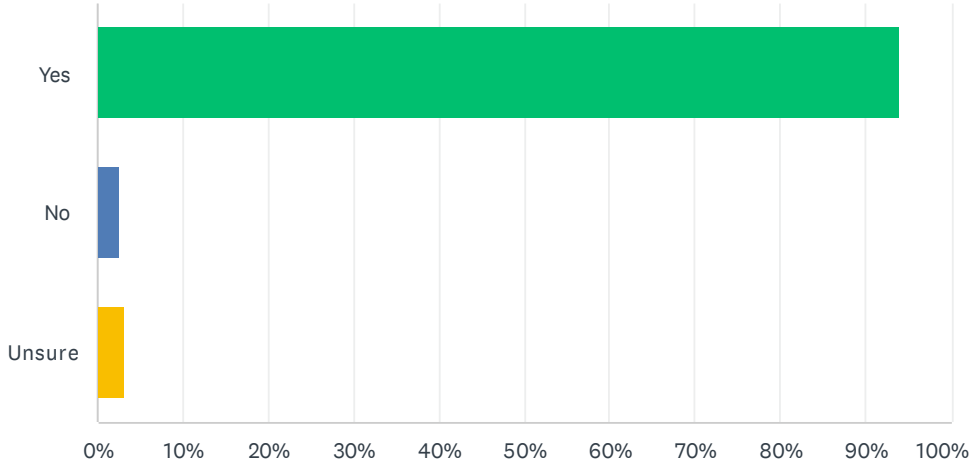
Answered: 283 Skipped: 26



ANSWER CHOICES	RESPONSES	
Yes	4.95%	14
No	72.08%	204
If yes, please specify what measures you have taken.	22.97%	65
TOTAL		283

Q8 Understanding your flood zone and flood risk can help you make informed decisions about flood insurance, preparedness, and mitigation measures. Flood zones are designated by the Federal Emergency Management Agency (FEMA) based on factors like elevation, proximity to water bodies, and flood history. Are you aware of your property's flood zone and your level of flood risk?

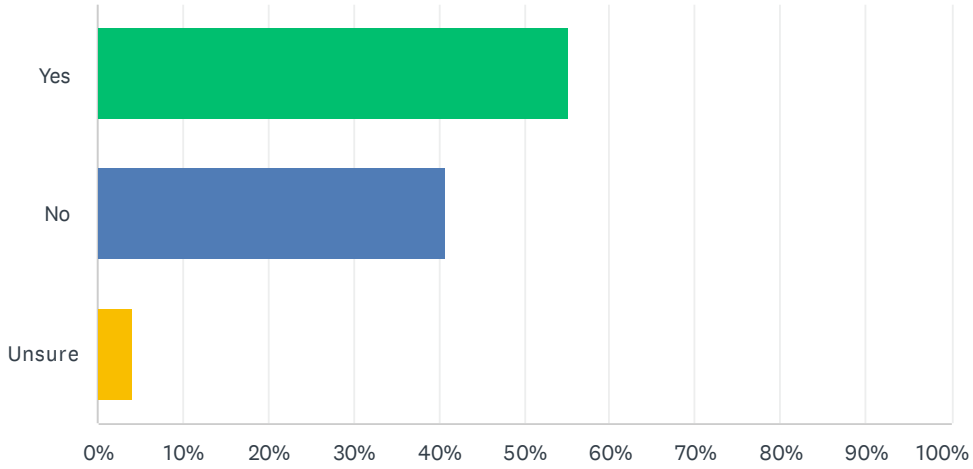
Answered: 304 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	94.08%	286
No	2.63%	8
Unsure	3.29%	10
TOTAL		304

Q9 Flood insurance can provide financial protection against flood damage to your home and its contents, which is not typically covered by standard homeowners' insurance. Do you currently have flood insurance?

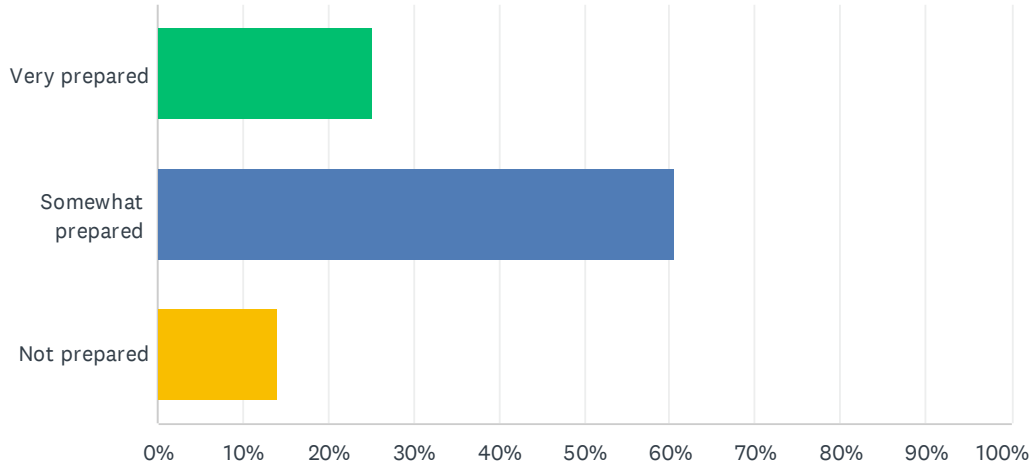
Answered: 304 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	55.26%	168
No	40.79%	124
Unsure	3.95%	12
TOTAL		304

Q10 Being prepared for a flood event can help reduce damage and ensure your safety. How would you rate your level of preparedness for a flood?

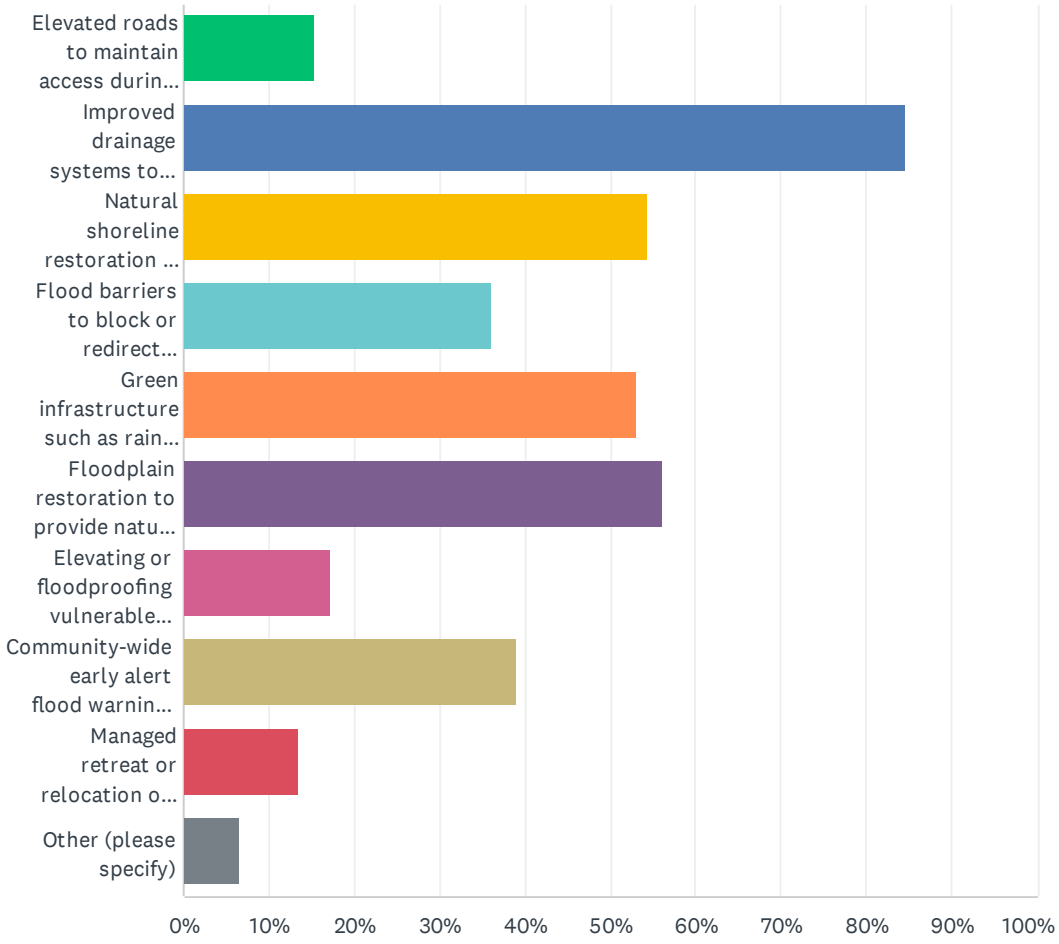
Answered: 305 Skipped: 4



ANSWER CHOICES	RESPONSES	
Very prepared	25.25%	77
Somewhat prepared	60.66%	185
Not prepared	14.10%	43
TOTAL		305

Q11 Flood adaptation measures can help protect communities from the impacts of flooding. Which of the following strategies would you support to reduce flood risk in your neighborhood? (Select all that apply)

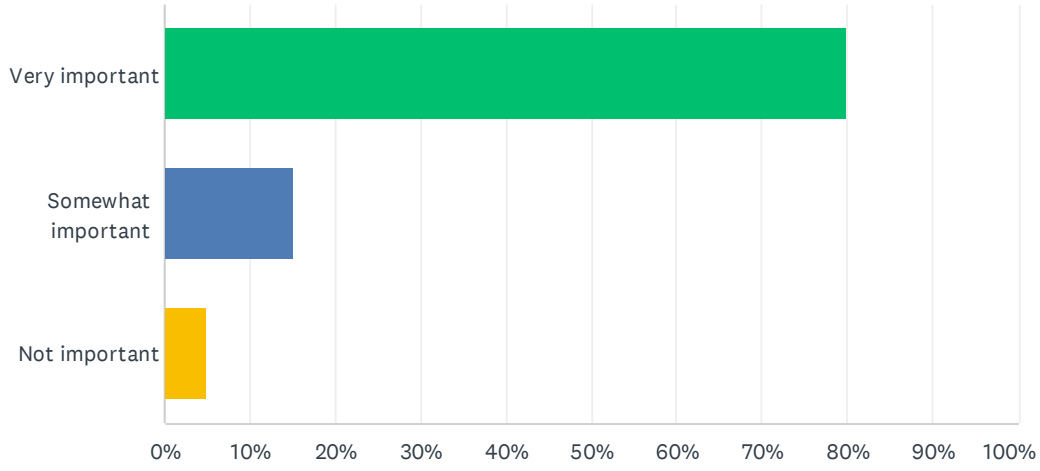
Answered: 300 Skipped: 9



ANSWER CHOICES	RESPONSES	
Elevated roads to maintain access during floods	15.33%	46
Improved drainage systems to better manage stormwater and reduce flooding	84.67%	254
Natural shoreline restoration to absorb wave energy and reduce erosion	54.33%	163
Flood barriers to block or redirect floodwaters	36.00%	108
Green infrastructure such as rain gardens to reduce runoff	53.00%	159
Floodplain restoration to provide natural flood storage	56.00%	168
Elevating or floodproofing vulnerable structures	17.33%	52
Community-wide early alert flood warning systems	39.00%	117
Managed retreat or relocation of at-risk properties	13.33%	40
Other (please specify)	6.67%	20
Total Respondents: 300		

Q12 Nature-based flood adaptation strategies, such as restoring wetlands, creating living shorelines, and preserving natural floodplains, can help reduce flooding while providing environmental and recreational benefits. How important is it to you that the City invests in these types of solutions?

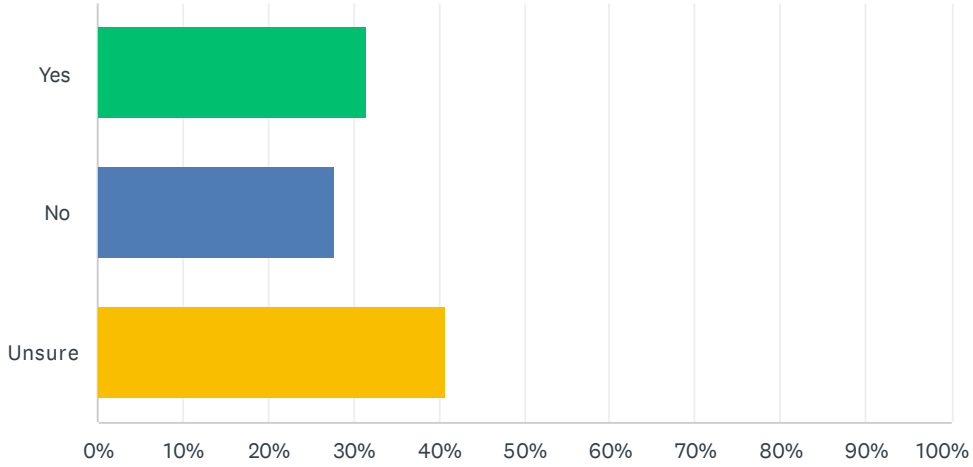
Answered: 304 Skipped: 5



ANSWER CHOICES	RESPONSES	
Very important	79.93%	243
Somewhat important	15.13%	46
Not important	4.93%	15
TOTAL		304

Q13 Property buyouts and relocation programs are voluntary measures that help homeowners move away from areas at high risk of flooding. These programs can reduce future flood damage, create open space for floodwater storage, and restore natural floodplains. Would you support the use of property buyouts or relocation programs for properties at high risk of flooding?

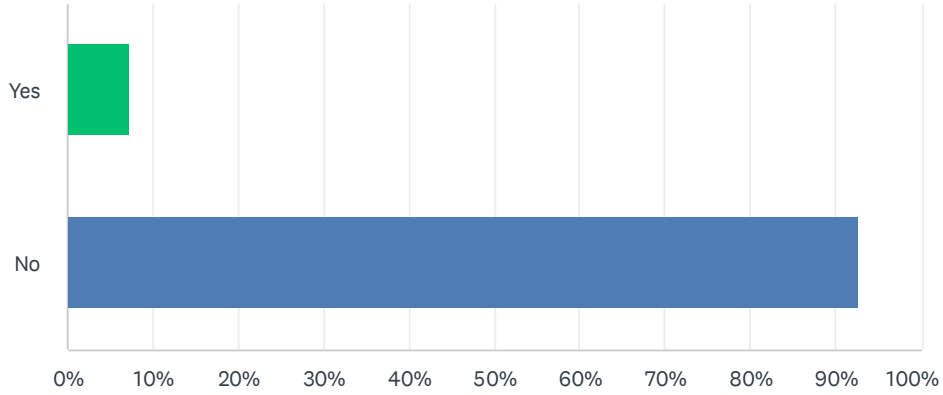
Answered: 304 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	31.58%	96
No	27.63%	84
Unsure	40.79%	124
TOTAL		304

Q14 Have you participated in any previous city floodplain planning efforts?

Answered: 305 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	7.21%	22
No	92.79%	283
TOTAL		305

Appendix C

Grant Funding Opportunities Analysis

Grant Inventory | **Fernandina Beach**

Halff reviewed Federal and State of Florida grant programs for Fernandina Beach, Florida that relate to resilience and sustainability. This comprehensive inventory also includes funding opportunities that may address the City's Vision 2045 Key Themes and Goals: Environmental Sustainability and Resilience; Preservation of Character; Livability; Future Ready Infrastructure, Utilities, and Public Facilities; and Mobility and Transportation.

The following table provides an overview of the programs included in this report and the relevant topics aligned to that program. Details on these programs are provided in Table 2 starting on page 4. This report also includes Foundations that could potentially fund projects that align with the Key Themes and Goals above.

A note on Federal funding: On January 20, 2025, the Office of Management and Budget (OMB) issued a memo regarding the review of discretionary grant programs. While the memo was rescinded, the task of ensuring that funding programs align with Executive Orders issued under the Trump Administration has caused several of the grant programs to pause their ongoing or otherwise anticipated funding cycles. The Halff Funding Resources team continues to monitor these programs for updates and will continue to provide additional information as it becomes available.

Table 1. Grant Program Overview

Program	Next Anticipated Deadline	Priorities				
		Resilience & Sustainability	Preservation of Character	Livability	Infrastructure, Utilities, Public Facilities	Mobility & Transportation
Alternative Water Supply Grants (FDEP with Water Mgt Districts)	Anticipate December 2025 – February 2026	✓			✓	
Broad Agency Announcement (NOAA)	Rolling through September 30, 2026	✓		✓		
Better Utilizing Investments to Leverage Development (USDOT)	Winter 2026	✓		✓		✓
Clean Water State Revolving Fund (FDEP)	*Rolling*	✓		✓	✓	
Coastal Partnership Initiatives Grants (FDEP)	Late summer/early fall 2025*	✓	✓	✓		

Program	Next Anticipated Deadline	Priorities				
		Resilience & Sustainability	Preservation of Character	Livability	Infrastructure, Utilities, Public Facilities	Mobility & Transportation
Community Development Block Grant Disaster Recovery (FloridaCommerce)	TBD – Spring/summer 2025	✓		✓	✓	✓
Community Development Block Grant Mitigation (FloridaCommerce)	Late 2025/early 2026*	✓		✓	✓	✓
Community Science Partner (Center for Collaborative Heat Monitoring)	TBA	✓		✓		
Cultural Facilities (FDAC)	July 14, 2025		✓	✓		
Five Star and Urban Waters Restoration Grant Program (NFWF)	January 2026*	✓		✓		
Flood Mitigation Assistance (FEMA/FDEM)[1]	LOI August 2025*	✓		✓		✓
Florida's Future Forest Program	Spring/Summer 2026	✓		✓		
General Program Support (DAC)	July 14, 2025*			✓		
Hazard Mitigation Grant Program (FEMA/FDEM)	July 25, 2025	✓		✓		✓
Hurricane Loss Mitigation Program (FDEM)	TBD – Early Spring 2026	✓		✓	✓	
Low or No Emissions Grants for Buses and Bus Facilities (US DOT)	Summer 2026*	✓				✓
National Coastal Resilience Fund (NFWF)	TBD - Spring 2026	✓		✓		
Port Infrastructure Development Program (USDOT, MARIAD)	September 10, 2025	✓				✓
Public Works and Economic Adjustment Assistance (Commerce/EDA)	*Rolling*			✓		✓
Recreational Trails Program (FDEP)	Anticipate Early Spring 2026			✓		
Resilient Florida – Implementation Grants (FDEP)	September 1, 2025	✓		✓		
Small Matching Grant (FDHR)	Anticipate June 2026*		✓	✓		

[1] This program is impacted by the Federal grant review and was canceled and/or paused for compliance with Executive Orders.

Program	Next Anticipated Deadline	Priorities				
		Resilience & Sustainability	Preservation of Character	Livability	Infrastructure, Utilities, Public Facilities	Mobility & Transportation
Specific Cultural Projects (FDAC)	July 14, 2025*		✓	✓		
Thriving Communities Subgrants (EPA)	October 31, 2025 (Multiple deadlines)	✓		✓	✓	
Urban Forestry Capacity Grant – Plantings Preservation, and Invasive Control (FDACS)	Spring 2026*	✓		✓		
Water Quality Improvement Program (FDEP)	Anticipate mid-summer 2025	✓			✓	

**Denotes best anticipated deadline based on historical program activities or most recent information*

Detailed Grant Program Information

The following table outlines the details for each identified grant program that aligns with Fernandina Beach's priorities. This table includes information regarding the Grant Program and Agency, Funding Amounts and Cost-Share or Match Requirements, Eligibility, Program Description and Eligible Activities, Relevant Priorities, and the Deadline.

Table 2. Grant Programs Detail

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Alternative Water Supply Grants *Florida Department of Environmental Protection (FDEP), Water Management Districts*	Award: Range from $233,630 to $17 million in FY24 *Cost share: Not required*	Local cooperators must work with the regional Water Management District to develop a proposal. WMD deadlines vary. While applicants can bypass the WMD process, ranking on WMD project list is highly evaluated.	Projects funded through this program are intended to prioritize regional projects in the areas of greatest need as well as projects that provide the greatest benefit. Examples of projects funded include reclaimed water, aquifer recharge, water conservation, etc.	Resilience & Sustainability	Work through Water Management District to apply for funding. St. Johns River Water Management District holds its call for applications in early January.
Broad Agency Announcement *National Oceanic & Atmospheric Administration*	Award: Not specified *Cost share: Not required unless funded another authority*	Higher education, nonprofits, commercial organizations, international or foreign organizations or governments, individuals, state, local, and Indian Tribal governments.	The Broad Agency Announcement is a mechanism to encourage research, education and outreach, innovative projects, or sponsorships that are not addressed through NOAA's competitive discretionary programs. Program priorities include Climate Adaptation and Mitigation, Weather-Ready Nation, Healthy Oceans, and Resilient Coastal Communities and Economies Coastal	Resilience & Sustainability Livability	Rolling, through September 30, 2026

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Better Utilizing Investments to Leverage Development (BUILD) *U.S. Department of Transportation (US DOT)*	Award: • Urban areas: $5 million • Rural areas: $1 million • Planning grants: no minimum, $25 million maximum *Cost share: Required 80% Federal and 20% non-Federal*	States, local governments, special district/public authority with a transportation function, tribes, multi-state or multijurisdictional groups that are separately eligible	Surface transportation infrastructure projects that will improve safety; environmental sustainability; quality of life; mobility and community connectivity; economic competitiveness and opportunity including tourism; state of good repair; partnership and collaboration; and innovation. *BUILD replaces the program previous called Rebuilding American Infrastructure with Sustainability and Equity (RAISE).*	Livability Mobility & Transportation	January 13, 2026 (Date previously published in the RAISE NOFO)
Clean Water State Revolving Fund (CWSRF) *Florida Department of Environmental Protection (FDEP)*	Loan *Cost share: N/A*	Local governments (city and county) and special districts are eligible loan sponsors	The Clean Water State Revolving Fund (CWSRF) program provides low-interest loans to local governments to plan, design, and build or upgrade wastewater, stormwater, and nonpoint source pollution prevention projects. Certain agricultural best management practices may also qualify for funding.	Resilience & Sustainability Infrastructure, Utilities, Public Facilities	Request for Inclusion is accepted on a rolling basis
Coastal Partnership Initiative Grants *Florida Department of Environmental Protection (FDEP)*	Award: • $30,000 for planning, design, and coordination activities • $60,000 for construction projects, habitat restoration, invasive exotic plant removal and land acquisition *Cost share: Required 50% non-Federal*	Florida's 35 coastal counties and the local governments within their boundaries that are required to include a coastal element in their comprehensive plan. Florida public colleges and universities, regional planning councils, national estuary programs and nonprofit groups may also apply for CPI funds if an eligible local government is a signatory partner in the project	The purpose of the Coastal Partnership Initiative is to promote the protection and effective management of Florida's coastal resources in four priority areas: Resilient Communities, Coastal Resource Stewardship, Access to Coastal Resources, and Working Waterfronts.	Resilience & Sustainability Livability Infrastructure, Utilities, Public Facilities Mobility & Transportation	Late summer/Early fall 2025*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Community Development Block Grant Disaster Recovery (CDBG-DR) Program *FloridaCommerce*	Award: Varies *Cost share: Not required, may be scored*	Cities, counties, Indian Tribes, and State eligible for CDBG funding and meeting national priorities. *For the CDBG-DR cycle in response to FY23 and FY24 disasters, FloridaCommerce is currently vetting its Action Plan.*	After a Presidential Disaster Declaration, Housing and Urban Development (HUD) may provide a CDBG-DR allocation to a state for eligible disaster recovery activities. **Eligible Activities:** • *Housing Recovery:* New construction, rehabilitation and reconstruction, single or multifamily or owner and rental projects • *Restoration of Infrastructure:* Road and bridge repair, water and wastewater facilities, public facilities • *Economic Revitalization:* Activities that address job loss such as job training and workforce development, loans and grants to business, improvement to commercial and rental districts • *Mitigation:* Activities that increase resilience to disasters, lessen the impact of future disasters, and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship.	Resilience & Sustainability Preservation of Character Livability Mobility & Transportation	Florida is currently completing its Action Plan, which will need to be approved by U.S. Department of Housing and Urban Development. Any competitive elements will be

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Community Development Block Grant Mitigation (CDBG-MIT) program *FloridaCommerce*	Award: Varies *Cost share: Not required, may be scored*	Cities, counties, Indian Tribes, and State eligible for CDBG funding and meeting national priorities.	The Community Development Block Grant Mitigation (CDBG-MIT) Program funds pose a unique opportunity for eligible grantees to use this assistance in areas impacted by recent disasters to carry out strategic and high-impact activities to mitigate disaster risks and reduce future losses. **Eligible Activities:** • *Housing Recovery:* New construction, rehabilitation and reconstruction, single or multifamily or owner and rental projects • *Restoration of Infrastructure:* Road and bridge repair, water and wastewater facilities, public facilities • *Economic Revitalization:* Activities that address job loss such as job training and workforce development, loans and grants to business, improvement to commercial and rental districts • *Mitigation:* Activities that increase resilience to disasters, lessen the impact of future disasters, and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship.	Resilience & Sustainability Preservation of Character Livability Mobility & Transportation	Funding cycle is announced after a Presidential Disaster Declaration – Halff anticipates a competition in response to Hurricanes Helene and Milton.
Community Science Partner - Technical Support *Center for Collaborative Heat Monitoring*	Award: Up to $10,000 stipend and technical support *Cost Share: N/A*	Any community in the United States that is interested in learning more about heat is eligible to apply for this opportunity. Rural communities, territories, and Tribal communities are especially encouraged to apply.	The Center for Collaborative Heat Monitoring provides communities with technical support and a $10,000 stipend for the co-development of a community-based heat data collection campaign.	Resilience & Sustainability Livability	Winter 2026

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Cultural Facilities *Florida Department of State, Division of Arts and Culture*	Award: $200,000 - $500,000 *Cost share: Required 50%, with at least 25% of the matching funds being "cash on hand" and the remaining 75% non-monetary/in-kind contributions*	Public entities (A Florida local government, entity of state government, school district, community college, college, or university) or a Florida nonprofit, tax-exempt corporation. Additional eligibility criteria apply.	The Cultural Facilities Program coordinates and guides the State of Florida's support and funding of renovation, new construction, or acquisition of cultural facilities. A cultural facility is a building which shall be used for the programming, production, presentation, exhibition of any of the arts and cultural disciplines. These disciplines include music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, and programs of museums. The Program is intended for: bricks and mortar construction; renovation; or for acquisition. Projects must fall squarely into one category, not any combination of the three. State funding shall not be used for parking facilities, sidewalks, walkways, and trails that are the entire scope of work; landscaping; fabrication or design of exhibits (not permanently affixed to the building); nor commercial projects	Preservation of Character Livability	July 14, 2025*
Flood Mitigation Assistance (FMA) *Florida Division of Emergency Management (FDEM)*	Award: Varies *Cost share: Required 0-25% non-Federal cost share, depending on project type*	Political subdivisions, including federally recognized tribes, that participate in the National Flood Insurance Program (NFIP)	Goals of the FMA program include reducing or eliminating: (1) repeated claims under the NFIP, and (2) the dependence on taxpayer-funded federal disaster assistance for disaster recovery. Projects are either for "Capability and Capacity Building" or Localized Flood Risk Reduction Projects.	Resilience & Sustainability Mobility & Transportation	Notice of interest form typically due to FDEM in August; Application typically due in November *Note: This program is currently under Federal review. Changes to the program may be pending.*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Florida's Future Forest Program *Florida Department of Agriculture and Consumer Services (FDACS)*	Award: Maximum $118,387 in the FY24 competition. *Cost share: Required; varies by activities*	Non-industrial private landowners; a county or local government; or a legally organized and registered non-profit organization, entity, or institution	The primary objective of the Florida's Future Forests Program is to promote tree planting and site preparation practices to ensure the long-term viability of Florida's forest lands and their associated ecological and economic value. Eligible activities include: site preparation, planting, and seedlings	Resilience & Sustainability Preservation of Character Livability	Summer 2026*
Five Star and Urban Waters Restoration Grant Program 2025 *National Fish and Wildlife Foundation (NFWF) with Wildlife Habitat Council (WHC)*	Award: Funding amounts vary by source, but the average is $45,000 *Cost share: Required, with a match ratio of 1:¾ (e.g. a grant request of $60,000 requires a match of $45,000)*	Non-profit 501(c) organizations, state government agencies, local governments, municipal governments, Tribal Governments and Organizations, and educational institutions	The Five Star and Urban Waters Restoration grant program seeks to develop community capacity to sustain local natural resources for future generations by providing modest financial assistance to diverse local partnerships focused on improving water quality, watersheds, and the species and habitats they support. Projects include a variety of ecological improvements along with targeted community outreach, education, and stewardship. Ecological improvements may include one or more of the following: wetland, riparian, forest and coastal habitat restoration, wildlife conservation, community tree canopy enhancement, wildlife habitat, urban agriculture and community gardens, wildlife and water quality monitoring, and green infrastructure best management practices for managing run-off. There is one application for a number of sources of funding under this program. Refer to the Request for Proposal for additional details	Resilience & Sustainability Livability	Winter 2026*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
General Program Support *Florida Department of State, Division of Arts and Culture*	Award: Up to $150,000 if qualified (Up to $25,000 for first-time awardees) *Cost share: Required*	Eligibility varies by project category and includes private and public entities, depending on the funding category. Organizations must comply with required basic eligibility criteria as specified in the Program Guidelines.	The General Program Support (GPS) grant program provides funding for Florida public and private non-profit arts and cultural organizations; including museums, local arts organizations, state service organizations, and organizations that have cultural program activities in any of the art and cultural disciplines. The organization's mission must directly support arts and cultural programming. The Division offers four types of General Program Support. • Arts in Education program support to cultivate the learning and artistic development of all students and teachers by promoting, encouraging, and supporting arts and culture as an integral part of education and lifelong learning for residents and visitors; • Discipline-Based program support for conducting, creating, producing, staging, or presenting cultural exhibits, performances, educational programs, or events; • Local Arts Agency program support for designated Local Arts Agencies providing professional services to a county or counties; and • State Service Organization program support for cultural organizations providing professional services to at least 40 counties	Preservation of Character Livability	July 14, 2025*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Hazard Mitigation Grant Program (HMGP) *Florida Division of Emergency Management (FDEM)*	Award: Funding is based on the estimated total federal assistance, subject to a sliding scale formula. *Cost share: Required 75% Federal, 25% non-Federal* *A note on the current HMGP Cycles for Helene and Milton and June Storms and Debby:* Nassau County has a small estimate funding amount (est. $27,930) so this may not be a strong round for Fernandina Beach to apply, but the City should consider this program for future opportunities.	State, territory, tribe, local government, or certain type of private nonprofit organization. In Florida, communities that are identified as "Tier 1" communities are most likely to receive funding. Communities that were not directly impacted by the event may apply but are unlikely to receive funding.	The Hazard Mitigation Grant Program (HMGP) provides funds to help communities implement measures to reduce or eliminate long-term risk to people and property from natural hazards and their effects. • Acquisition (demolition or relocation) of existing at-risk structures • Aquifer (recharge, storage, and recovery) serve primarily as a drought management tool and reduce flood risk • Dry floodproofing structures by sealing the structure to keep floodwaters out • Elevation of flood prone structures • Flood risk reduction • Generator for critical facilities • Infrastructure retrofit modifications to the existing infrastructure to reduce or eliminate the risk of future damage and increase protection • Mitigation reconstruction of properties that cannot be elevated • Safe room to provide immediate life-safety protection from severe wind events • Secondary power source to increase power system resilience • Stabilization to reduce risk to structures/infrastructure from erosion • Structural retrofit modifications addressing the structural element of a building/facility that are essential to increase protection • Wildfire mitigation - at-risk structures and associated loss of life from the threat of future wildfires • Wind retrofit modifications to the existing structure to reduce or eliminate the risk of future damage and increase protection	Resilience & Sustainability Mobility & Transportation	Determined by disaster declaration Florida has two simultaneous cycles (June storms/Debby and Helene/Milton). Applications are due July 25, 2025

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Hurricane Loss Mitigation Program (HLMP) *Florida Division of Emergency Management (FDEM)*	Award: Funding levels calculated from the disaster event. *Cost share: Required 75% Federal, 25% non-Federal*	Government entities, nonprofit organizations, and public and private education institutions.	The Hurricane Loss Mitigation Program (HLMP) funds activities including facility retrofits, inspections, and construction/modification of building components to increase a structure's ability to withstand hurricane-force winds.	Resilience & Sustainability	Recent: June 24, 2024 – July 17, 2024
Low or No Emission Grants for Buses and Bus Facilities *U.S. Department of Transportation, Federal Transit Administration (US DOT, FTA)*	Award: • Low or No Emission Grant Program (Low-No Program): $1,221,350,117 • Grants for Buses and Bus Facilities Competitive Program: $469,445,424 *Cost share: 10-15% non-Federal cost share required*	States, local governmental authorities, and Indian Tribes	The Low or No Emission competitive program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. Eligible projects include: • Purchasing or leasing low- or no-emission buses. • Acquiring low- or no-emission buses with a leased power source. • Constructing or leasing facilities and related equipment (including intelligent technology and software) for low- or no-emission buses. • Constructing new public transportation facilities to accommodate low- or no-emission buses. • Rehabilitating or improving existing public transportation facilities to accommodate low- or no-emission buses. • Additionally, 0.5% of a request may be for workforce development training and an additional 0.5% may be for training at the National Transit Institute (NTI). Applicants proposing any project related to zero-emission vehicles must also spend 5% of their award on workforce development and training as outlined in their Zero-Emission Transition Plan, unless the applicant certifies that their financial need is less.	Mobility & Transportation	Anticipate early spring 2026 *Note: This program is currently under Federal review. Changes to the program may be pending.*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
National Coastal Resilience Fund (NCRF) *National Fish and Wildlife Foundation (NFWF)*	Award: • Projects involving Community Capacity Building and Planning, Site Assessment and Preliminary Design, and Final Design and Permitting: $100,000 to $1,000,000. • For Restoration Implementation Projects: $1,000,000 to $10,000,000 *Cost share: Not required but encouraged*	Non-profit 501(c) organizations, state and territorial government agencies, local governments, municipal governments, Tribal governments and organizations, educational institutions, or commercial (for-profit) organizations.	NFWF makes investments in planning, design, and implementation of natural and nature-based solutions. The goal is to enhance protection for coastal communities from the impacts of storms, floods, and other natural coastal hazards and to improve habitats for fish and wildlife. The NCRF is a national program focused on enhancement of resilience for coastal communities. Projects must be located within the coastal areas of U.S. coastal states, including the Great Lakes states, and U.S. territories and tribal lands.	Resilience & Sustainability Livability	Recent Cycle dates: Pre-proposals were due May 6, 2025. Invited Applications due July 17, 2025
Port Infrastructure Development Program (PIDP) *U.S. Department of Transportation, Maritime Administration*	Award: $1 million minimum (no maximum) *Cost share: Required 80% Federal, 20% non-Federal*	City or township governments, state governments, Native American tribal governments, county governments, special district government	PIDP grants support efforts by ports and industry stakeholders to improve port and related freight infrastructure to meet the nation's freight transportation needs and ensure our port infrastructure can meet anticipated growth in freight volumes. Eligible projects include projects within the boundary of a port, or outside the boundary of a port and directly related to port operations or to intermodal connection to a port that improve the safety, efficiency, or reliability of: • The loading and unloading of goods at a port • The movement of goods into, out of, around, and within a port • Operational improvements at a port • Environmental and emission mitigation measures • Infrastructure that supports seafood and seafood-related businesses	Resilience & Sustainability Livability Mobility & Transportation	September 10, 2025 *Note: This program is currently under Federal review. Changes to the program may be pending.*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Public Works and Economic Adjustment Assistance (PW EAA) *US Department of Commerce, Economic Development Administration (EDA)*	Award: Discuss competitive request with regional EDA office. *Cost share: Required 50% Federal and 50% non-Federal cost share*	Economic development district, tribes, political subdivisions, higher education, nonprofits acting with a political subdivision Within Fernandina Beach, only a select few Census Tracts are eligible. Most tracts are non-contiguous, which could make a project more difficult to implement. Tracts: 502.03, 504.03, 503.08, 503.09, 504.01, 505.05, 505.09	Leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities.	Livability Infrastructure, Utilities, and Public Facilities Mobility & Transportation	Rolling
Recreational Trails Program *Florida Department of Environmental Protection (FDEP)*	Award: • Non-motorized, single-use trail: $350,000 • Non-motorized, diverse-use (mixed) trail: $450,000 • Motorized trail: $2,500,000 *Cost-share: Required 80% Federal, 20% non-Federal*	Local governmental entities and state or federal agencies, federally or state recognized Indian tribal governments that have the legal responsibility for the provision of outdoor recreational sites and facilities for the use and benefit of the public, and active Florida nonprofit corporations that have an agreement with a governmental agency to develop public lands	Development of recreational trails, trailheads and trailside facilities. Trails may be non-motorized, mixed-use, or motorized.	Livability Mobility & Transportation	February 1 – March 1, 2026* (FY 2026-2027 cycle)

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Resilient Florida Grants *Florida Department of Environmental Protection (FDEP)*	Award: Up to 10% for amounts between $2 billion and $10 billion *Cost share: Implementation grants 50% required*	Counties, municipalities, water management districts, and flood control districts in Florida	The program enhances Florida's efforts to protect our inland waterways, coastlines and shores, which serve as invaluable natural defenses against sea level rise. The legislation will yield the largest investment in Florida's history to prepare communities for the impacts of sea level rise, intensified storms and flooding.	Resilience & Sustainability Livability Infrastructure, Utilities, and Public Facilities	September 1, 2025
Specific Cultural Projects *Florida Department of State, Division of Arts and Culture*	Award: $25,000 *Cost share: Required, 50% cost from non-state, non-federal sources*	Eligibility varies by project category and may include solo professional artists or companies or organizations and must comply with required basic eligibility criteria as specified in the Program Guidelines.	The Specific Cultural Project (SCP) grant provides up to $25,000 to fund a specific cultural project, program, exhibition or series. The Division offers four proposal types: • Arts in Education projects promote arts and culture in education; • Discipline-Based cultural or artistic projects; • Underserved Cultural Community Development projects assist with the development of underserved cultural organizations; • Artist Projects provide public benefit through the creation or presentation of new artistic work.	Preservation of Character Livability	July 14, 2026*
Small Matching Grant *Florida Department of State, Division of Historical Resources (DHR)*	Award: $50,000 *Cost share: Required 50%, with at least 25% of the matching funds being "cash on hand" and the remaining 75% non-monetary/in-kind contributions*	State agencies, state universities, non-profit organizations, units of local government, cities, towns, and counties	The purpose of the Small Matching Grant program is to provide funding to assist local, regional and state-wide efforts to preserve significant historic and archaeological resources, and to promote knowledge and appreciation of the history of Florida. The program does not fund operational support for historic preservation organizations.	Preservation of Character Livability	Anticipate Spring 2026

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Special Category Grant *Florida Department of State, Division of Historical Resources (DHR)*	Award: $1 million maximum *Cost Share: Required 50%, with at least 25% of the matching funds being "cash on hand" and the remaining 75% non-monetary/in-kind contributions*	State agencies, state universities, non-profit organizations, units of local government, cities, towns, and counties	The purpose of this program is to provide funding to assist major local, regional and state-wide efforts to preserve significant historic and archaeological resources, to assist major archaeological excavations or research projects and assist in the development and fabrication of major museum exhibits that will promote knowledge and appreciation of the history of Florida. The program does not fund operational support for historic preservation organizations.	Preservation of Character Livability	April 1 - June 1, 2025
Thriving Communities Subgrants program *U.S. Environmental Protection Agency (EPA)*	Award: Tier 1: Up to $150,000 Tier 2: Up to $250,000 Tier 2: Up to $350,000 *Cost share: Not required*	Nonprofit organizations, Tribal governments, local governments, institutions of higher education, Native American Organizations, Puerto Rico, and U.S. Territories Florida is part of EPA Region 4	EPA Region 4's Thriving Communities sub-grant program is called "Cultivating Healthy Environments." The program aims to issue sub-grants to community-based nonprofit organizations and other eligible organizations representing disadvantage communities to support Assessment (Tier 1), Planning Projects (Tier 2), and Development of Projects (Tier 3). Projects can address a number of environmental issues that impact health outcomes. Topics of most relevance to Fernandina Beach include water quality and sampling, small cleanup projects, improving food access to reduce vehicle miles traveled, stormwater issues and green infrastructure, reducing illegal dumping activities, and emergency preparedness and disaster resiliency. NOFO is available here.	Resilience & Sustainability Livability Infrastructure, Utilities, and Public Facilities	April 30, 2025 July 31, 2025 October 31, 2025 Last date for 2-year projects) January 31, 2026 April 30, 2026 July 31, 2026 October 31, 2026 (Last date for 1-year projects) January 31, 2027 April 30, 2027 (Last date for 6-month projects)
Urban and Community Forestry Capacity Grant Program *Florida Department of Agriculture and Consumer Services (FDACS)*	Award: $50,000 *Cost share: Required, 50% grantee cost-share required*	Local governments, educational institutions, Native-American tribal governments, and legally organized nonprofit (volunteer) organizations	The Urban and Community Forestry Capacity Grant Program provides funds for Public Tree Canopy Improvement Projects (tree planting), Public Tree Inventory or Urban Tree Canopy Assessment, Urban Forest Management Planning, and Urban Forestry Information and Education.	Resilience & Sustainability Livability	Anticipate deadline winter 2026

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Urban and Community Forestry Capacity Grant Program – Plantings, Preservation, and Invasive Control (UCF-PPIC) *Florida Department of Agriculture and Consumer Services (FDACS)*	Award: $75,000 *Cost share: Waived*	Local governments, educational institutions, Native-American tribal governments, and legally organized nonprofit (volunteer) organizations	UCF-PPIC funds invasive species control and reforestation, along with improving stormwater retention through urban forestry, and tree preservation through construction.	Resilience & Sustainability Livability	Anticipate deadline summer 2026
Water Quality Improvement Grant Program (WQIP) *Florida Department of Environmental Protection (FDEP)*	Award: Funding amounts vary (2023-2024 ranges from $424,250 – 30 million) *Cost share: Scored, not required*	To be eligible for funding, a project must improve the quality of waters that: • Are not attaining nutrient or nutrient-related standards; • Have an established total maximum daily load; or, • Are located within a basin management action plan (BMAP) area, a reasonable assurance plan area adopted by final order, an accepted alternative restoration plan area or located within a rural area of opportunity.	Eligible projects include: • Septic to sewer projects • Upgrades to domestic wastewater treatment facilities • Repair, upgrade, expand, or construct stormwater treatment facilities that result in water quality improvements • Projects identified in wastewater treatment plan or onsite sewage treatment and disposal system remediation plan • Projects listed in city or county capital improvement plan • Retrofitting Onsite Sewage Treatment Disposal Systems (OSTDS) to upgrade systems to enhance OSTDS, where central sewerage is not available	Resilience & Sustainability Infrastructure, Utilities, and Public Facilities	July 31, 2025

A note on revisions to the Grant Inventory

In January 2025, funding priorities shifted and many federal programs were paused or removed entirely by Executive Order and federal Agency compliance. As of July 2025, with the passage of HR-1 in the U.S. Congress as well as the passage of the FY2026 Florida State budget, Halff reviewed the programs to remove any programs that are no longer active. These programs include:

- Active Transportation Infrastructure Improvement Program (US DOT) – *Program page archived*
- Building Resilient Infrastructure and Communities (FEMA) – *Federal termination of the program announced*
- National Culvert Removal, Replacement, and Restoration Program (US DOT) – *Program page archived*
- PROTECT (US DOT) – *Program remains paused with no updates since February*
- Wetlands Restoration and Protection Grant Program (FDEP) – *Not included in FDEP budget.*

Additionally, dates have been updated for programs where there is more information available.

Private & Corporate Foundations

The following private and corporate foundations fund **art, cultural,** and **quality of life** activities and programs in Florida. These foundations may also fund other relevant potential projects. Foundations often only award to nonprofit organizations so a partnership between the Pasco County and eligible organizations may be required to acquire grants and awards from foundations. Seeking funding from private foundations often requires a different approach from seeking funding opportunities available through the Federal and state programs. Applicants should consider the necessary pre-positioning planning involved with grant-seeking with private foundations.

Table 3. Relevant Private & Corporate Foundations

Foundation	Description	Contact
Ann K & Doug S Brown Family Foundation	Based in Juniper Florida, the foundation has an interest in academics, children/youth, and students. “Arts and culture” is considered the foundation's second highest category in terms of grants.	Telephone: (561)743-5669
Anne Embree Charitable Foundation	Top three categories: environment, arts and culture, and health.	Telephone: (239)261-1400 E-mail: greg@stoiafiancial.com
BBX Capital Foundation, Inc.	The foundation supports organizations involved with arts and culture, education, human services, and community development. Initial approach is by proposal, which should include: (1) Copy of IRS Determination Letter; (2) Brief history of organization and description of its mission; (3) Name, address and phone number of organization; (4) Statement of problem project will address (5) Signature and title of chief executive officer; (6) Detailed description of project and amount of funding requested; (7) Listing of additional sources and amount of support; (8) Copy of current year's organizational budget and/or project budget; (9) Contact person; (10) Listing of board of directors, trustees, officers and other key people and their affiliations.	Contact: Lois Marino Executive Director (954) 940-5369 https://www.bbxcapital.com/about-us/bbx-capital-foundation/
Bloomberg Philanthropies	The Asphalt Art Initiative grant program is designed to fund visual art interventions on roadways, pedestrian spaces, and public infrastructure in U.S. cities with the goal of: Improving street and pedestrian safety; Revitalizing and activating underutilized public space; and Promoting collaboration and civic engagement in local communities.	https://asphaltart.bloomberg.org/grants/
The Cresswell Family Foundation, Inc.	Giving primarily for education, health, and human services, but art and culture has received a significant amount of funding over the past five years. Applicants should provide a detailed description of the project and amount of funding requested by letter.	Contact: Susan Mary Brice 26061 Humber St. Huntington Woods, MI 48070 Telephone: (348)398-5108

Foundation	Description	Contact
Dennis Edwards & Mark Steinberg Foundation	Top three funding interests include: arts and culture, education, and human rights. Initial approach by letter.	2907 Seminole St., Miami, FL 33133-3235 Telephone: (305) 856-1119
Gross Foundation	“Arts and culture” is the primary interest of this private foundation, with some funding to religion, philanthropy and human rights. Initial approach should be a letter including descriptive literature about organization, and detailed description of project and amount of funding requested:	1600 Mayacoo Lakes Blvd., West Palm Beach, FL 33411 Telephone: (561)242-8844
Hallene Family Foundation Inc	Top three categories of projects funded include: human services, education, and arts and culture	Contact: Phyllis W Hallene Telephone: (309) 762-3595
Ideal Foundation	The Ideal Foundation supports projects in arts and culture, higher education, and youth services.	Telephone: (814) 371-0660
Joseph J. & Bernice H. Negley Foundation, Inc.	“Arts and culture” is the primary interest of this private foundation. Initial approach is by letter including 1) Brief history of organization and description of its mission, and 2) Detailed description of project and amount of funding requested.	8 Sabre Cay Naples, FL 34102-7937 Telephone: (239)213-9252
Leonard C. & Mildred F. Ferguson Foundation	The foundation's primary focus is to make a difference in young people's lives and in the environment in which they live, however "arts and culture" projects and activities are considered and have been funded.	6325 S Rainbow Blvd, 300 Las Vegas, NV 89118 Telephone: (330) 258-2360
Live Oak Foundation	Top three funding interests include: health, education, and arts and culture.	Telephone: (215) 973-3143
Morris Family Foundation	Based in Coconut Grove, the Morris Family Foundation supports arts and culture, education, religion, and human services	Telephone: (305)710-2400 E-mail: achase@chasemiami.com
Paula Levine Foundation	Arts and culture, community development, and education are the top three categories for funding with the Paula Levine Foundation. Applicants should provide a letter with a detailed description of the project and amount of funding requested.	Contact: Fred Bacher 24 Dockside Ln., Ste. 101 Key Largo, FL 33037-5267 Telephone: (305) 367-4400

Foundation	Description	Contact
Penniman Family Foundation	Top three funding interests include: environment, science, and arts and culture. Initial approach is by letter (send one copy of proposal).	Contact: Nicholas G. Penniman IV 300 Park Shore Dr, 6A Naples, FL 34103-3442 Telephone: (239) 262-7292
Philip E. and Carole R. Ratcliffe Foundation, Inc.	Top three funding interests include education, arts and culture, and community and economic development. Initial approach should be by letter, which includes detailed project description and amount of funding request.	Contact: James D Wright 275 West Street No 109 Annapolis, MD 21401 Telephone: (667) 458-7991
Regenstein Foundation	Grants are considered for a variety of purposes including health, environment, and education, which are the top three categories. Arts and culture projects received approximately $1.3 million in funding over the last five years.	Telephone: (312)917-1833
Ruth Anderson Foundation	Human services, health, and arts and culture are the top three funding interests for this foundation. Initial approach is by letter.	Application address: Sullivan Admire Sullivan, PA 2555 Ponce de Leon Blvd. Coral Gables, FL 33134 Telephone: (888) 730-4933
The Axelrod Family Foundation, Inc.	Top three categories of projects funded include: education, arts and culture, and health. Initial approach is a proposal sent to contact information provided.	200 Park Avenue South Suite 1700 New York, NY Telephone: (212)315-5575
The Cowles Charitable Trust	Top three categories of projects funded include: human services, education, and arts and culture	Contact: Mary Croft Telephone: (732) 936-9826
The Cross Foundation	The majority of the Cross Foundation's grants are made in the areas of education, mental health, and the arts. Applications should be submitted by letter describing the organization requesting the grants and the purpose of the grant. Proposals may be address to contact information provided.	Michael R. Cross 300 Carolina Avenue, Apt. 403 Winter Park, FL 32789 (816) 591-7939 Telephone: (407) 360-4584
The Floyd C. Johnson & Flo Singer Johnson Foundation	Top three categories of projects funded include: environment, human services, and arts and culture. Initial approach is by letter.	Contact: Floyd Johnson and Flo Singer Johnson Telephone: (770) 655-3570

Foundation	Description	Contact
The Hagen Family Foundation	THFF favors creative and innovative proposals in the areas of: The Arts, Education, Environment, Religion, and Social Services. THFF does not consider contributions to annual drives, capital campaigns, research, or the support of on-going programs. THFF supports organizations nationwide, with special interest in Colorado, Michigan and Florida.	https://www.hagenfamilyfoundation.org/about
The John H. and Elenor H. Maxheim Foundation, Inc.	Top three categories include education, human services, and arts and culture. Initial approach is a proposal.	Contact: John H. Maxheim Telephone: (704)285-730
The Tillie, Jennie, and Harold Schwartz Family Foundation	Human services, education, and arts and culture are the primary interests of this private foundation. Initial approach is to approach contact at The Tillie, Jennie, and Harold Schwartz Family Foundation.	Contact: David S Band Telephone: (941) 366-8010
The Wood Foundation of Chambersburg, PA	Interest in giving to arts and human services predominantly. Initial approach is a proposal with a detailed description of the project and amount of funding requested.	Contact: Charles O Wood III Telephone: (617) 864-1420
Truist Foundation (Corporate foundation for BB&T and SunTrust Bank)	The foundation supports programs designed to promote opportunities for people to thrive. Special emphasis is directed toward leadership development; economic mobility; thriving communities; and education equity. Under "thriving communities" arts and culture projects would be relevant.	https://www.truist.com/purpose/truist-foundation
Valentino & Lillian Miotto Charitable Foundation Inc.	Grants are considered for a variety of purposes including arts and culture, education, religion, and health. A letter is the initial approach sent to the contact information provided.	Valentino & Lillian Miotto Charitable Foundation Inc. 348 Chambord Terrace Palm Beach Gardens, FL 33410 Telephone: (561)557-1427
Winn Foundation Trust	Projects in environment, arts and culture, and education are the top three interests for this foundation. Initial approach is through a letter.	12318 NE CR, 1471 Waldo, FL 32694 Telephone: (352) 468-1669

City of Fernandina Beach City Commission

City of Fernandina Beach Flood Adaptation Plan

Final Public Presentation

August 19, 2025

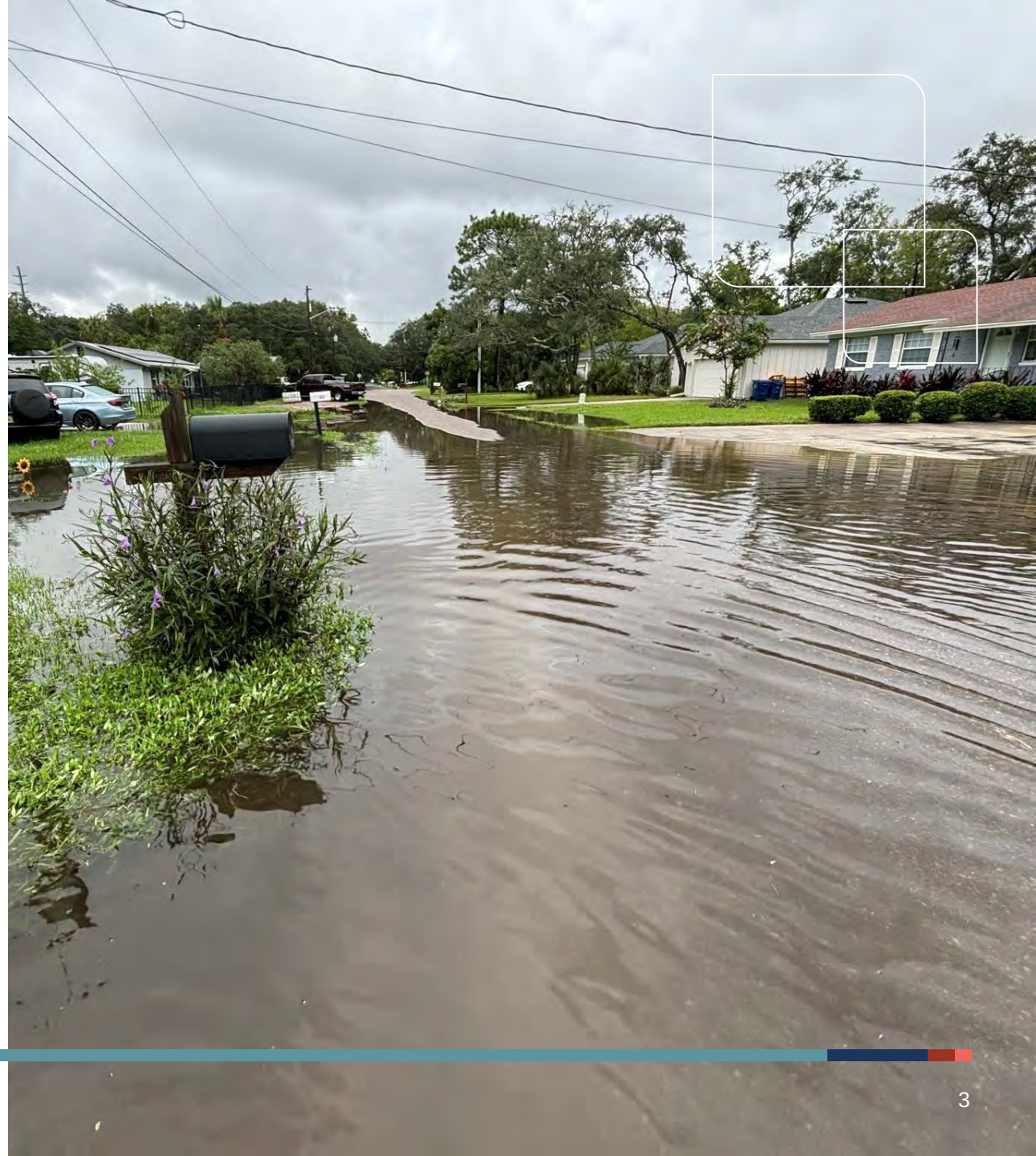
BACKGROUND

- City completed a Vulnerability Assessment (VA) identifying risks from tidal flooding, storm surge, sea level rise (SLR), and rainfall to publicly owned critical assets.
- City subsequently secured Resilient Florida funding to develop an Adaptation Plan (AP).
- The AP aims to translate identified flood risks into actionable resilience strategies.
- Process informed by staff, consultant team, and members of the public.
- Both the VA and AP were 100% funded by State of Florida through FDEP.
- Complies with Section 380.093, Florida Statutes, and positions the City for implementation funding.



SETTING

- City has a low-lying geography with flood vulnerabilities from Atlantic Ocean, Amelia River, St. Marys River, and Egans Creek.
- Recent damages to community assets from storm impacts, including Matthew (2016), Ian (2022), and Helene (2024).
- 9.4% of municipal area impacted by tidal flooding under modeled current conditions with 33% affected by the modeled 100-year storm surge event.
- Historic District and Downtown Waterfront and Special Flood Hazard Area (SFHA) identified as key focus areas.

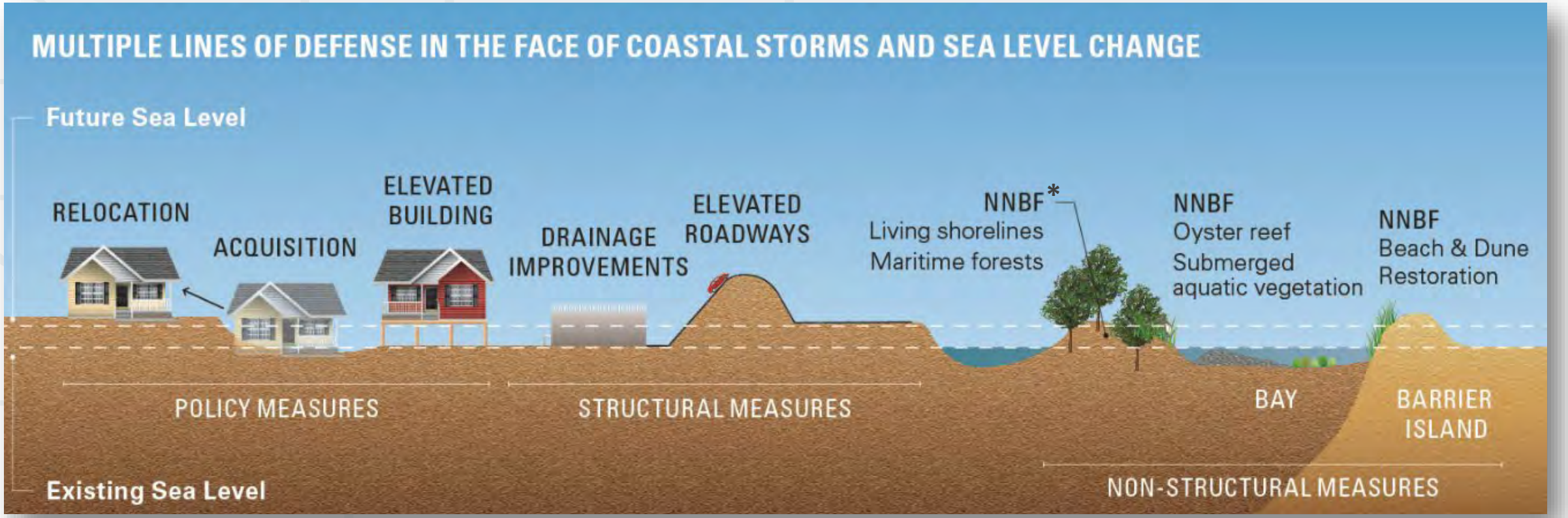


PROCESS

1. Identified key priorities through staff input and VA analysis to inform immediate, mid-term, and long-term flood adaptation needs.
2. Engaged the public via an interactive workshop and resilience survey with 300+ responses.
3. Reviewed statewide best practices and case studies.
4. Developed 17 strategies with 76 actionable items.
5. Created map exhibits and funding analysis to support implementation.
6. Gathered staff feedback on the practicality and feasibility of final plan recommendations.



FRAMEWORK: MULTIPLE LINES OF DEFENSE



*NNBF – Natural & Nature-Based Features



Protection Strategies



Avoidance Strategies



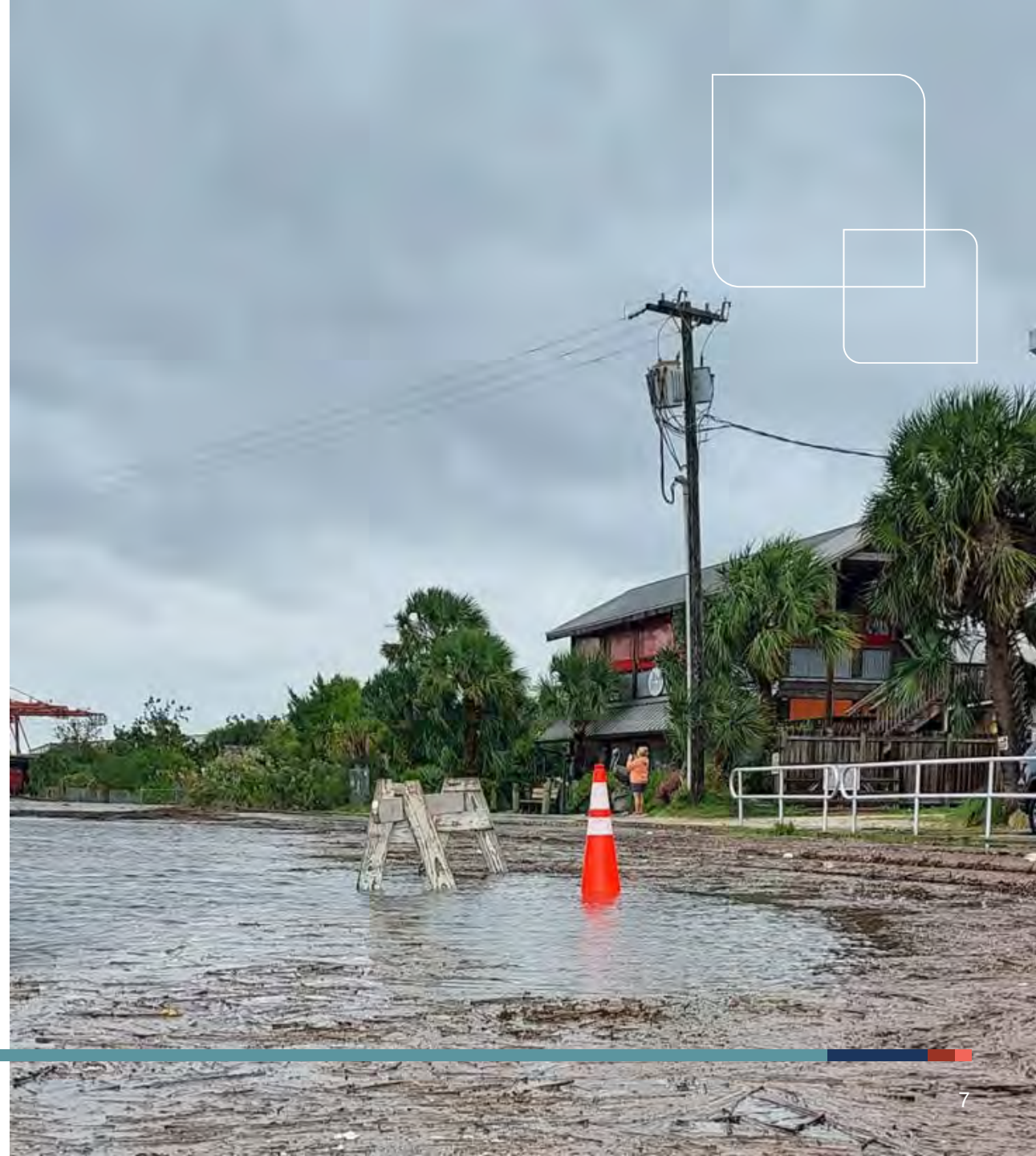
Accomodation Strategies



Managed Relocation Strategies

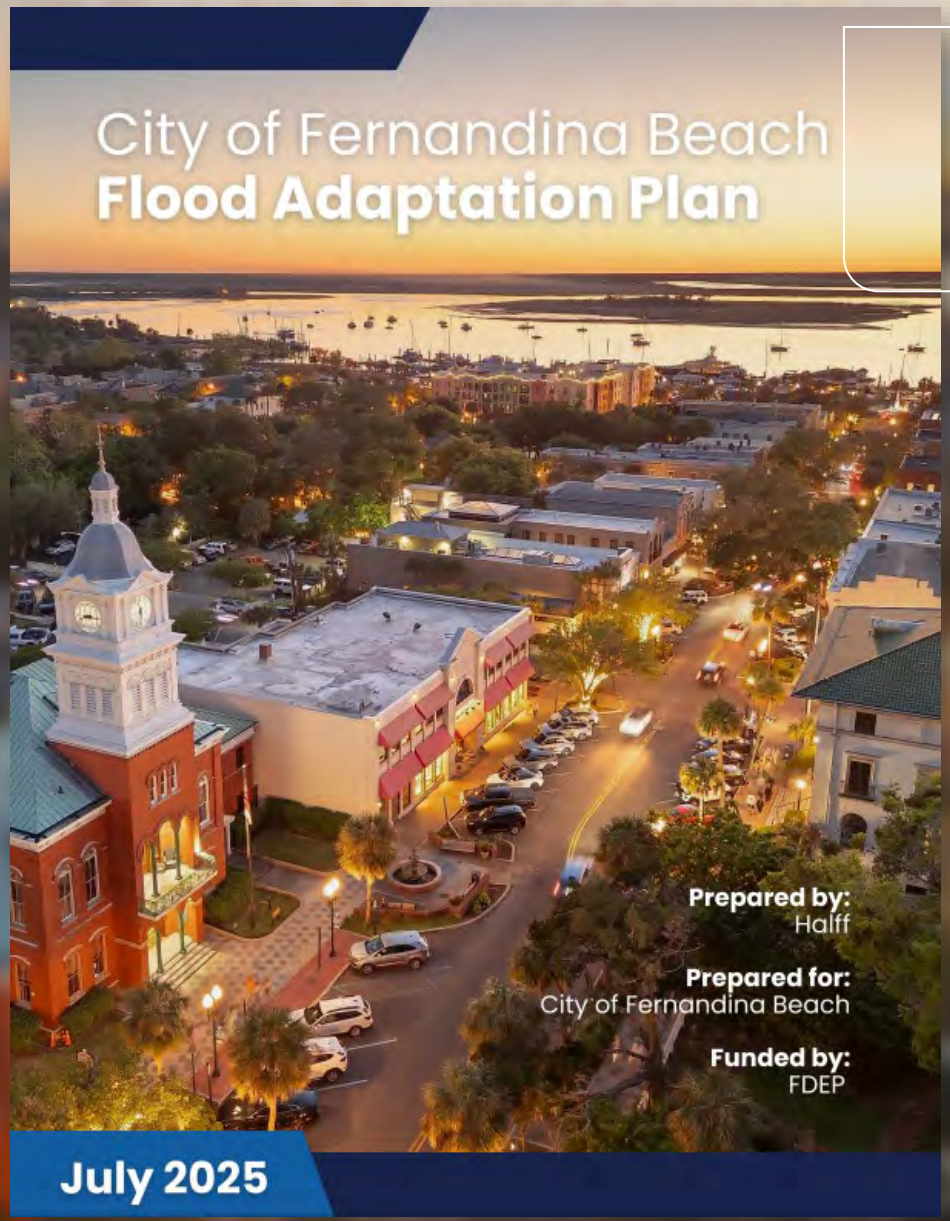
SURVEY RESULTS

- Improved drainage systems received the highest support at 84.7%.
- Floodplain restoration (56.0%) and green infrastructure (53.0%) were also widely supported.
- Natural shoreline restoration (54.3%) and flood barriers (36.0%) had moderate support.
- Early alert systems (39.0%) and elevating structures (17.3%) showed mixed interest.
- Elevated roads (15.3%) and managed relocation (13.3%) received the least support.
- 79.9% of respondents said City investments in nature-based strategies are *“very important.”*

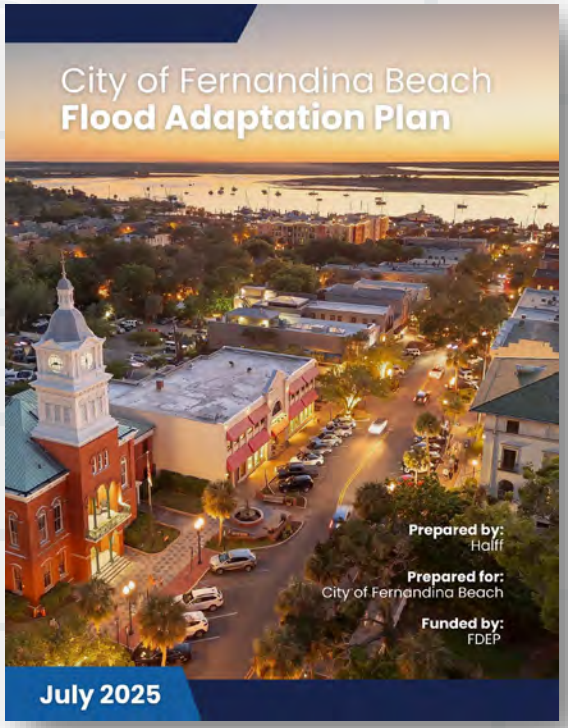


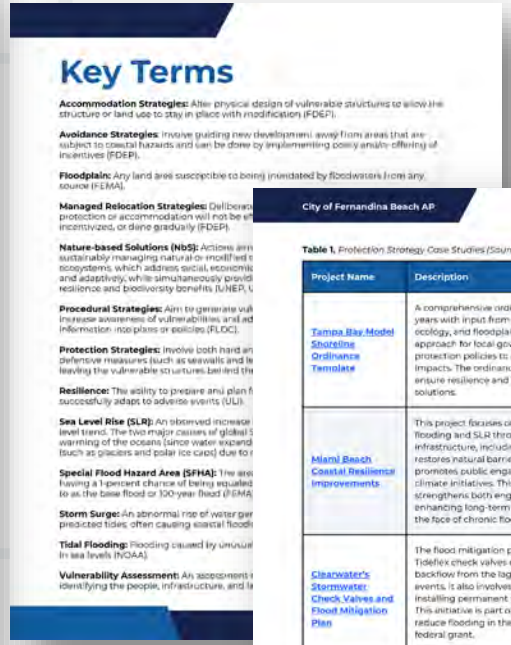
PLAN SECTIONS

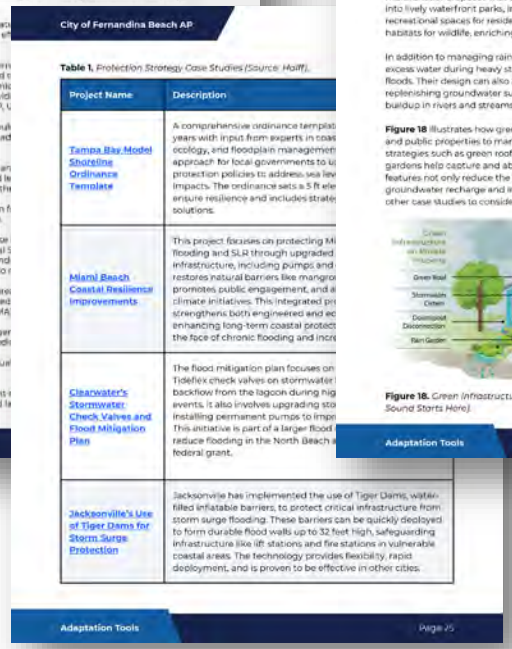
1. **Background Section:** Summarizes local flood risks, community insights, and regulatory context.
2. **Adaptation Tools:** Outlines a range of solutions available based on technical research and case study references.
3. **Technical Resources:** Highlights key partnership opportunities across local, regional, and federal scales.
4. **Needs Assessment:** Identifies infrastructure gaps, community concerns, and areas most at risk based on stakeholder input and technical review.
5. **Priority Strategies:** Presents a tiered list of detailed and high-impact actions tailored to Fernandina Beach's unique flood resilience needs.



PLAN CONTENTS













STRATEGIES

- **Build Resilient Infrastructure:** Use nature-based and traditional solutions to manage flood risks and enhance ecosystems.
- **Harden Public Systems:** Upgrade roads, drainage, and essential facilities for flood resilience.
- **Protect Key Structures:** Safeguard municipal, residential, and historic buildings in flood-prone areas.
- **Strengthen Policies:** Update planning, zoning, and codes to reduce future risks and improve CRS ratings.
- **Support Community Resilience:** Provide resources, grants, and preparedness plans with a focus on equity.
- **Adapt Land Use:** Promote buyouts and restore floodplains to guide safe, sustainable development.



HOW TO READ THE PLAN



City of Fernandina Beach AP

STRATEGY #1

The City will explore nature-based and traditional infrastructure solutions to enhance flood protection, beginning with pilot site designs and regulatory engagement to support resilient implementation across public and private properties.

Policy Statement

The City will implement a comprehensive flood resilience strategy that combines nature-based and traditional infrastructure to protect the Downtown Waterfront and surrounding areas. This integrated approach will prioritize NbS where feasible, while also leveraging structural defenses such as seawalls and upland drainage improvements. Key assets include N. Front Street within the Historic District, where enhancements will incorporate pervious pavements, improved stormwater management, and roadway retrofits to reduce flood risk.

To guide these efforts, the City will develop a Nature-Based Resilience Enhancement Plan that identifies site-specific opportunities across diverse environments—waterfront, salt marsh, and residential areas. The plan will include conceptual designs for pilot projects that demonstrate effective, scalable flood protection solutions. As part of this effort, the City will evaluate the recently constructed seawall for potential integration of living shoreline elements.

The City will also incorporate smart infrastructure solutions into its adaptation efforts, including the assessment and retrofit of floating docks, boat ramps, and railroad-adjacent infrastructure. A functionality maintenance and mitigation plan will be established for railroad assets, supported by formal communication protocols.

Elements

Strategy Focus Area(s)
- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)

Types of Assets
- Critical Infrastructure
- Transportation
- Natural, Cultural & Historic

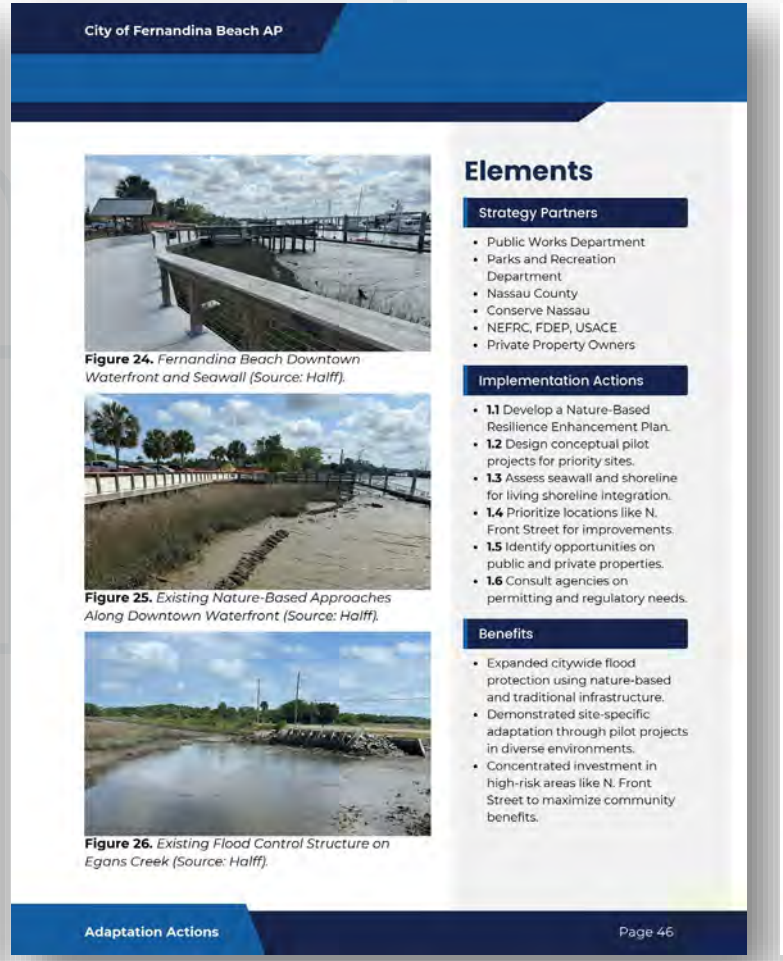
Adaptation Type
- Accommodation
- Protection
- Procedural

Relative Cost
- Low to Moderate for planning and conceptual designs.
- Moderate to High for implementation of pilot projects.

Timeframe
- Short-term (0–2 years) for planning and conceptual design. Mid-term (2–5 years) for pilot project implementation

Implementation Lead
- Department of Planning and Conservation

Adaptation Actions Page 45



City of Fernandina Beach AP

Figure 24. *Fernandina Beach Downtown Waterfront and Seawall (Source: Halff).*

Figure 25. *Existing Nature-Based Approaches Along Downtown Waterfront (Source: Halff).*

Figure 26. *Existing Flood Control Structure on Egans Creek (Source: Halff).*

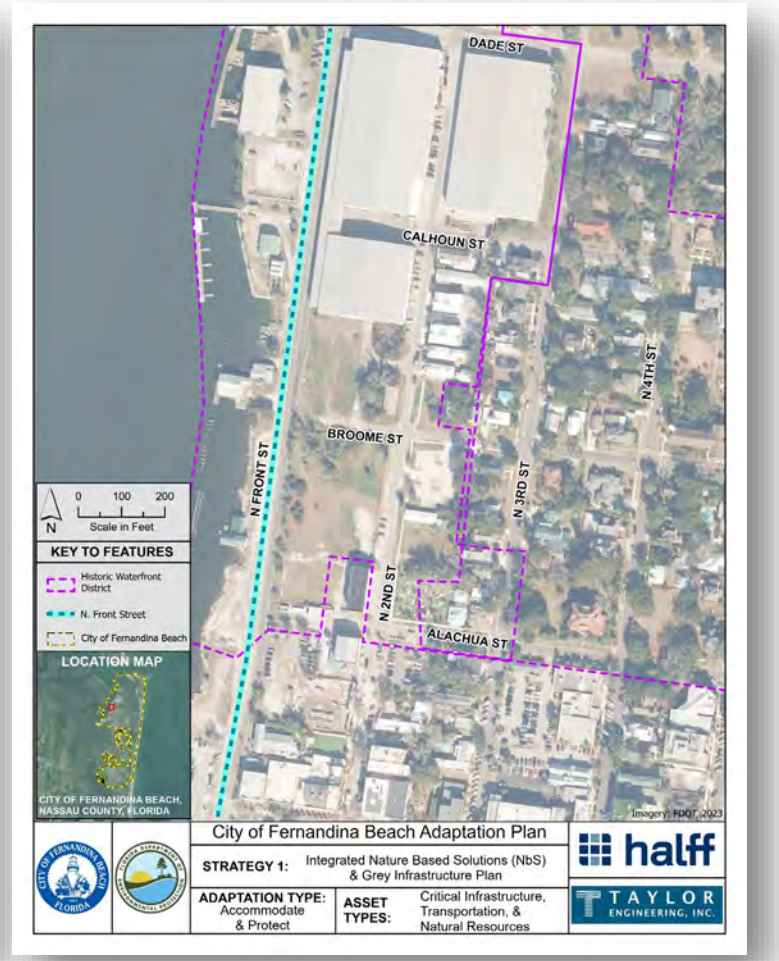
Elements

Strategy Partners
- Public Works Department
- Parks and Recreation Department
- Nassau County
- Conserve Nassau
- NEFRC, FDEP, USACE
- Private Property Owners

Implementation Actions
- **1.1** Develop a Nature-Based Resilience Enhancement Plan.
- **1.2** Design conceptual pilot projects for priority sites.
- **1.3** Assess seawall and shoreline for living shoreline integration.
- **1.4** Prioritize locations like N. Front Street for improvements.
- **1.5** Identify opportunities on public and private properties.
- **1.6** Consult agencies on permitting and regulatory needs.

Benefits
- Expanded citywide flood protection using nature-based and traditional infrastructure.
- Demonstrated site-specific adaptation through pilot projects in diverse environments.
- Concentrated investment in high-risk areas like N. Front Street to maximize community benefits.

Adaptation Actions Page 46



NEXT STEPS

1. **Coordinate Implementation:** Clarify departmental roles and strengthen interagency collaboration.
2. **Secure Funding:** Pursue grants and dedicate local resources to priority actions.
3. **Advance Key Strategies:** Launch immediate and mid-term projects with high impact.
4. **Strengthen Policies:** Improve floodplain management through updated plans and regulations.
5. **Track Progress:** Establish metrics and processes for monitoring and adaptive management.
6. **Expand Partnerships:** Engage Nassau County as Countywide AP is developed between 2025 and 2026.

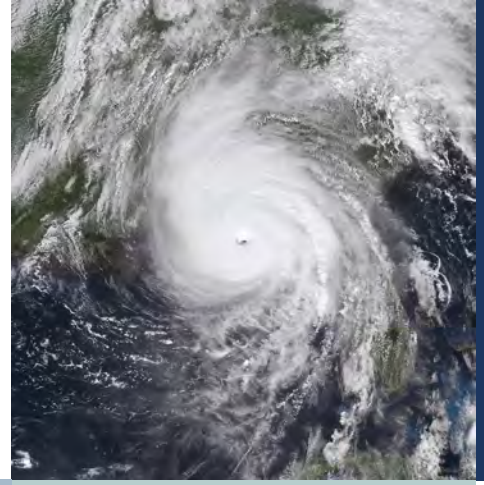


Q&A

halff

GET IN TOUCH

Kelly Gibson, AICP | Director of Planning & Conservation | kgibson@fbfl.org
Patrick Doty, AICP, CFM | Senior Resilience Planner | pdoty@halff.com







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RESOLUTION 2024-246

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING RFQ 24-03 TO HALFF ASSOCIATES, INC. TO COMPLETE AN ADAPTATION PLAN; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statute 308.093 requires coastal municipalities to conduct a coordinated approach to address impacts and to improve the state's resilience to flooding and sea level rise; and

WHEREAS, in accordance with the City Purchasing Policies and Procedures, the City solicited a Request for Qualifications (RFQ 24-03) for the Fernandina Beach Adaptation Plan; and

WHEREAS, in response to RFQ 24-03, the City received one response from Halff Associates, Inc., in the amount of $95,500.00; and

WHEREAS, Halff Associates, Inc. completed the City's comprehensive Vulnerability Assessment in 2023-2024; and

WHEREAS, an Adaptation Plan is an approved project for the FY 2024-2025 budget with funding available in the Planning and Conservation Professional Services account, 0011500 53100 Project #25050; and

WHERAS, the City has received a grant from the Florida Department of Environmental Protection to complete the City's Adaptation Plan in an amount not to exceed $95,500.00.

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

SECTION 1. The City Commission hereby awards RFQ 24-03 to Halff Associates Inc., to complete the Fernandina Beach Adaptation Plan, attached hereto as Exhibit A, in an amount not to exceed $95,500.00,

SECTION 2. The City Clerk and City Manager are hereby authorized to execute any documents pertaining to the award of RFQ 24-03, upon review and approval of the City Attorney.

SECTION 3. This Resolution is effective immediately upon passage.

ADOPTED this 17th day of December, 2024.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

Caroline Best
_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

AGREEMENT TO FURNISH SERVICES TO THE

CITY OF FERNANDINA BEACH

This AGREEMENT made on the **17th** day of **December**, 2024, between the **City of Fernandina Beach**, a municipal corporation whose address at 204 Ash Street, Fernandina Beach, Florida, 32034 ("CITY") and the consultant, **Halff Associates, Inc.,** whose address 9995 Gate Parkway N, Suite 200, Jacksonville, FL 32246 ("CONSULTANT").

ARTICLE 1 - SCOPE OF SERVICES

The parties hereto agree that under this Agreement, the CONSULTANT will provide professional services of a specified nature as described in Exhibit "A" – CONSULTANT'S Response to RFQ 24-03, City of Fernandina Beach Adaptation Plan, and in Exhibit "B" - State of Florida Department of Environmental Protection Grant Work Plan Agreement No. 24PLN37, attached hereto and incorporated as if fully set forth herein, when and if the City of Fernandina Beach requests the CONSULTANT to provide such services.

ARTICLE 2 - TERM OF AGREEMENT

This Agreement shall commence on the _____ Day of _____, 2024, and terminate on August 1, 2025.

A. Fees

1. Lump Sum Method - As consideration for providing the services enumerated in Article I, the City of Fernandina Beach shall pay the CONSULTANT fees as defined in the purchase or task order. The CONSULTANT's fees shall be paid in a Lump Sum Amount, which includes all of the CONSULTANT's Direct Salary, Overhead Costs, Direct Expenses, Sub-contractors, and Profit.

2. Standard Hourly Rate Method - Wherein the City of Fernandina Beach will pay the CONSULTANT the agreed upon hourly rates contained in Exhibit "B" for time actually engaged on certain work for additional services as defined in the purchase or task order and covered by this Agreement.

B. Reimbursable Expenses

The CONSULTANT's out-of-pocket expenses including, but not limited to, travel and living expenses of the CONSULTANT's employees when they are away from their home office in accordance with the CITY's policies when engaged on work under this agreement, long-distance telephone, and postage charges will be included in the Lump Sum Price.

C. Direct Project Expenses

Charges for printing, reproduction, and use of computer-aided design equipment and field equipment performed by the CONSULTANT, and the use of the CONSULTANT's and employee's automobiles will be included in the Lump Sum Price.

D. Status Report

The CONSULTANT shall complete and submit a technical summary and budgetary status report with each invoice (format to be provided by City). In no case shall the CONSULTANT bill the City of Fernandina Beach for more than one hundred (100) percent of the previously agreed upon purchase order or task order fee, unless authorized by the City of Fernandina Beach in writing.

E. Standard Hourly-Rate--Definition

The CONSULTANT's standard hourly rates shall be provided to the City of Fernandina Beach if required for future purchase or task orders.

ARTICLE 3 - TERMS OF PAYMENT

A. Monthly Invoices

The CONSULTANT shall submit invoices once each month to the City of Fernandina Beach for the services performed and the expenses and other charges accounted for under this Agreement during the preceding month. Separate invoices shall be submitted for each task order or purchase order. Payment as prescribed in Article 2 for services rendered by the CONSULTANT during the previous billing period shall be processed in accordance with the Florida Prompt Payment Act, Section 218.70, Florida Statutes.

B. Payment of Expenses

Payments on account of expenses shall be made upon completion of the project and acceptance of deliverables by the City. Documentation supporting the reimbursable expenses must be attached to the statement of expenses incurred. The documentation may include, but is not limited to, copies of invoices and log sheets. The City Manager or their designee shall make a final determination as to whether documentation is sufficient to process invoices for payment.

C. Sales Tax

The CONSULTANT shall pay all applicable sales taxes; or the City of Fernandina Beach shall provide the CONSULTANT the tax exemption information, where appropriate.

ARTICLE 4 - TERMS OF PERFORMANCE

It is further mutually agreed by the parties hereto that:

A. Starting Work

The CONSULTANT will not begin work on any of the services listed in Article I until authorized in writing to proceed.

B. Information Provided by Owner

The City of Fernandina Beach shall make available to the CONSULTANT all technical data in the City of Fernandina Beach's possession, including previous studies, analytical data, maps, surveys, and other information required by the CONSULTANT. The City shall not be liable for the accuracy of information supplied to the CONSULTANT; the CONSULTANT shall verify the accuracy of supplied information.

C. Suspension of Work

If any services covered by this agreement to be carried out by the CONSULTANT shall be suspended, abated, or abandoned at the direction of the City of Fernandina Beach for reasons unrelated to the quality of work provided by the CONSULTANT, the City of Fernandina Beach shall pay the CONSULTANT for services actually rendered for such suspended, abated, or abandoned work, and any reasonable additional documented costs incurred in an orderly closing of its activities, with the payment to be based on the fees as established in this agreement.

D. Services in Connection with Claims and Litigation

The scope and extent of services to be provided under a purchase order or task order does not include personnel time of the CONSULTANT or time of personnel working under sub-agreements and related expenses required or requested to support, document, bring, defend, or assist in litigation and/or claims, undertaken by or defended by the City of Fernandina Beach. All such services required or requested of the CONSULTANT shall be considered additional services entitling the CONSULTANT to additional compensation under this agreement. The amount of such additional compensation shall be set forth in a separate task order as reviewed and approved by the City.

The CONSULTANT shall be entitled to such additional compensation until and unless there is a finding by a court of competent jurisdiction that the CONSULTANT is liable for damages to the City of Fernandina Beach for the acts giving rise to and requiring the requested services and expenses.

E. Ownership of Documents

The drawings, specifications, calculations, supporting documents, or other work products which are listed as deliverables in a purchase order or task order shall become the property of the City of Fernandina Beach upon delivery. The CONSULTANT may keep copies or samples thereof and shall have the right to use such drawings, specifications, calculations, supporting documents, or other documents. The City of Fernandina Beach Accepts sole responsibility for the reuse of any such documents in a manner other than as initially intended, or for any use of incomplete documents unless prior written approval is obtained from the CONSULTANT. Any such deliverables should be used solely for the stated purpose.

F. Account Records

The CONSULTANT's accounting records, insofar as they pertain to invoicing the City of Fernandina Beach or to disbursements made from the CONSULTANT's account for work under this agreement, shall be open to City of Fernandina Beach's inspection and audit at the CONSULTANT's office upon reasonable prior notice and during normal business hours. Backup documentation for out-of-pocket expenses exceeding Twenty-Five and 00/100 Dollars ($25.00) each shall be available at the CONSULTANT's office. These records will be retained by the CONSULTANT three (3) years after the calendar year in which the services to which they pertain were rendered or the disbursements were made.

G. Force Majeure

Neither party hereto shall be liable for its failure to perform hereunder due to any circumstances beyond its reasonable control, such as acts of God, wars, riots, national emergencies, sabotage, strikes, labor disputes, accidents, and governmental laws, ordinances, rules, or regulations. The CONSULTANT or City of Fernandina Beach may suspend its performance on any assignment as a result of a force majeure without being in default of this agreement, but upon the removal of such force majeure, the CONSULTANT or City of Fernandina Beach shall resume its performance as soon as is reasonably possible.

H. Approval of Changes

The City of Fernandina Beach must approve any changes in the scope, specifications, or other conditions under which the services specified or referred to herein are to be performed which result in additional costs or expenses to the City of Fernandina Beach or which would change the underlying purpose of the purchase or task order. Changes include, but are not limited to: issuing additional instructions, requesting additional work, direct omission of work previously ordered, or changes in time of performance.

I. Authorized Representative

Before starting work, the CONSULTANT shall designate an authorized representative acceptable to the City of Fernandina Beach to represent and act for the CONSULTANT and shall inform the City of Fernandina Beach in writing of the name and address of such representative together with a clear definition of the scope of their authority. The CONSULTANT shall keep the City of Fernandina Beach informed of any subsequent changes in the foregoing. All notices, determinations, instructions, and other communications given to the authorized representative by the City of Fernandina Beach shall be binding upon the CONSULTANT and City of Fernandina Beach. The authorized representative of the City of Fernandina Beach shall be the City Manager or their designee.

J. Termination

The City of Fernandina Beach or the CONSULTANT may terminate, suspend, or delay this agreement for any reason by giving at least thirty (30) days written notice to the other party of their intent to terminate, suspend, or delay. In the event the agreement is terminated, suspended or delayed by the City of Fernandina Beach for reasons unrelated to the quality of work provided by the CONSULTANT, the City of Fernandina Beach shall

forthwith pay the CONSULTANT in full for all work previously authorized and actually performed prior to the Notice of Termination, Suspension or Delay. This payment shall be the sole financial obligation or responsibility of the City of Fernandina Beach for compensation hereunder in the event of termination, suspension or delay in accordance with the provisions of this paragraph. This agreement shall continue in effect until a Notice of Termination, Suspension or Delay is given by either party as set forth above. Upon termination, suspension or delay, at the City of Fernandina Beach's request, the CONSULTANT shall turn over to the City of Fernandina Beach all work products and deliverables completed or partially completed up to the date of termination, suspension or delay, including but not limited to, subcontractor work products, surveys, drawings, model results, and specifications. The City of Fernandina Beach shall have full rights to use all such work products and deliverables for any project, and in any manner, in the sole discretion of the City. The City of Fernandina Beach accepts sole responsibility for the use of the above-referenced work products and deliverables unless prior written approval is obtained from the CONSULTANT. However, in no event shall CONSULTANT's internal work products, work papers, proprietary information, software, internal spreadsheets, etc. be turned over.

ARTICLE 5 - INSURANCE AND INDEMNIFICATION

A. Indemnification

The parties recognize that the CONSULTANT is an independent contractor. The CONSULTANT 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 CONSULTANT, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the CONSULTANT in the performance of this Agreement. The CONSULTANT'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 CONSULTANT against the City and the CONSULTANT 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 CONSULTANT 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 CONSULTANT's expense. The City shall have the right, at its option, to participate in the defense of any third-party claim, without relieving CONSULTANT of any of its obligations hereunder. If the CONSULTANT assumes control of the defense of any third-party claim in accordance with this paragraph, the CONSULTANT 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 CONSULTANT 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 CONSULTANT 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. CONSULTANT 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.

B. CONSULTANT's Status as an Independent Contractor

The status of the CONSULTANT under this agreement is that of an independent contractor. Nothing in this agreement shall create or be construed as creating a partnership between the City of Fernandina Beach and the

CONSULTANT, nor shall the CONSULTANT be an agent of the City of Fernandina Beach.

C. CONSULTANT's Insurance

The CONSULTANT shall not commence any work in connection with this agreement until he has obtained all of the following types of insurance, and such insurance has been approved by the City of Fernandina Beach, and has named the City of Fernandina Beach as an additional insured by separate written endorsement, except for Worker's Compensation Coverage.

Such insurer shall have a currently valid Certificate of Authority issued by the State of Florida, Department of Insurance authorizing it to write insurance policies in the State of Florida and be doing business in the State of Florida. Insurers shall have at least a Policy Holders Rating of A-, and Financial Rating of Class IV as identified in the latest issue of "Bests Key Rating Guide" unless otherwise accepted by the City of Fernandina Beach in writing.

The CONSULTANT's insurance, and the insurance of any other party bound to the CONSULTANT shall be considered primary. The City of Fernandina Beach's insurance, if any, shall be considered excess, as may be applicable to claims which arise out of indemnifications, insurance, certificates of insurance and any additional insurance provisions of this agreement.

D. Loss Deductible

The City of Fernandina Beach shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of the CONSULTANT.

E. Certificate of Insurance

The City of Fernandina Beach shall be furnished proof of insurance coverage as follows:

- The name of the insured, the name of the insurer, the number of the policy, its effective date, and its termination date;
- Statement that the insurer will mail notice to the City of Fernandina Beach and a copy to the CONSULTANT at least thirty (30) days prior to any material changes in provisions, cancellation, renewal, or non-renewal of the policy;
- Certificate of Insurance shall be in the form as approved by the City of Fernandina Beach and such Certificate shall clearly state all the coverage required in this Article;
- If requested by the City of Fernandina Beach, the CONSULTANT shall furnish complete copies of all insurance policies, forms and endorsements; and
- Receipt of certificates or other documentation of insurance or policies or copies of policies by the City of Fernandina Beach or by any of its representatives which indicate less coverage than required by this agreement does not constitute a waiver of the CONSULTANT's obligations to fulfill the requirements of this Article.

F. Workers' Compensation Insurance

The CONSULTANT shall have in full force, during the life of this agreement, Workers' Compensation and Employer's Liability Insurance for all its employees connected with work under this agreement. The CONSULTANT may provide a workers' compensation waiver in lieu of workers' compensation insurance where such waiver is properly approved by the Florida Department of Labor and Employment Security and accepted by the City of Fernandina Beach in writing. Such insurance or waiver shall comply with the Florida Workers' Compensation Law. In case any class of work conducted under this agreement is not protected under the Workers' Compensation statute, the CONSULTANT shall provide adequate insurance, satisfactory to the City of Fernandina Beach, for the protection of employees not otherwise protected.

G. Liability Insurance

The CONSULTANT shall have in full force, during the life of this agreement, Commercial General Liability and Commercial Automobile Liability Insurance that shall protect the City of Fernandina Beach from claims for

damage for bodily injury and personal injury, including accidental death, as well as claims for property damages which may arise from tasks associated with or carried out under this agreement, whether such operations are by itself or by anyone directly or indirectly employed by them, and the amount of such insurance shall be minimum limits as follows:

- Commercial General Liability:
  – Minimum Coverage is $1,000,000 per occurrence
  – Coverage shall include premises, operations, products, completed operations, independent contractors, contractual liability covering this agreement, contracts and leases, broad form property damage coverage, personal injury and bodily injury.
  – If Umbrella or Excess liability coverage is used to satisfy the requirements of this Article, it shall not be more restrictive than the underlying insurance policy coverage.

H. Professional Liability Insurance

During the term of this Agreement, the CONSULTANT will carry Errors and Omission insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the CONSULTANT. The amount of insurance shall not be less than $1,000,000 per occurrence and aggregate. The City of Fernandina Beach may require a higher limit as mutually agreed with the CONSULTANT for specific task orders.

ARTICLE 6 - SUCCESSORS AND ASSIGNS

The City of Fernandina Beach and CONSULTANT each bind themselves and their partners, successors, executors, administrators, and assigns to the other party of this agreement and to the partners, successors, executors, administrators, and assignees of such other party in respect to all covenants of this agreement. Neither the City of Fernandina Beach nor the CONSULTANT shall assign, sublet, or transfer any interest in this agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any elected official, officer, employee or agent of the City of Fernandina Beach, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City of Fernandina Beach and CONSULTANT.

ARTICLE 7 - REMEDIES

A. Claims, Counter-Claims, Disputes, Etc.

All claims, counter-claims, disputes, and other matters in questions between the CONSULTANT and the City of Fernandina Beach will be first reviewed by authorized representatives of both parties for a recommended solution. If no solution or resolution is forthcoming, such disputes will be decided by a court of competent jurisdiction convened in the State of Florida.

B. Governing Laws

This agreement shall be governed by the laws of the State of Florida.

C: Venue

This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Florida. Each of the parties hereto (a) irrevocably submits itself to the exclusive jurisdiction of the Fourth Judicial Circuit Court, in and for Nassau County, Florida, and the jurisdiction of the United States District Court for the Middle District of Florida, Jacksonville Division, for the purposes of any suit, action or other proceeding arising out of, or relating to, this Agreement; (b) waives and agrees not to assert against any party hereto, by way of motion, as a defense or otherwise in any suit, action or other proceeding, (i) any claim that it is not personally subject to the jurisdiction of the above-named courts for any reason whatsoever, and (ii) to the extent permitted by applicable law, any claim that such suit, action or proceeding by any party hereto is brought in an inconvenient forum, or that the venue of such suit, action or proceeding is improper or that this Agreement or the subject matter hereof may not be enforced in or by such courts.

D. Attorneys' Fees and Costs

In the event of any action brought by either party against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, costs, and expenses, including attorney's fees, as may be set by the Court.

ARTICLE 8 - NONEXCLUSIVE AGREEMENT

This Agreement is not intended to be and shall not be construed as an exclusive contract, and the City of Fernandina Beach may employ additional or other professional consulting firms to perform work contemplated by this agreement without liability to the City of Fernandina Beach.

ARTICLE 9 – PUBLIC RECORDS

Pursuant to Section 119.0701, Florida Statutes, Contractor/Consultant shall: (a) keep and maintain all public records as that term is defined in Chapter 119, Florida Statutes ("Public Records"), that ordinarily and necessarily would be required by the City in order to perform the work contemplated by this Agreement; (b) provide the public with access to Public Records, on the same terms and conditions that the City would provide the records and at a cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) meet all requirements for retaining Public Records and transfer, at no cost to the City, all public records in possession of Contractor/Consultant within thirty (30) days after termination of this Agreement, however terminated, and destroy any duplicate Public Records that are exempt or confidential and exempt from public records disclosure requirements and provide the City with a letter confirming that this has been done within thirty (30) days of the termination of this Agreement. All Public Records stored electronically must be provided to the City in a format that is compatible with the information technology of the City. If Contractor/Consultant does not comply with a public records request, the City may pursue any and all remedies available in law or equity, including but not limited to specific performance.

ARTICLE 10 – COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS

The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.

ARTICLE 11 - CLOSING

A. Validity, Severability and Reformation

The validity, interpretation, construction, and effect of this agreement shall be in accordance with and be governed by the laws of the State of Florida. Any provision or part of this agreement held to be void or unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

B. Headings

The headings of the sections of this agreement and capitalizations are for the purpose of convenience only and shall not be deemed to expand or limit the provisions contained in such sections.

C. Entire Agreement

This agreement, including the exhibits hereto, constitutes the entire agreement between the parties hereto and

supersedes any prior negotiations, representations, agreements, and understandings, either written or oral.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the day and date first above written:

CITY OF FERNANDINA BEACH, FLORIDA,
a municipal corporation

Sarah Campbell, City Manager

ATTEST:

Caroline Best, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Tammi E. Bach, City Attorney

"CONSULTANT"
Halff Associates, Inc.

By.:
Print Name: Sean D. Lahav, MPA
Title: Resilience Market Leader

WITNESS/ATTEST:
Name: Tyler Keppel
Sign:

Exhibit A: Scope of Services

PROJECT UNDERSTANDING:

The City of Fernandina Beach ("CLIENT") is seeking to develop an Adaptation Plan (AP) to address the impacts of current and future tidal flooding, storm surge, extreme rainfall, and sea level rise. The project is designed to be highly collaborative, with significant input from the community, stakeholders, and local leaders.

Halff Associates, Inc. ("CONSULTANT") has been selected to lead the development of this AP, leveraging its capabilities in climate resilience planning, community engagement, and GIS-based analysis. The CONSULTANT will work closely with the CLIENT throughout the process to develop a plan that meets local needs, follows state and national guidelines, and integrates with existing local planning frameworks, including the completed Vulnerability Assessment (VA) developed for the City of Fernandina Beach in 2024.

The CONSULTANT will guide the CLIENT through all phases of the project, including initial planning, strategy development and prioritization, public engagement, and the finalization and presentation of the final plan. The primary goal is to create a robust, actionable plan that enhances the City's resilience to flood-related impacts while aligning with long-term growth strategies and local priorities.

SCOPE OF SERVICES:

Task 1 – Kick Off Meeting
The CONSULTANT will develop an overall project management plan and address initial actions, followed by conducting a kick-off meeting for the project. Meeting attendees will discuss the project scope, project goals, schedule, key milestones, and deliverables to ensure a consistent project approach. The CLIENT will prepare the agenda, sign-in sheet, draft project schedule, presentation, and other necessary meeting materials.

Deliverables:

1. Meeting agenda to include location, date, and time of meeting.
2. Meeting sign-in sheets or attendance records with attendee names and affiliation.
3. A copy of the presentation(s) and any material created for distribution at the meeting, as applicable.
4. Kick-off meeting minutes documenting all decisions and agreed-upon outcomes of the meeting.
5. A summary report including attendee input and meeting outcomes.

Task Lump Sum Fee: $5,000.00
Deliverables Due Date: 1/31/2025

Task 2 – Draft Adaptation Needs and Strategies
The CONSULTANT will develop adaptation needs and strategies for inclusion in the Adaptation Plan (AP). The AP will include a table listing the adaptation needs and corresponding recommended strategies, as well as a map illustrating the critical assets identified as adaptation needs. The AP will be consistent with the guidelines in the Florida Adaptation Planning Guidebook.

Deliverables:

1. A draft AP

Task Lump Sum Fee: $30,000.00
Deliverables Due Date: 3/1/2025

Task 3 – Community Prioritization of Adaptation Needs
Public meetings will be held to develop a prioritization of adaptation needs for the community. The CONSULTANT will present a draft AP that includes an assessment of adaptive capacities, adaptation needs, and identification of adaptation strategies. The purpose of the meeting is to gather community input on the identified adaptation needs and strategies as outlined in the draft AP and to prioritize adaptation needs. The CLIENT will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables:

1. Meeting agendas to include location, date, and time of meeting.
2. Meeting sign-in sheets with attendee names and affiliation (i.e., local stakeholder, resident, steering committee member, local government staff).
3. A copy of the presentation(s) and any materials created in preparation for or for distribution at the meeting (i.e., social media posts, public announcements, graphics), as applicable.
4. A copy of the file or weblink of the video or audio recording from the meeting, if applicable.
5. A summary report including attendee input and meeting outcomes.

Task Lump Sum Fee: $5,000.00
Deliverables Due Date: 4/30/2025

Task 4 – Final Adaptation Plan
The CONSULTANT will complete an AP that is consistent with the Florida Adaptation Planning Guidebook. The AP will also include a list of prioritized projects for each asset class as defined in subsection 380.093(2) of the Florida Statutes, for consideration and implementation. The AP will include adaptation action areas and high-level conceptual designs and engineering budgets for the top-tier prioritized projects. GIS data for all locations will be provided. Additionally, the CONSULTANT will integrate the final AP into existing local planning products, including the Comprehensive Plan, Building Code, Local Mitigation Strategy, Capital Improvement Plan, and Stormwater Management Master Plan.

Deliverables:

1. A final AP, including any products or documentation, either within or as appendices or independent sections, resulting from all optional subtasks included in the Task Description.

Task Lump Sum Fee: $50,000.00
Deliverables Due Date: 7/31/2025

Task 5 – Public Presentation
The CONSULTANT will present the final AP results to local governing boards, technical committees, or other appropriate officers and elected officials in a public presentation. The purpose of the presentation is to share the outcomes of the final AP, including the resulting prioritized project recommendations and future project funding. The CLIENT will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables:

1. Meeting agendas to include location, date, and time of meeting.
2. Meeting sign-in sheets with attendee names and affiliation (i.e., local stakeholder, resident, steering committee member, local government staff).
3. A copy of the presentation(s) and any materials created in preparation for or for distribution at the meeting (i.e., social media posts, public announcements, graphics), as applicable.
4. A copy of the file or weblink of the video or audio recording from the meeting, if applicable.
5. A summary report including attendee input and meeting outcomes.

Task Lump Sum Fee: $5,000.00
Deliverables Due Date: 7/31/2025

FEE SUMMARY:

The CONSULTANT's fees for the described services are outlined in the following table. Lump Sum fees will be invoiced monthly based on the status of each task (percent complete).

Task #	Task	Lump Sum Fee	Due Date
1	Kick Off Meeting	$5,000.00	1/31/2025
2	Draft Adaptation Needs and Strategies	$30,000.00	3/1/2025
3	Community Prioritization of Adaptation Needs	$5,000.00	4/30/2025
4	Final Adaptation Plan	$50,000.00	7/31/2025
5	Public Presentation	$5,000.00	7/31/2025
	TOTAL LUMP SUM FEE	$95,000.00	

This Scope of Services constitutes the CONSULTANT's understanding of the required Professional Services and the relationship with CLIENT under this project, and may only be modified in writing, signed by both parties. Upon a Notice to Proceed, the CONSULTANT will coordinate with the CLIENT to schedule and facilitate a kickoff meeting and develop a final project schedule for project meetings, public meetings and workshops, and other associated project milestones.

The CONSULTANT can begin work immediately upon Notice to Proceed from the CLIENT.



October 22, 2024

CITY OF FERNANDINA BEACH

Adaptation Plan
RFQ #24-03

halff.com

halff

halff

October 22, 2024

City of Fernandina Beach
Attn: City Clerk's Office – RFQ#24-03
204 Ash Street
Fernandina Beach, FL 32034

NO. 87 | ENR TOP 500 RANKING

RE: RFQ #24-03 | City of Fernandina Beach Adaptation Plan

Dear Members of the Evaluation Committee:

Halff, a full-service infrastructure consulting firm based in Northeast Florida, is pleased to submit our proposal to develop an Adaptation Plan (AP). Halff has maintained a continuing professional services agreement with the City of Fernandina Beach since 2021 and was recently responsible for developing the City's Vulnerability Assessment. Building on the work developed to date, our objective for this project is to develop a road map to guide flood adaptation priorities moving into the next decade and beyond.

Halff is joined by Taylor Engineering who specializes in a range of water resources, coastal, waterfront planning and design, environmental planning, and grant writing services. They help clients adapt and achieve resilience against environmental and ecological changes, disasters, and other risks associated with climate change and sea level rise. Together as a team, we present services at the leading edge of flood adaptation planning nationwide. Our team is deeply embedded in regional resilience planning across Northeast Florida, and we are intimately familiar with both local and regional priorities made possible through municipalities, counties, and Resilient First Coast.

Our team has a proven track record of success in guiding municipalities through the steps to resilience planning, from identifying vulnerable areas and critical assets to prioritizing appropriate adaptation strategies which are feasible and cost-effective. Most importantly, Halff and Taylor Engineering have worked effectively together on a number of similar projects across the State of Florida. We have worked as a trusted advisor in support of communities of all sizes navigating the Resilient Florida Program with an emphasis on translating actionable insights and ideas into reality.

We understand the unique challenges faced by the City of Fernandina Beach, particularly in light of its coastal location and the increasing threats posed by tidal flooding, storm surge, and sea level rise. Our team is dedicated to fostering community engagement throughout the adaptation planning process, confirming that the voices of elected officials, government staff, residents, and stakeholders are integral to the development of the plan.

The Vulnerability Assessment (VA) we prepared for the City of Fernandina Beach provided valuable insights into local vulnerabilities applicable to both current and future tidal flooding, storm surge, and rainfall events. With more than $100 million available annually by the Resilient Florida Program for implementation projects, now is a critical moment in time to identify project opportunities and develop grant funding proposals. Halff has successfully obtained more than $100 million in grants for our clients over the past 10 years. In Florida, we have helped local governments secure more than $52 million in loans and $19.4 million in grants. Halff will confirm to the greatest extent feasible that the end result of the AP will be sufficient for the pursuit of future grants.

Halff is committed to delivering a high-quality product on time and within budget. We are excited about the opportunity to work with the City of Fernandina Beach and contribute to the resilience and sustainability of your community.

Sincerely,

Sean Lahav, MPA | Resilience Market Leader | slahav@halff.com

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Resilient Pasco Project Economic Development Workshop



Resilient Jacksonville Stakeholder Engagement Workshop



s Sean Lahav Speaking at Florida Fin Fest in Jacksonville Beach

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1. Experience of the Team Members

Halff is recognized as one of the nation's top infrastructure consulting firms, distinguished by our comprehensive approach to planning, design, engineering, and implementation of innovative solutions. Halff's mission and technical services are dedicated to the establishment of resilient communities that can withstand, adapt, and prosper in face of both current and future social-ecological challenges.

Halff has been continuously recognized by *Engineering News Record* (ENR) as a top 100 design firm in the U.S., providing nationally recognized services in floodplain management, climate resilience planning, civil engineering, and landscape architecture. Halff helps communities adapt to changing conditions and manage risk by providing clients with the best available data and design solutions.

HALFF'S RESILIENCE MARKET

Halff's Resilience Market serves as a focal point for interdisciplinary collaboration and innovation within the firm. The market integrates expertise from all solution groups, including Infrastructure, Water, Mobility, and Placemaking, to address the growing complexities of changing conditions.

Halff's commitment to resilience extends throughout the entire life cycle of community investments and decision-making. From initial planning and design phases through implementation and ongoing monitoring, we are committed to developing solutions that are responsive, adaptive, and capable of enduring long-term impacts.

INTEGRATED APPROACH TO RESILIENCE SERVICES

Resilience and adaptation are intricately woven into every facet of Halff's services. Halff applies a holistic approach that spans from initial modeling and vulnerability assessments to the development of adaptation strategies and the design of resilient infrastructure. This comprehensive strategy verifies that solutions are not only effective but also adaptive and flexible in the face of evolving environmental and societal challenges.

Halff serves as a trusted advisor to public and private sector clients in integrating resilience into community infrastructure priorities. Our commitment is focused on developing whole-of-community frameworks which leverage robust public and stakeholder engagement methods to turn ideas into reality.

TRUSTED ADVISORS IN NAVIGATING UNCERTAINTY

Halff has a proven track record of supporting municipalities, counties, regional organizations, and state agencies across a broad geographic footprint covering both coastal and inland areas. Halff has played a pivotal role in helping communities of all sizes respond to climate-related shocks and stresses, offering tailored solutions that enhance resilience and promote sustainable development.



Fernandina Beach Vulnerability Assessment Public Workshop

We have played a leading role in developing statutory compliant flood vulnerability assessments and adaptation plans for more than 16 counties and 51 municipalities across the State of Florida. The Resilient Florida Program, established in 2021, has yielded the most significant investment in the state's history to assist communities in adapting to the threats of coastal and inland flooding. Halff has led resilience planning efforts across expansive areas of Florida, including the Northeast, East Central, Central, Tampa Bay, Apalachee, and Emerald Coast regions.

Halff has also held a pivotal leadership role in FEMA's mapping programs for decades, starting before the Map Modernization (MapMOD) Program and continuing since. During MapMOD, Halff conducted Hydrology & Hydraulics (H&H) studies and created Flood Insurance Rate Maps (FIRMs) for 54 counties in Texas, leveraging our local presence, community relationships, and extensive floodplain management expertise. Since 2014, Halff has partnered with Compass Production and Technical Services (PTS) to support FEMA's Risk MAP Program, enhancing its role as a Cooperating Technical Partner (CTP). This collaboration extends to 11 CTPs across Texas and Louisiana, where Halff provides crucial expertise in floodplain management and resilience planning.

EXPERIENCE WITH ADAPTATION PLANNING

Flood and climate adaptation planning have been a core focus of Halff's service portfolio for decades. Since the creation of the Resilient Florida Program in 2021, we have made substantial progress in advancing our capabilities to provide leading-edge adaptation solutions.

Halff has successfully developed adaptation plans funded by the Resilient Florida Program for the Cities of Port Richey and Panama City. The approaches adopted for each plan closely followed standards and best practices identified in Florida's Adaptation Planning Guidebook and Section 380.093, Florida Statutes. Similar to Fernandina Beach, these plans also leveraged lessons identified from completed vulnerability assessments to categorize and rank potential solutions based on the adaptation strategies of protection, accommodation, managed relocation, avoidance, and policy.

At the local level in Northeast Florida, we were part of the team that developed the City of Jacksonville's 50-Year Resilience Strategy. The strategy is now being utilized by local officials to guide millions of dollars in infrastructure and capital improvement projects. Additionally, the strategy is being utilized to inform long-range land use and comprehensive planning decisions.

We more recently supported the Amelia Island Plantation Community Association (AIPCA) in developing a localized flood review focused on communicating coastal vulnerabilities and identifying short-range strategies which could be explored to advance community resilience.

Halff is currently supporting the City of DeLand and Marion County in preparing adaptation plans funded by the Resilient Florida Program. Halff is also nearing the completion of developing Pasco County's resilience and sustainability action plan. We know what works when it comes to developing an adaptation plan because of our applied experience.

Introducing Taylor Engineering

Since 1987, Taylor Engineering, Inc., with headquarters in Jacksonville, Florida, has provided leading-edge solutions to challenges in the water environment. The company focuses on water-related engineering, planning, management, and environmental challenges. The company takes on projects — flood risk assessments, resilience, GIS database development and mapping, FDEP vulnerability assessments, flood control, flood insurance studies, and more — that cover the spectrum of water-related issues. Each service shares a common characteristic: it supports projects occurring in the water or at the water's edge.

KEY SERVICES INCLUDE:

- Community Resilience and Flood Risk Planning
- Flood Control and Floodplain Management
- Water Resources Management
- Mitigation Design
- Policy, Planning, and Programming
- Marine Structures
- Waterfront Recreation Facilities
- Dredging and Dredged Material Management
- Shore Protection and Erosion Control
- Coastal Hydraulics, Wave, and Beach Modeling
- Beach Nourishment
- Geographic Information Systems
- Living Shorelines & Nature-Based Solutions

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Taylor Engineering can help clients define a more resilient community by protecting vulnerable infrastructure and providing quicker recovery from flood events. Whether the floods are created by heavy rains, riverine flooding, or stormwater flooding, our team will research the vulnerabilities and design one or multiple systems to protect one property or many.

Taylor Engineering has over 35 years of proven experience delivering engineering solutions in the water environment and has advocated for climate change resiliency for almost as long. Adapting to climate change includes incorporating sea level rise (as appropriate), increased nuisance flooding, and more frequent and longer duration rain and storm events into our projects.

TEAM EXPERIENCE WORKING TOGETHER

Halff and Taylor Engineering have a strong track record of working together on projects of similar nature across both Florida and the nation. Both Halff and Taylor Engineering are members of the Compass Production and Technical Services (PTS) Joint Venture (JV) where our water resources engineers provide floodplain modeling and mapping services to FEMA.

We recently collaborated together on a number of projects exclusively focused on climate resilience planning and adaptation. In 2023, we supported the Tampa Bay Regional Planning Council (TBRPC) in developing the Tampa Bay Regional Inundation Coordination (TBRIC) project which aimed to provide a common understanding of current and future flood risks across the seven-county region. Working alongside the University of Florida, we successfully developed a geoprocessing application capable of providing Resilient Florida compliant flood hazard datasets to municipalities and counties across the region.

Building on the work prepared for the TBRPC, our firms collaborated further in the development of the Resilient Pasco Project for Pasco County. Taylor Engineering first supported Halff with coastal wave analyses applicable to the development of living shoreline construction plans for three public parks on the Gulf of Mexico. We also worked together on developing a living shorelines plan and homeowner's guide to living shorelines. Following the living shorelines phase of the project, we worked together to prepare a risk and vulnerability assessment focused on evaluating vulnerabilities applicable to current and future tidal flooding, storm surge, sea level rise, rainfall, and compound flooding. We are currently working together to finalize a resilience and sustainability action plan focused on identifying implementable adaptation strategies.

Our team believes in the power of multidisciplinary collaboration and innovation. We know each other well, have established approaches to work programming in place, and are eager to support the City of Fernandina Beach in developing an actionable adaptation plan.

FOCUS ON GRANT FUNDING

Halff has obtained more than $100 million in grants for our clients over the past decade. We have a robust understanding of the Resilient Florida Program and are eager to work in an expedited manner to support the City of Fernandina Beach in prioritizing capital improvement projects and submitting grant applications to FDEP. One of the guiding objectives of this entire project will be to position Fernandina Beach to pursue and capitalize on grants made available through FDEP and a variety of additional state and federal sources. Lisa King, Halff's Grant Funding Strategy Lead, has obtained a cumulative total of $300 million in state and federal grants for local governments over her career.



s Grant W , Ron DeSantis

PROJECT UNDERSTANDING

The City of Fernandina Beach, nestled on Amelia Island in Northeast Florida, has undertaken a vital initiative to assess its vulnerabilities to various climate-related risks, particularly flooding, storm surge, sea level rise, and compound flooding. This endeavor, supported by funding from the Resilient Florida Program, culminated in a Vulnerability Assessment (VA) completed between April and December 2023. Halff served as the engineering and planning consultant for this pivotal project, collaborating closely with City officials and community stakeholders to verify a thorough evaluation.

The VA employed a robust methodology that integrated technical expertise with local stakeholder insights. By examining the City's geographical features, topographical characteristics, and existing infrastructure, the assessment provided a clear picture of the potential threats facing Fernandina Beach. The findings revealed that the City's low-lying topography and proximity to water bodies — such as the Atlantic Ocean, Amelia River, St. Marys River, and Egans Creek — significantly elevate its vulnerability to tidal changes and flooding. With much of the City sitting at or near sea level, even modest increases in sea levels can lead to widespread inundation and the displacement of communities.

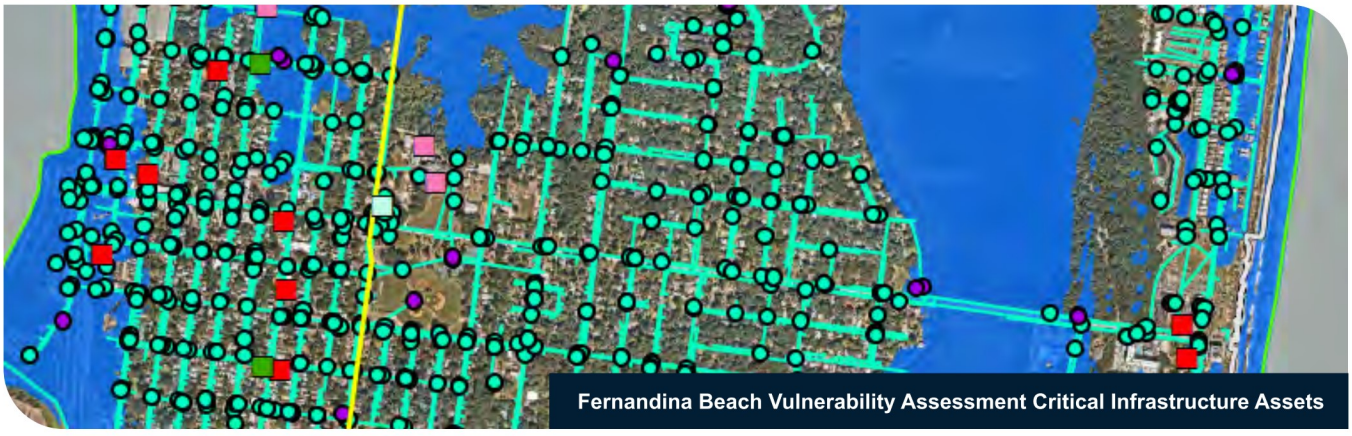
The VA identified several critical areas within Fernandina Beach that are at the highest risk of flooding, including waterfront properties, residential neighborhoods, historical districts, and essential public facilities. Notably, the assessment highlighted the implications of recent hurricane events, such as Hurricanes Matthew and Irma, which underscored the urgent need for enhanced flood preparedness and response strategies. Although the City has been fortunate to evade direct landfall from severe hurricanes, the increasingly frequent and intense weather patterns affecting the region compel a reevaluation of existing infrastructure and emergency response protocols.

KEY FINDINGS FROM THE VA INCLUDED:

Current and Future Tidal Flooding: The assessment indicated that while severe tidal flooding is presently confined to areas such as Egans Creek and certain waterfront properties, projections suggest a significant increase in tidal flooding incidents by 2040, with areas further inland facing nuisance flooding. By 2070, the threat of permanent tidal flooding is expected to extend to locations such as Crane Island.

Storm Surge Vulnerability: The entirety of Fernandina Beach faces considerable vulnerability to storm surge events, particularly the 100-year and 500-year storm surge scenarios. The VA anticipates that many waterfront properties would experience inundation during a 100-year storm surge, with inland flooding becoming likely during a 500-year event. This highlights the critical need for proactive adaptation measures to safeguard residential, commercial, and critical infrastructure.

Precipitation Trends: The analysis forecasts an increase in precipitation intensity, particularly during 1% Annual Exceedance Probability (AEP) events. The expected rise in rainfall intensity could exacerbate flooding risks, especially when combined with elevated sea levels and storm surges, leading to compound flooding scenarios. However, the VA also noted limited data availability regarding discharge, which could impact assessments of compound flooding potential.



Fernandina Beach Vulnerability Assessment Critical Infrastructure Assets

Impact on Critical Assets: The assessment prioritized critical infrastructure and assets, such as the Historic District, Waterfront Downtown, and Special Flood Hazard Areas (SFHAs), particularly those adjacent to Egans Creek. The ranking process considered exposure, sensitivity, and potential consequences of loss, revealing that failure to address these vulnerabilities could result in significant economic and community disruption.

With these insights in hand, the VA clearly establishes the necessity for a comprehensive response to these challenges. The urgency for immediate action is underscored by the interconnected nature of these risks and the potential for cascading impacts across the community.

By developing an AP that builds upon the VA's findings, Halff aims to provide the City of Fernandina Beach with a strategic framework for resilience. This plan will identify specific adaptation needs, recommend targeted strategies, and prioritize actions that align with the community's long-term goals for sustainability and resilience in the face of climate change. Our collaborative approach will verify that the AP reflects the unique character and needs of Fernandina Beach, fostering a collective commitment to safeguarding the City's future against the threats posed by a changing climate.

PROJECT APPROACH

Halff's approach to developing an AP for the City of Fernandina Beach is centered on collaboration, community engagement, and data-driven decision-making. Building on the insights gained from the VA, our methodology will involve a series of structured tasks designed to identify adaptation needs, prioritize strategies, and integrate stakeholder input.

We will commence with a kick-off meeting to align project goals and timelines, followed by the drafting of the AP, which will detail adaptation strategies informed by local priorities and expert analysis. Public engagement will be a cornerstone of our process, verifying that community perspectives shape the final recommendations.

Ultimately, our goal is to produce a comprehensive, actionable plan that enhances Fernandina Beach's resilience to flooding and climate impacts, aligns with state guidelines, and integrates seamlessly into existing local planning frameworks.

Task 1: Kick-Off Meeting

To verify a unified approach to the project, Halff will initiate the process with a kick-off meeting. This meeting will establish the foundation for collaboration among stakeholders, including City staff and community members. During this session, we will outline the project goals, schedule, key milestones, and deliverables. Deliverables will include a meeting agenda, attendance records, presentation materials, and a summary report documenting all decisions and inputs.

Task 2: Draft Adaptation Needs and Strategies

Building on the VA findings, Halff will develop a draft of the AP, identifying specific adaptation needs and corresponding strategies. This task will produce a comprehensive table of adaptation needs alongside recommended strategies and a map highlighting critical assets. The draft AP will adhere to the Florida Adaptation Planning Guidebook, verifying alignment with best practices.

Task 3: Community Prioritization of Adaptation Needs

To foster community engagement, Halff will organize public meetings aimed at prioritizing adaptation needs. These meetings will present the draft AP, allowing community members to provide input on identified needs and strategies. By involving the community, we verify that the final AP reflects local priorities and enhances public support for adaptation initiatives.

Task 4: Final Adaptation Plan

Based on community input and further refinements, Halff will finalize the AP. This document will include a prioritized list of projects aligned with state guidelines, high-level conceptual designs, and engineering budgets for top-tier projects. Additionally, we will integrate the final AP into existing local planning frameworks, verifying that it becomes an actionable part of Fernandina Beach's long-term strategies.

Task 5: Public Presentation

To conclude the project, Halff will present the final AP to local governing boards and stakeholders. This presentation will share the outcomes of the AP, emphasizing prioritized projects and funding strategies to enhance resilience in the face of future challenges.

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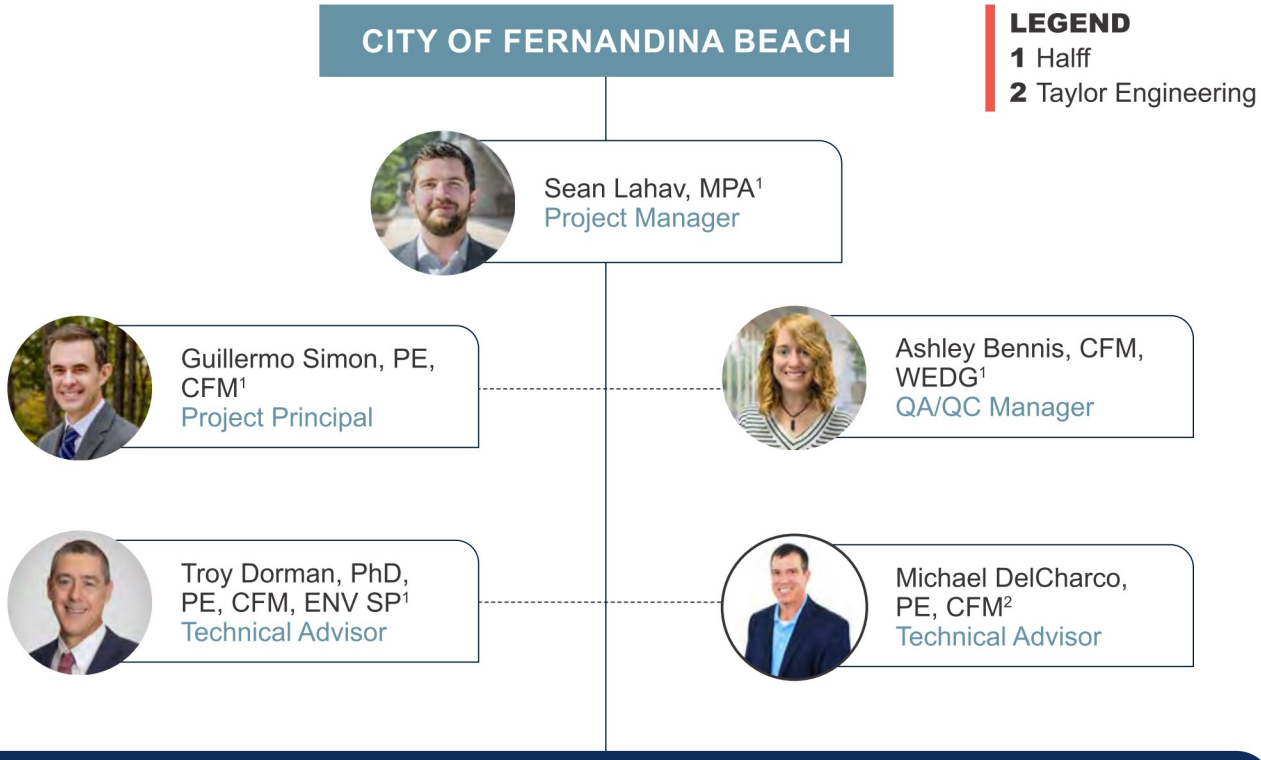
ORGANIZATIONAL CHART

Halff's management plan for the City of Fernandina Beach Adaptation Plan was carefully crafted, bringing together a team of professionals in adaptation planning, coastal and civil engineering, waterfront design, grant funding, and stakeholder engagement. This team comprises seasoned professionals with extensive experience in similar projects across the Florida statewide landscape and beyond, verifying a comprehensive and well-rounded approach to the assessment's complexities. We are committed to working with the City of Fernandina Beach on the ground through a comprehensive approach to site visits, on-site internal and external workshops, and elected commission presentations.



Technical Staff

Adaptation Strategies
Melissa Beaudry, CFM[1]
Ashley Lein, EI, CFM[2]
Ryan Clark, PG[1]
Shandy Heil, CFM[1]

Public Outreach
Sean Lahav, MPA[1]
Joseph Loretta, PLA, LEED AP[1]
Michael DelCharco, PE, CFM[2]
Ashley Lein, EI, CFM[2]

Grant Funding Strategy
Lisa King, GPC[1]
Elizabeth Range-Pendell[1]
Leah Aidif[1]

Geospatial Analysis
Sam Sarkar, PE, CFM[1]
Sohaib Alahmed, PhD, PE[1]
Patrick Lawson, GISP, CFM[2]

Civil Engineering Analysis
Kent Boulicault, PE[1]
Robert Gaylord, PE[1]
Rob Ern, PE, DBIA[1]
Cody Smith, PE[1]

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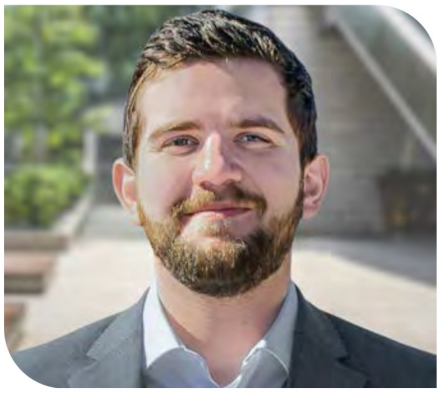

Sean Lahav, MPA

Sean Lahav is a Resilience Market Leader for Halff where he is responsible for growing resilience services across the firm. He brings highly specialized and senior level experience to Fernandina Beach having navigated resilience and climate adaptation planning priorities across academia and both the public and private sectors. Sean's work has benefited 25 counties and 76 municipalities across the State of Florida and he has been invited to speak before elected commissions and civic organizations on more than 100 occasions in a policy advisory role. He is currently a Doctoral Candidate in Florida State University's Department of Urban and Regional Planning where his dissertation research is focused on evaluating the role of collaborative planning and governance in advancing Nature-Based Solutions. He was recognized with an Environmental Achievement Award by the City of Jacksonville's Environmental Protection Board in 2021.

ROLE

Project Manager/Public Outreach

EXPERIENCE

8 Years

EDUCATION

PhD, Urban and Regional Planning, Florida State University
(Course Work Completed, Defense Expected 2025)

MPA, Public Administration & Policy, University of North Florida

BA, Political Science, University of North Florida

REPRESENTATIVE PROJECT EXPERIENCE

Grant Writing Services, Northeast Florida.
Grant Writer who advised the City of Fernandina Beach, City of DeLand, Putnam County, Flagler County, and St. Johns County in preparing and submitting Resilient Florida grant applications to support the development of infrastructure vulnerability assessments and adaptation plans. Successfully secured more than $1 million in grant funding since 2021.

Fernandina Beach Vulnerability Assessment, Fernandina Beach, FL.
Project Manager who led a team comprised of engineers and GIS analysts in production tasks applicable to developing a critical infrastructure asset inventory and evaluating the vulnerabilities of critical assets to current and future flood scenarios. Led public outreach meetings and advised staff on implementation priorities. Project encompassed 15.7 square miles and benefited a population of more than 13,000.

Amelia Island Plantation Localized Flooding Review, Amelia Island, FL.
Task Manager who oversaw development of localized flooding review and strategic plan in support of private community association's coastal resilience and climate adaptation objectives. Led preliminary flood risk analysis focused on vulnerabilities related to current and future flood conditions, including storm surge, tidal flooding, and sea level rise. Advised Board President, Executive Director, and Operations Manager on strategic priorities, including public-private partnerships, capital improvements, financing, and infrastructure solutions.

Nassau County Water Supply Facilities Work Plans, Nassau County, FL.
Planner who assisted Nassau County, the City of Fernandina Beach, and Town of Callahan in responding to changes in statutory requirements for comprehensive planning and developing water supply facilities work plans.

Resilient Pasco Project, Pasco County, FL.
Project Manager currently overseeing the development of Pasco County's resilience strategy. Leading an interdisciplinary team comprised of Halff (Prime), Fernleaf, and Taylor Engineering in a comprehensive effort to develop a risk and vulnerability assessment, resilience and sustainability

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action plan, and living shorelines plan. Overseeing and coordinating the work of civil and coastal engineers, urban planners, surveyors, environmental scientists, and public policy advisors. Project encompasses 868 square miles and is benefiting a population of more than 584,000.

City of Panama City Adaptation Plan, Panama City, FL.
Project Manager who oversaw the development of the City of Panama City's sea level rise vulnerability assessment and adaptation plan. Advised executive government staff, including City Manager and Retired 2-Star General Mark McQueen, on opportunities made available through the Resilient Florida Program. Led and organized multiple public outreach meetings involving the Mayor, City Commissioners, Staff, and General Public. Developed Goals, Objectives, and Policies to satisfy 'Peril of Flood' statutory requirements and advised Planning Director through the transmittal of a comprehensive plan amendment. Project encompassed 38.1 square miles and benefited a population of more than 34,000.

City of Port Richey Adaptation Plan, Port Richey, FL.
Project Manager who oversaw the development of the City of Port Richey's vulnerability assessment and adaptation plan. Led a team comprised of Halff (Prime) in developing planning project focused on assisting the City of Port Richey in building a more resilient future to coastal flooding and sea level rise at the local level. Presented final results to City Council and led all stakeholder engagement activities. Project encompassed 2.278 square miles and benefited a population of more than 3,000.

City of Jacksonville Resilience Strategy, Jacksonville, FL.
Resilience Planner for Halff (Subconsultant) who supported the Water Institute of the Gulf (Prime) in developing the City of Jacksonville's 50-year resilience strategy. Supported public policy and stakeholder engagement priorities, including mapping activities with members of the public. Project encompassed 875 square miles and benefited a population of more than 950,000.

A1A Ocean Islands Trail Scenic Byway Organizational Plan, Fernandina Beach, FL.
Project Manager contracted by the NEFRC to assist the A1A Ocean Islands Trail Scenic Byway in developing an organizational plan. Led an advisory effort to transform the leadership and organizational structure of the 501(c)(3) nonprofit organization. Authored and developed a final organizational plan benefiting executive members of the committee.

Mayport NAS Transportation Resilience Study, Jacksonville, FL.
Committee Member appointed by North Florida Transportation Planning Organization (TPO) to advise and provide technical assistance to RS&H while the Mayport NAS Transportation Resilience Study was being conducted. Coordinated GIS data requests applicable to current and future flood conditions and supported local stakeholder engagement priorities.

USACE South Atlantic Coastal Study (SACS), Northeast Florida.
Technical Advisor who provided technical assistance to USACE while the Northeast Florida Focus Area of SACS was being conducted. SACS was a $16M Congressionally Authorized Study focused on evaluating flood vulnerabilities across the USACE South Atlantic Division. Provided USACE Jacksonville District with stakeholder inventory, coordinated study efforts with Northeast Florida local governments, and wrote official vision statement for Northeast Florida Focus Area. Coordinated study with stakeholders in Nassau, Duval, St. Johns, and Putnam Counties, including Fernandina Beach, Atlantic Beach, Neptune Beach, Jacksonville Beach, St. Augustine, and Palatka.

Water Beyond Borders St. Marys River Water Quality, Fernandina Beach, FL.
Planner who provided technical assistance to Water Beyond Borders Executive Committee, whose mission is to coordinate and oversee the protection of the St. Mary's River through interstate and inter-local cooperation between stakeholders in Georgia and Florida. Developed approach and process for stakeholders to follow in uploading and sharing longitudinal water quality data.

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Guillermo Simon, PE, CFM

Guillermo Simon, the flood modeling lead, has significant experience in the fields of surface hydrology and hydraulics (H&H) and coastal engineering. Guillermo's experience includes engineering analyses, modeling, and design. He routinely leads multidisciplinary production teams in the development of projects for a wide range of clients and stakeholders and enjoys mentoring young staff. In addition, Guillermo acts as Compass Production and Technical Services Joint Venture (Compass PTS JV) Subject Matter Delivery Lead in Coastal Engineering and is a member of the City of Jacksonville Environmental Protection Board.

ROLE
Project Principal

EXPERIENCE
24 Years

EDUCATION
MS, Coastal & Oceanographic Engineering, University of Florida

BS, Civil Engineering, Universidad Nacional Autónoma de México

REGISTRATION
Professional Engineer - Florida No. 64644

Professional Engineer - Texas No.141016

Certified Floodplain Manager - Florida No. 05-01518

REPRESENTATIVE PROJECT EXPERIENCE

ARPC Vulnerability Assessment, Leon, Gadsden, Liberty, Jackson, Calhoun, Gulf, Wakulla, Franklin, and Jefferson Counties FL.
Senior Water Resources Engineer for the development of a vulnerability assessment for the ARPC covering three coastal counties and six inland counties in north Florida. This study applied the 2022 Florida Statute for vulnerability assessments for the first time in the state. Tasks include compilation and formatting of GIS data layers to describe and quantify infrastructure assets; assessment of future coastal and inland flood risks including sea level change, increased precipitation and compound flood effects; development of a GIS database to identify vulnerable critical assets.

GWJax Hogans Creek Stream Restoration and Trail, Jacksonville, FL.
Project Manager for the development of the 30% stream restoration design of Hogans Creek in downtown Jacksonville, FL. Project work includes coordination of a multidisciplinary team and extensive outreach efforts to restore Hogans Creek to a more natural state. The project will provide safe access to the creek and to design a trail as part of the City's Emerald Trail system. Project tasks include stream restoration, hydraulic modeling, alternatives analysis, trail planning and design, environmental assessment, surveying, and outreach support.



Hogans Creek Stream Restoration Conceptual Plans

Resilience Planning, City of Jacksonville, FL.
As a subconsultant, Guillermo serves as Project Manager and Senior Water Resources Engineer for the development of a citywide resilience strategy to address climate change in Jacksonville. Project tasks include designing and planning framework development, providing stakeholder engagement assistance, supporting risks and vulnerabilities analyses, establishing measurable objectives; facilitating the planning process; and supporting the implementation of a resilience strategy.

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Ashley Bennis, CFM, WEDG

Ashley Bennis has six years of coastal planning field work with Texas Sea Grant, where she gained experience providing technical assistance to low- capacity coastal communities, facilitating outreach and education events for the public and elected officials, developing a variety of comprehensive, long term recovery and watershed protection plans, policy research & data collection, and mapping support for communities using geographic information systems. She is specialized in hazard mitigation and environmental planning which includes low impact development and nature- based solutions for coastal communities.

ROLE
QA/QC Manager

EXPERIENCE
6 Years

EDUCATION
MA, Urban Planning - Environmental Planning, University of Washington

BA, Anthropology, Wayne State University

MA, Urban Planning - Environmental Planning, University of Washington

REGISTRATION
Certified Floodplain Manager - Texas No. 4151-22N

WEDG Associate - Texas No. 4151-22N

REPRESENTATIVE PROJECT EXPERIENCE

LRGV River Basin Flood Study Texas General Land Office.
The GLO is leading a study to collect, analyze, and communicate flood risk data to assist decision makers in better protecting Texans from future floods. Halff is conducting outreach with decisions makers to understand their experiences, identify areas of highest need through modeling, and prioritizing flood mitigation projects with local and regional impact. Ashley coordinates with state and private partners to assess existing data to specialize the approach for each county. The information collected will be used to run flood models, giving LRGV communities access to localized data. The study is a three-year effort from Spring 2021 to Summer 2024.

Port Aransas Master Plan, City of Port Aransas, TX.
This project involved leading this coastal community to develop a long-term vision for the role that the City's parks and recreation system will play in enhancing quality of life, natural habitats and community resilience. The scope included assessing the unique needs of this low-lying barrier island community and developing appropriate design standards for on and off street trails that are frequently subject to flooding. Duties involved developing a list of prioritized park investments to maintain current facilities and provide new recreational opportunities and an action plan for implementation.

Aransas County Long Term Recovery Plan Report Summer 2019, Aransas County, TX.
Ashley set up interviews with key staff a part of Hurricane Harvey recovery in Aransas County, the City of Rockport and Town of Fulton as part of data collection for this report. These interviews and data collected from before and after the storm hit, helped the county to assess lessons learned and identify projects for funding. The report included existing conditions, suggestions for housing updates, new ordinances and ways of incorporating Low Impact Development into existing projects. Ashley completed writing the report in 2019. The plan helped the county receive $43 million from the Texas GLO for recovery.

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Troy Dorman, PhD, PE, CFM, ENV SP

Troy Dorman has 25 years of civil/environmental engineering experience in water resources engineering, stormwater management, low impact development (LID) techniques, water quality BMPs, watershed master planning, land use planning, utility coordination, surface and groundwater hydrologic modeling, hydraulic design, and erosion control. Troy's roles have included project management, engineering design/review, land use regulations and team leadership for clients ranging from the U.S. Army Corps of Engineers (USACE) to state, county, and local agencies. **Dr. Dorman strives to understand the economic, social, and environmental constraints of every project with the goal of maximizing the benefits for the community and the client.**

ROLE
Technical Advisor

EXPERIENCE
25 Years

EDUCATION
PhD, Water Resources and Environmental Engineering, Texas Tech University

MS, Civil Engineering, Texas Tech University

BS, Hydrology, Tarleton State University

REGISTRATION
Professional Engineer - Texas No. 92722

Certified Floodplain Manager - No. 1915-10N

Envision Sustainability Professional

REPRESENTATIVE PROJECT EXPERIENCE

City of Houston Green Infrastructure Guidebook, Houston, TX.
Senior Advisor responsible for guiding the process to write a Green Infrastructure Guidebook that will serve as a resource to City staff and local designers. Working closely with the City to determine best practices that can be used in the City, as well as identifying challenges unique to Houston. Reviewing and supporting the design of Green Infrastructure details that can be used on Capital Improvement Projects.

City of San Antonio Stormwater On-Call, San Antonio, TX.
Technical Advisor responsible for assisting with the multi-year program with scoping projects, balancing staffing needs, communicating with client leadership, and leading strategic tasks.

City of San Antonio River Basin LID Manual Guidance, City of San Antonio, TX.
Project Manager responsible for a comprehensive evaluation of the City's UDC, Storm Water Design Criteria Manual, and Fee-in-lieu-of Detention (FILO) program with the goal of helping the City tackle a number of complex market, policy, resource, financial, stakeholder, and environmental issues are resulting in increased costs for compliance and maintenance. Halff delivered a defensible, flexible, and comprehensive roadmap for UDC changes and related fees aligned with the City's policies, strategy, and stakeholder concerns that enhanced stream protection, incentives the adoption of GSI/LID, and better protects residents from flooding.

Drainage and Water Quality Criteria Manual, City of Little Rock, AR.
Senior Engineer responsible for directing the revision of a drainage criteria manual for Little Rock. The City requested the addition of stormwater quality treatment requirements focused on green infrastructure practices, stream preservation, MS4 permit requirements, and impaired waters improvements. Developed scope, assisted with writing chapters, responding to comments from the community and City staff. Attended public meetings to explain the need for integrated stormwater management approaches.

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Michael DelCharco, PE, CFM

Michael DelCharco leads Taylor Engineering's Coastal Strategies group and is charged with developing the next advancements in coastal and riverine flood resiliency, moving communities from planning to action. He serves as project manager on ongoing resiliency studies, development of innovative tools for communities, and larger coastal and water resources projects. He is also project manager for coastal and riverine flood risk studies, Everglades Restoration Program studies, environmental mitigation studies, and other combined riverine and coastal-related projects. He recently led the FDEP Statewide Vulnerability Assessment for all 67 counties.

ROLE
Coastal Flood Mapping

EXPERIENCE
32 Years

EDUCATION
ME, Coastal and Oceanographic Engineering, University of Florida

BS, Civil Engineering, Clemson University

REGISTRATION
Professional Engineer - Florida No. 57423

Certified Floodplain Manager - No. US-16-09181

TAYLOR ENGINEERING, INC.

REPRESENTATIVE PROJECT EXPERIENCE

Florida Department of Environmental Protection Statewide Vulnerability Assessment, State of Florida.
Project manager for this study to conduct a statewide vulnerability assessment to sea level rise and riverine flooding. This project includes modeling rainfall/runoff and GIS mapping of flood hazards for the entire state (67 counties). This ambitious effort was the first of its kind in the nation. This study follows FDEP guidelines for vulnerability assessments.

Florida Department of Environmental Protection SLIP Study, State of Florida.
Principal-in-Charge of the project for FDEP to expand the SLIP tool, a map-based web application that helped applicants generate a Sea Level Impact Project Report. This expansion addressed new legislative requirements to capture the Coastal Building Zone. Taylor Engineering designed this outward-facing tool to apply existing storm surge data, DEMs, sea level rise estimates, Mean High High Water (MHHW), and other relevant data, enabling applicants to assess their risk exposure to future sea level conditions.

Florida Department of Environmental Protection Development of GIS Standards for Florida Resiliency Vulnerability Assessments.
Principal-in-Charge of project for Taylor Engineering to help FDEP develop standards for GIS data submittals for all grant-funded vulnerability assessments statewide. Taylor has continued to help FDEP with community submittals and data standards.

Sarasota County Vulnerability Assessment, Sarasota County, FL.
Principal-in-Charge for this vulnerability assessment of the County's coastal infrastructure, analyzing sea level rise and pluvial flood risks for Sarasota County. The County received funding from the Resilient Florida Planning Grants Program to conduct a county-wide vulnerability assessment following the FDEP state standards. This study will result in an adaptation action plan the County can use to target mitigation projects and apply for FDEP grants.

City of Sarasota Vulnerability Assessment, Sarasota, FL.
Principal-in-Charge for this vulnerability assessment of the City of Sarasota's coastal infrastructure, analyzing sea level rise and pluvial

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flood risks. The City received funding from the Resilient Florida Planning Grants Program to conduct a City-wide vulnerability assessment following the FDEP state standards. This study will result in an adaptation action plan the City can use to target mitigation projects and apply for FDEP grants.

City of Venice Resilience Plan, City of Venice, FL.
Principal-in-Charge for this City-wide vulnerability assessment and adaptation recommendations. The outcome of this project is to help Venice become more resilient and reduce the impacts of sea level rise and flood events. This project is funded by the Resilient Florida Planning Grants Program, which Taylor Engineering helped the City receive.

South Florida Water Management District TCNS 214 Storage and Treatment Project Alternatives Analysis, Okeechobee County, FL.
Principal-in-Charge of project to assist the SFWMD with addressing water quality issues for the 430-acre Okeechobee School for Boys property that is contiguous to Williamson Ditch. This ditch serves as a conduit, channeling water from the property into Taylor Creek. The goal of the project is to reduce nutrient loading from the property into Lake Okeechobee. Taylor Engineering is conducting 2-D HEC RAS rain-on-mesh modeling of the system to help design storage and treatment facilities for the site.

Punta Gorda Climate Adaptation Plan Update, Punta Gorda, FL.
Principal-in-Charge overseeing the phase II update to the City's 2009 Vulnerability Assessment to be compliant with new Florida Department of Environmental Protection guidelines. The project tasks include data collection, flood risk exposure analysis (including analysis of sea level rise), mapping of flood risks, calculation of sensitivity of critical infrastructure to flood risks, development of a final vulnerability assessment report with associated data, and public outreach.

City of St. Augustine Vulnerability Assessment, St. Augustine, FL.
Michael is leading the coastal engineering analysis for this City-wide VA. As a subcontractor to Jones Edmunds, Taylor Engineering developed the coastal flood hazards with respect to future sea level rise conditions. The City received funding from the Resilient Florida Planning Grants Program to conduct a City-wide vulnerability assessment following the FDEP state standards. This study will result in an adaptation action plan the City can use to target mitigation projects and apply for FDEP grants.

South Florida Water Management District C-7 Watershed Flood Protection Level of Service Adaptation Planning and Mitigation, Miami-Dade County, FL.
Project manager for study to assess flooding with respect to sea level rise and resiliency of various mitigation projects in this highly urbanized watershed. This project includes modeling rainfall/runoff and GIS mapping of flood hazards, development of a GIS based web map to present stakeholders with mitigation projects. It also included analysis of economic damages from flooding using a GIS based tool that intersects flood hazards, building stock, and depth damage curves to calculate average annual losses.

South Florida Water Management District C8 and C9 Basin Flood Level Protection Level of Service Assessments Phase I, South Broward County and North Miami-Dade Counties, FL.
Michael was the project manager of this systematic review of drainage systems in south Florida. Taylor Engineering performed a Phase I FPLOS level of service modeling of the C8 and C9 systems that straddle Miami-Dade and Broward Counties. These two large drainage systems contain multiple water control structures and impact tens of thousands of properties. Taylor Engineering applied the MIKE SHE and MIKE Flood models to investigate the flow capacity of the systems with respect to existing surface and groundwater conditions and well as how those systems will respond under future sea level rise conditions.

Collier County Comprehensive Watershed Improvement Plan Supplemental Continuing Services, Collier County, FL.
As project manager assisted the County with construction drawings, project cost estimates, resolution of permitting RAIs, bonneted bat data collection, and coordination with stakeholders. Subcontractors Anclote Consulting, Robau & Associates, and Earth Tech are providing detailed technical support.



Melissa Beaudry, CFM

Melissa Beaudry is an experienced Project Manager and Senior Resilience Planner who can guide clients through a variety of community planning needs with a focus on vulnerability and adaptation planning, hazard mitigation and environmental restoration activities. She has worked on several resilience research projects on the topics of developing community resilience frameworks, analyzing national and state hazard data indicators and identifying opportunities for co-benefits in adaptation and mitigation efforts for increased community resilience. **She has worked with local government clients across Florida and was the Lead Planner working on the State Expenditure Plan for the Gulf Consortium. Melissa is originally from Northeast Florida, with family residing in Nassau County and Jacksonville.**

ROLE

Adaptation Strategies

EXPERIENCE

11 Years

EDUCATION

MS, Urban Design, Urban Resilience Design and Management,
UIC Barcelona International University of Catalonia, Spain

BA, International Affairs,
Florida State University

BS, Psychology,
Florida State University

Graduate Design Certificate,
Urban and Regional Planning,
Florida State University

REPRESENTATIVE PROJECT EXPERIENCE

Resilient Pasco Project, Pasco County, FL.
Task Lead for the implementation strategies supporting Pasco County in developing the Resilient Pasco Project, a comprehensive initiative focused on establishing priorities for resilience and sustainability, developing a risk and vulnerability assessment, producing a resilience and sustainability action plan, and developing a living shorelines plan.

Port Richey Resiliency Plan, Port Richey, FL.
Senior Resilience Planner responsible for reviewing identified hazards and associated recommendations in the context of policy and implementation considerations. This project consisted of a vulnerability assessment and resiliency plan for the City of Port Richey, and involved identifying hazards and the City's overall risk to future weather events, and proposing adaptation measures that could be taken to mitigate that risk in the future.

City of DeLand Vulnerability Assessment Adaptation Plan, DeLand, FL.
Adaptation Plan Task Lead including the identification of adaptation measures to mitigate risk, as well as evaluating policy and implementation considerations. Stakeholder engagement and funding analysis enhanced prioritization and project identification.

Marion County Vulnerability Assessment, Marion County, FL.
Adaptation Plan Task Lead including the identification of adaptation measures to mitigate risk, as well as evaluating policy and implementation considerations. Stakeholder engagement and funding analysis enhanced prioritization and project identification.

Florida State Expenditure Plan, Gulf Consortium, FL.
As the lead planner for the consultant team to develop the Florida State Expenditure Plan for over $300 million dollars in environmental and economic recovery across the Gulf Coast including Charlotte County. Main role involved developing the sequencing analysis and modeling projections for the 84 projects totaling $300 million over the 15 year implementation, working with County stakeholder to identify and develop project scopes, and facilitating the public engagement meetings and County meetings over the 2 year planning process.

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Ashley Lein, EI, CFM

Ashley Lein joined Taylor Engineering in 2024 as a staff coastal engineer in the Coastal Strategies service group. Ashley's training is in civil engineering with a specialization in coastal engineering and resilience planning. Her previous experience and technical understanding of site development within environmentally sensitive areas provide insight into resilience and adaptation planning in vulnerable communities. She works on a variety of projects assisting communities through vulnerability assessments, climate adaptation plans, sourcing federal and state grant funding, public engagement and workshops, FEMA flood insurance studies, and floodplain management.

ROLE

Adaptation Strategies/Public Outreach

EXPERIENCE

5 Years

EDUCATION

Master of Science, Port and Coastal Engineering, University of North Florida (In progress)

Bachelor of Science, Civil Engineering, University of North Florida

REGISTRATION

Engineer Intern - Florida

Certified Floodplain Manager - FL No. US-24-13256

REPRESENTATIVE PROJECT EXPERIENCE

City of Fernandina Beach Vulnerability Assessment, Fernandina Beach, FL.

Community resilience planner for the City of Fernandina Beach's Vulnerability Assessment, which exceeded the standards set forth in the 380.093 F.S. guidelines to assess the community's exposure to current and future flood conditions, inventory public and privately owned critical and regionally significant assets, produce flood risk maps of assets and flood conditions, and conduct public engagement workshops to discuss local concerns and priorities. Focus areas for adaptation planning were identified and adaptation strategies were recommended to assist the City in planning for priority projects and secure future grant funding.

City of Panama City Vulnerability Assessment and Adaptation Plan, Panama City, FL.

Community resilience planner for the City of Panama City's Vulnerability Assessment (VA) and Adaptation Plan, which exceeded the standards set forth in the 380.093 F.S. guidelines to assess the community's exposure to current and future flood conditions, inventory public and privately owned critical and regionally significant assets, produce flood risk maps of assets and flood conditions, and conduct public engagement workshops to discuss local concerns and priorities. Community engagement workshops included interactive events with residents and City staff officials, as well as presentations to City commissioners and council members. Results from the VA and feedback from community engagement guided the Adaptation Plan, which further refined identified focus areas for adaptation planning, policy recommendations including Peril of Flood language, adaptation and mitigation strategies, and federal and state grant funding options. The project concluded with a list of 10 recommended capital improvement projects based on the outcomes of the analyses.

City of Port Richey Vulnerability Assessment, Port Richey, FL.

Community resilience planner for the City of Port Richey's Vulnerability Assessment and Adaptation Plan, which exceeded the standards set forth in the 380.093 F.S. guidelines to assess the community's exposure to current and future flood conditions, inventory public and privately owned critical and regionally significant assets, produce flood risk maps of assets and flood conditions, and conduct public engagement

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workshops to discuss local concerns and priorities. Community engagement workshops included interactive events with residents and City staff officials to discuss local concerns, priorities, and assessment results. Results from the VA and feedback from community engagement guided the Adaptation Plan, which further refined identified focus areas for adaptation planning, policy recommendations including Peril of Flood language, adaptation and mitigation strategies, and federal and state grant funding options.

Flagler County Vulnerability Assessment, Flagler County, FL.
Community resilience planner for the county-wide Flagler County Vulnerability Assessment. Responsibilities included following the standards set forth in the 380.093 F.S. guidelines to assess the community's exposure to current and future flood conditions, inventory public and privately owned critical and regionally significant assets and produce flood risk maps of assets and flood conditions.

Northeast Florida Regional Council (NEFRC) and Flagler County Compound Flooding Analysis
Staff coastal engineer supporting the NEFRC and Flagler County in analyzing an appropriate compound flooding analysis for the entire County. This in-depth analysis of available datasets and models sets Flagler County ahead to evaluate the compounding effects of storm surge, rainfall, and sea level rise on the County's vulnerable areas and assets by interpolating modeled flood depths associated with various sea level rise conditions to correlate to NOAA 2022 sea level rise estimates. The next project phase will complete the analysis, host a stakeholder meeting, and develop a final report comparing the compound flood depths to flood depths associated with coastal-only hazards.

Sarasota County Vulnerability Assessment and Resilience/Adaptation Plan, Sarasota County, FL.
Project manager supporting the Sarasota County Vulnerability Assessment and Adaptation Plan. Tasks include exceeding the minimum requirements set forth in Sec 380.093, identifying critical assets vulnerable to flooding under existing and projected future conditions, identifying adaptation projects/strategies to protect its critical assets, and coordinating community outreach and stakeholder engagement to inform local citizens about the project's findings. County-wide and community level analysis consider CDC Social Vulnerability Index, future land use changes, extreme heat, and periodic drought. Additional responsibilities include coordinating cross-department collaboration for the County, developing project prioritization methods for multi-functional and multi-beneficial projects and identifying additional project funding. The project process and results are presented on a GIS StoryMap.

City of Sarasota Vulnerability Assessment and Resiliency/Adaptation Plan, Sarasota, FL.
Project manager for the City of Sarasota's Vulnerability Assessment and Resiliency/Adaptation Plan, conducted in accordance with state statutes by identifying critical City assets vulnerable to flooding under existing and projected future conditions, presenting adaptation projects/strategies the City could implement for protection, and informing local citizens about this project's findings through stakeholder engagement and community outreach.

Walton County Vulnerability Assessment, Walton County, FL.
Project manager for this vulnerability assessment of the County's infrastructure, analyzing the impacts of current and future tidal flooding, storm surge, and rainfall-induced flooding, in accordance with state statutes. This project includes exceeding the minimum requirements set forth in Sec 380.093, identifying critical assets vulnerable to flooding under existing and projected future conditions, identifying adaptation projects/strategies to protect its critical assets, and coordinating community outreach and stakeholder engagement to inform local citizens about the project's findings.

Venice Resilience Plan Update, Venice, FL .
Staff coastal engineer for City of Venice's Resilience Plan Update and Vulnerability Assessment. Responsibilities include updating the City's previous Resilience Plan to meet the new requirements set forth by F.S 380.093 for flood hazard data sources and critical asset classifications as well as updating flood and asset mapping with recent LiDAR and survey elevation data. Focus areas for adaptation projects were evaluated and included in the assessment.

Punta Gorda Climate Adaptation Plan, Charlotte County, FL.
Engineer intern supported vulnerability analysis, update to the 2009 Punta Gorda Climate Adaptation Plan, and a living shoreline technical guidance document for the City.

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Ryan Clark, PG

Ryan Clark has extensive experience in water resources science, data management, and business development. He also has extensive project management experience, with a focus in management of multi-disciplinary teams on large, complex research and development projects. Ryan is accustomed to working with both government and private sector clients, verifying the delivery of high-quality products in a timely manner.

ROLE
Adaptation Strategies

EXPERIENCE
26 Years

EDUCATION
BS, Geology, Louisiana State University

MS, Earth & Environmental Science, Tulane University

REGISTRATION
PG - LA No. 607

REPRESENTATIVE PROJECT EXPERIENCE

GLO, LRGV Flood Study WO3B, Los Fresnos, TX.
Deputy Project Manager responsible for the Lower Rio Grande Valley (LRGV) region and supporting as the lead for the Eastern and Central regions, overseeing regional coordination efforts. Served as the lead author for the Eastern Region Data Management Plan, which required extensive coordination with the Central Region authors to verify consistency and alignment. Leads the LRGV work group in coordinating with the Texas Disaster Information System (TDIS) to structure and transfer region-specific data. This role involves significant collaboration with key stakeholders such as the GLO, regional vendors, USACE, TWDB, TIFF, CHARM, and other partners to verify smooth data management and integration across multiple regions.

Capital Area Groundwater Conservation District, Technical Support Services for General Support of District Activities, Baton Rouge, LA.
Technical Co-Lead performing the ongoing strategic planning process for the state commission responsible for confirming a sustainable groundwater supply for the Baton Rouge area. Responsible for engaging with commissioners and stakeholders, identifying technical alternatives, calculation of groundwater supply, technical engagement with United States Geological Survey and Louisiana State University, and technical writing.

City of Bulverde, On-Call Services, Bulverde, TX.
Halff engineers routinely perform infrastructure construction inspections for City facilities being built by private developers within the City and extraterritorial jurisdiction (ETJ) (covering 70 square miles). Civil inspections include off-site work in the public right of way such as street subgrade/pavement sections, sidewalks, water, sewer, other utilities, concrete, driveways, fire lines, fire hydrants, storm drains, lighting, and signage. On-site work is also inspected to include grading, drainage, storm drains, flood protection, storm water pollution prevention plan (SWPPP), erosion, retaining walls, detention, and concrete/paving.

Capital Area Groundwater Conservation District, Technical Support Services.
Technical Co-Lead performing the ongoing strategic planning process for the state commission responsible for confirming a sustainable groundwater supply for the Baton Rouge area. Responsible for engaging with commissioners and stakeholders, identifying technical alternatives, calculation of groundwater supply, technical engagement with United States Geological Survey and Louisiana State University, and technical writing.

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Shandy Heil, CFM

Shandy is a disaster response and building science subject matter expert, whose diverse experience showcases her adaptability and versatility. Specializing in post-disaster building safety evaluations and Substantial Damage Estimate (SDE) assessments, she has assisted numerous local jurisdictions following flood and hurricane disasters, aiding in post-disaster requirements of the National Flood Insurance Program (NFIP). She is a seasoned outreach educator who has created training and guidance for local, state, and federal clients. Over the past seven years, Shandy's experience and expertise in post-disaster code enforcement have helped pave the way for the national "second responder" initiative that supports building departments affected by disasters. She formed and led the Louisiana Floodplain Management Association Disaster Response Team from 2016 to 2021, completing seven volunteer deployments that assisted in SDE Ops., including the 2016 Louisiana Flood and Hurricanes Harvey, Laura, Delta, and Ida. As a former FEMA contractor, Shandy participated in and led SDE deployments in the City of Central and Ascension Parish, LA, Puerto Rico, and the US Virgin Islands.

ROLE
Adaptation Strategies

EXPERIENCE
13 Years

EDUCATION
BS, Construction Management, Louisiana State University

CERTIFICATIONS
Certified Floodplain Manager - LA No. US-16-09482

REPRESENTATIVE PROJECT EXPERIENCE

Ouachita Parish Police Jury (OPPJ), Louisiana Watershed Initiative (LWI Region 3) Action Plan, Monroe, LA.
Halff is currently acting as the Louisiana Watershed Initiative (LWI) Region 3 Regional Watershed Plan Contractor, assisting the citizens within the study area with the LWI Action Plan. Halff's four-step process consists of the following: 1) Defining the role of the watershed region in addressing the flood risk needs; 2) Investigating implementation and funding resources; 3) Using regional models to inform decision-making; and 4) Seeking funding and implementation support.

Capital Project Program Manager for the Recreation and Parks Commission of East Baton Rouge Parish.
Program Manager for the BREC planning and engineering department, providing design and construction administration support for select community and neighborhood parks, greenway trails, and system-wide projects, Oversees five subcontractor teams and seven technical SMEs. Responsible for developing, maintaining and managing program processes and providing client support.

FEMA Building Science Branch Curriculum Manager for the Emergency Management Institute.
Curriculum Manager for FEMA HQ Building Science Branch courses instructed through the Emergency Management Institute (EMI). Serves as a primary point of contact with the client; responsible for overall project quality, managing project deliverables and advertising course offerings; handles scheduling, scope of work, deliverables, and supervision of staff and five consultant teams among STARR II, Compass, and ARC under the FEMA professional and technical services contract (PTS) contract.

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Joe Loretta, PLA

Joe Loretta has 24 years of experience in the field of expert witness/ litigation support services. His current position is the operations manager for the Jacksonville Office of Halff. Joe's primary responsibilities include internal project management, land planning, regulatory and engineering analysis and cure determination. His team is known for high quality graphics and work product which assists the attorney and appraiser during mitigation and trial. Joe has been deposed and has testified in court and as vast experience with public and private sector clients. He has managed the right-of-way services for more than 300 public sector parcels and has been involved with more than 30 other private sector eminent domain acquisitions.

ROLE
Public Outreach

EXPERIENCE
25 Years

EDUCATION
BA, Landscape Architecture, Kansas State University

REGISTRATION
Professional Landscape Architect - Florida No. LA6666755

CERTIFICATIONS
LEED AP Building Design+Construction

REPRESENTATIVE PROJECT EXPERIENCE

Hogans Creek Stream Restoration and Trail, Jacksonville, FL.
Lead designer and landscape architect on the 30% design plans for the 2.5-mile Hogans Creek restoration, recreation plan, and trail master plan. The project includes a natural restoration of Hogans Creek, utilizing multiple natural vegetated design cross-sections within the overall corridor. The plan will include a trail master plan for Hogans Creek, associated with the 30-mile segment of the Emerald Trail.

Infrastructure Subcommittee of the City Council Special Committee on Resiliency, Jacksonville, FL.
Served as a subject matter expert on the Infrastructure Subcommittee of the Special Committee on Resiliency. The subcommittee evaluated critical infrastructure within the City of Jacksonville and identified observations and action steps that would preserve continuity of infrastructure operations before, during, and after a disaster.

Adaptation Action Area Working Group, Jacksonville, FL.
Served as a mayoral appointed member on the City of Jacksonville's Adaptation Action Area (AAA) Working Group. The purpose of designating an AAA was to prioritize funding and resources for infrastructure needs and adaptation planning.

Cascades Trail & Park, Tallahassee, FL.
Design Landscape Architect involved in the planning and design of the Capital Cascades Trail and Park. Responsibilities included community involvement, trail master planning, conceptual through detail design plans for hardscape and landscape areas throughout the park. The Capital Cascades Trail Master Plan addressed a comprehensive program for new passive recreation development and extensive stormwater management facilities in a 5.2-mile corridor through downtown Tallahassee's Southeast quadrant.

City of Jacksonville, Design Build Parks, Jacksonville, FL.
Served as the primary park designer and landscape architect for 4 park projects in the City of Jacksonville, including Pickwick Park, Ivey Road Park, Archie Dickenson Park, and Earl Johnson Park. Led community

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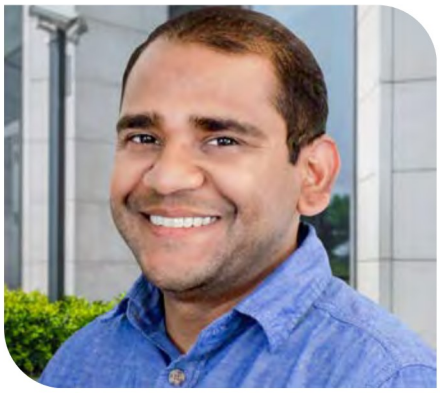


Sam Sarkar, PE

Sam Sarkar is a registered professional engineer with 13 years of experience specializing in the development and application of numerical and computational models to support solutions for water resources and water quality problems. Sam has supported federal, state, and municipal governments in watershed-based planning, stormwater management, flood mitigation planning, TMDL implementation and nine element plans, BMP implementation and evaluation, and resiliency planning. He has experience in the development and application of hydrology, hydraulics, and water quality models using EPA-SWMM, XP-SWMM, HEC-HMS, HEC-RAS, SWAT, APEX, HSPF, LSPC, SUSTAIN, PRMS and EFDC.

ROLE
Geospatial Analysis

EXPERIENCE
12 Years

EDUCATION
MS, Environmental Engineering and Science, Clemson University

BS, Civil Engineering, Indian Institute of Technology BHU

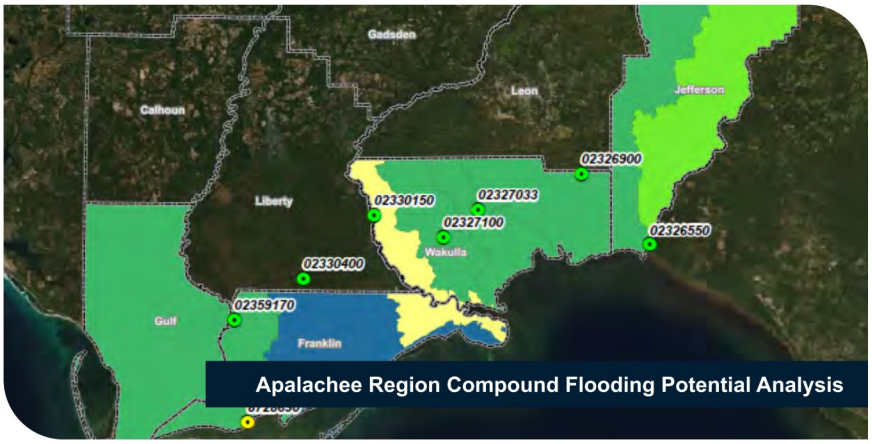
REGISTRATION
Professional Engineer - Texas No. 137702

**Individual Experience*

REPRESENTATIVE PROJECT EXPERIENCE

Apalachee Regional Planning Council (ARPC), Nine-County Regional Vulnerability Assessment. Tallahassee, FL.

Watershed Modeler who led technical efforts to evaluate compound flooding and future-precipitation climate hazard scenarios across the 9-county Apalachee Region. Identified and obtained applicable datasets from the National Aeronautics and Space Administration (NASA), United States Geological Survey (USGS), and Northwest Florida Water Management District (NWFWMD). Developed regional maps based on outcomes of analyses and wrote methodology sections of final vulnerability assessment report.



Apalachee Region Compound Flooding Potential Analysis

Global Climate Change Research Project, USEPA ORD, 48 Contiguous States.*

Watershed Modeler who supported a project to analyze the impacts of climate and land use change on hydrology and pollutant loading in large river basins across the US. Developed SWAT models for 15 major basins (~20,000 sq mi each) in 48 contiguous states; calibrated and validated models for hydrology, sediment and nutrients; simulated impacts of future climate and land use change scenarios on watershed hydrology, and sediment and nutrient yield; supported development of technical reports summarizing the modeling methodology and results; co-authored two peer-reviewed manuscripts. The Apalachicola-Chattahoochee-Flint basin was one of the 15 watersheds assessed under this study.

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Sohaib Alahmed, PhD, PE

Dr. Sohaib Alahmed has extensive experience in hydrodynamic modeling and numerical flow simulations, inspiring the next generation of rivers, coastal, and flood modeling simulation and analysis. His experience includes programming, data science, problem-solving, and development. Sohaib serves as a catalyst for sustainable change by empowering infrastructure and engineering teams through data-driven impact.

ROLE
Geospatial Analysis

EXPERIENCE
7 Years

EDUCATION
PhD, Civil and Environmental Engineering, University of Maine

MS, Civil and Environmental Engineering, University of Maine

BS, Dam and Water Resources Engineering, University of Mosul, Iraq

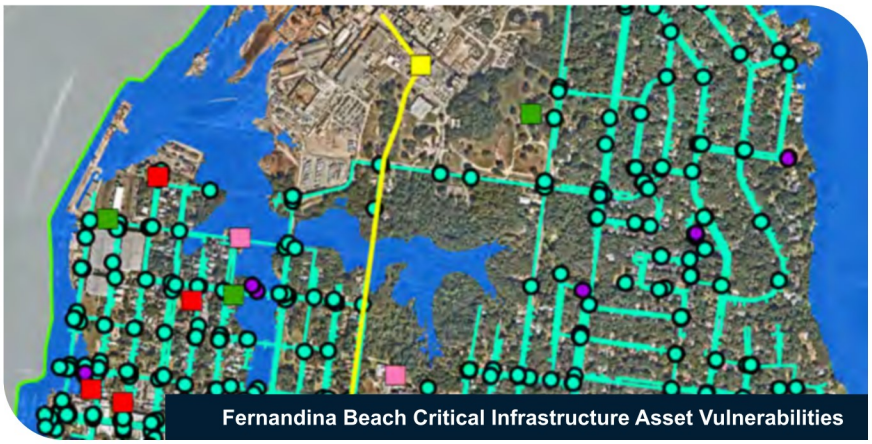
REGISTRATION
Professional Engineer - Texas No. 150193

REPRESENTATIVE PROJECT EXPERIENCE

Hogans Creek Design NOAA-Funded Tasks, Jacksonville, FL.
Coastal Engineer responsible for assisting with tasks specifically funded by NOAA for the Hogans Creek Stream Restoration Design project. This project includes the preparation of construction documents for the restoration of 2.6 miles of stream in a highly urbanized area of Jacksonville, Florida. Beginning at its headwaters at the Norfolk and Southern railroad, to its confluence with the St. Johns River, the restoration design will provide flood reduction, water quality improvements, and improved habitat for fish and wildlife using concepts in natural channel design to fit its watershed and receiving waters.

Flagler County Vulnerability Assessment, Bunnell, FL.
Coastal Engineer responsible for assisting Flagler County with technical aspects of its vulnerability assessment which is now being conducted. This project is a collaborative effort between Flagler County, its municipalities, the Northeast Florida Regional Council (NEFRC), and Halff. The scope of this project involves refining a geodatabase of critical and regionally significant assets previously developed by the NEFRC, preparing flood rasters to evaluate both current and future conditions, and supporting the NEFRC with public outreach efforts.

Fernandina Beach Vulnerability Assessment. Fernandina Beach, FL.
Coastal Engineer who led coastal flood mapping activities for Fernandina Beach's development of a vulnerability assessment. Developed calculations to map future tidal flooding and storm surge scenarios based on NOAA sea level rise projections. Evaluated the vulnerabilities of critical assets to current and future tidal flooding, storm surge, and sea level rise.



Fernandina Beach Critical Infrastructure Asset Vulnerabilities

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Patrick Lawson, GISP, CFM

Patrick Lawson is a certified GIS professional and floodplain manager with extensive experience providing GIS services for environmental evaluation and large scale GIS data development projects. He is well versed and experience with GIS data collection, analysis, and mapping. As the director of geospatial sciences, he deploys and automates projects for the water resources, coastal, environmental, and waterfront groups at Taylor Engineering.

ROLE
Geospatial Analysis

EXPERIENCE
21 Years

EDUCATION
BA, Geography, Cartography/ Physical Geography, University of Florida

Certificate, Environmental Studies, University of Florida

REGISTRATION
Certified GIS Professional - No. 31580

Certified Floodplain Manager - No. US-06-01965

REPRESENTATIVE PROJECT EXPERIENCE

Florida Department of Environmental Protection Statewide Vulnerability Assessment, FL.
Lead GIS professional for this study to conduct a statewide vulnerability assessment to sea level rise and riverine flooding. This project includes modeling rainfall/runoff and GIS mapping of flood hazards for the entire state. This is an ambitious effort and will be the first in the nation.

Florida Department of Environmental Protection Development of GIS Standards for Florida Resiliency Vulnerability Assessments.
Lead GIS professional for this study to develop a statewide vulnerability assessment GIS standard that the FDEP uses for all grant-funded VAs.

City of Venice Resilience Plan Update, Venice, FL.
Leads the GIS team in developing an infrastructure database, flood hazard mapping, sensitivity analysis, and final maps, analysis, and databases. City of Venice received a Resilient Florida planning grant which Taylor Engineering helped write, which funds this work. This plan will update the Venice Resilience Plan to be compliant with the new Florida Statute, 380.093.

Sarasota County Vulnerability Assessment, Sarasota County, FL.
Leads the GIS team to identify critical County assets that are vulnerable to flooding under existing and projected future conditions and begin identifying adaptation projects/strategies that the County could implement to protect its critical assets. The County has requested Taylor Engineering's assistance with completing a vulnerability assessment in accordance with state statutes.

City of Sarasota Vulnerability Assessment and Resiliency Plan, Sarasota, FL.
Leads the GIS team to identify critical assets, solicit feedback from the community on these assets, map flood hazard risks, perform a sensitivity analysis, and develop the final vulnerability assessment for the City.

City of St. Augustine Vulnerability Assessment, St. Augustine, FL.
Senior GIS Professional leading the creation of GIS files for storm surge, high tide flooding, and sea level rise; also participates in stakeholder meetings and public outreach. For this project, Taylor Engineering is providing coastal resilience expertise to the Jones Edmunds team conducting the City of St. Augustine Vulnerability Assessment.

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Pasco County Resilient Project, Pasco County, FL.
Senior GIS Professional leading the creation of GIS files for storm surge, high tide flooding, and sea level rise in accordance with the Resilient Florida Vulnerability Assessment approach.

Punta Gorda Climate Adaptation Plan Update, Punta Gorda, FL.
Leads the GIS team to collect, analyze and map parcel, sea level rise, and surge inundation data. This project provides an update to the 2009 Climate Adaptation Plan and created a living shoreline technical guidance document. Performs vulnerability analysis using GIS and the latest available sea level rise projections published by IPCC. Report identifies vulnerable thresholds and qualitatively delineates areas of vulnerability, as well as recommendations to the City's comprehensive plan and coastal management element language.

Sarasota County Coastal Resiliency, Sarasota, FL.
GIS lead that provided shoreline change analysis and figure production. He also created automated techniques that identify inundation depths and flood risk for critical assets, neighborhoods, and other features in the study area. Provided support for project to review all regional coastal management strategies within Sarasota County, developed an inventory of local gulf beach management strategies—including historic and anticipated projects by the county and incorporated municipalities such as Longboat Key, Venice, and the City of Sarasota, evaluate portions of the coastline that fall outside of existing/managed beach project limits, and initiated a collaborative approach for all identified projects.

Venice Vulnerability Analysis and Resiliency, Venice, FL.
GIS lead that created automated techniques that identify inundation depths and flood risk for critical assets, neighborhoods, and other features in the study area. The services for this project included vulnerability analysis, stakeholder outreach workshops, and development of a resiliency and climate adaptation plan for the City of Venice.

St. Augustine Resilient Heritage in the Nation's Oldest City, St. Augustine, FL.
GIS lead that worked with a multi-disciplinary team of archaeologists, historic preservationists, landscape architects, coastal engineers, and economists who researched and created an educational publication and website for the City to use for protecting historic structures against flooding. This study featured an economic analysis of past flood events, mitigation recommendations for historic structures, and a review of policy and codes which could incentivize the City's resilience.

Punta Gorda Climate Adaptation Plan, Punta Gorda, FL.
GIS lead that provided support to collect, analyze and map parcel, sea level rise, and surge inundation data. This project provided an update to the 2009 Climate Adaptation Plan and created a living shoreline technical guidance document. Performed vulnerability analysis using GIS and the latest available sea level rise projections published by IPCC. Report identified vulnerable thresholds and qualitatively delineates areas of vulnerability, as well as recommendations to the City's comprehensive plan and coastal management element language.

Northeast Florida Regional Council: Resilience, Nassau, Duval, Clay, Baker, St. John's, Putnam, & Flagler Counties, FL.
GIS lead that provided support to collect, process, and analyze topographic, seal level rise, and storm surge inundation data. Using these data, depth grids were mapped in various locations around the study area. This Exposure Analysis uses data from the 2019 NatureServe and NFWF Coastal Resilience Assessment of the St. John's River Watershed combined with four FEMA depth grids of varying storm frequency. This project consists of data analysis, creation of GIS layers, a webpage for communities and individuals, a community survey, presentations, reports, training for NEFRC staff, and "Community Conversation" presentations at no more than four communities.

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Lisa King, GPC

Lisa King has more than 31 years of experience in providing grant writing and grant administration consulting services to local governments in Florida. She is specialized in projects related to the life cycle of water, transportation, and resilience including emergency management and mitigation. Lisa has successfully obtained over $300 million in grants to Florida local governments. **Lisa will work quickly to position Walton County to pursue implementation grants made available through the Resilient Florida Program in Summer 2025.**

REPRESENTATIVE PROJECT EXPERIENCE

Panama City Grant Consulting Services, Panama City, FL.
Comprehensive grant writing services since 1992. Funding Resource Strategy development. Highlights of successful projects include: Resilient Florida Vulnerability Assessment, Environmental land acquisition of three parks (Oaks by the Bay, Venetia Sunset and Sweetbay Wetlands Preserve) Multiple park development projects through FRDAP, CPI and LWCF programs. Restoration of historic properties such as the McKenzie House and Panama City Publishing Company, Multiple planning efforts funded through CPI and DEO's CPTA. Technical assistance on BRIC, CDBG-DR and CDBG-MIT. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

Seminole County Grant Consulting Services, Seminole County, FL.
Comprehensive grant writing services since 2014. Funding Resource Strategy development. Highlights of successful projects include: Multiple HMGP projects associated with Hurricanes Matthew and Irma for drainage and stormwater projects. Applications for CDBG-MIT and BRIC. Pending applications for Resilient Florida Planning and Implementation and HMGP-COVID. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

Florida Gulf Consortium Grant Consulting Services, 2017-2019, FL.
Comprehensive grant administration, writing and funding resource leveraging consulting for 23 county special governmental entity formed to administer RESTORE Act Pot 3 funding.

Arcadia Grant Consulting Services, Arcadia, FL.
Comprehensive grant writing services since 2017. Highlights of successful projects include: Multiple HMGP projects associated with Hurricanes Matthew and Irma. Applications for CDBG-MIT Stormwater. Multiple successful Historic Preservation grant projects for building restoration planning and implementation. 1926 City Hall, vacant for 15 years being restored with grant funding. Pending application for FDEP Wastewater grant for WWTP replacement. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

ROLE
Grant Funding Strategy

EXPERIENCE
31 Years

EDUCATION
BA, Political Science,
Stetson University

REGISTRATION
Grant Professional Certified, Grant Professional Certification Institute

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Liz Range-Pendell

Liz Range-Pendell began her career in grants consulting at a nonprofit agency and transitioned to a private grant consulting firm specializing in local, state, and federal opportunities for municipalities, counties, councils of government, transportation authorities, and water districts. Liz has extensive knowledge in a broad range of grant programs covering planning, parks, trails/active transportation, water and wastewater infrastructure, conservation, economic development, public health, public safety, hazard mitigation, and more. She works with clients to develop long-term funding strategies for key projects, positioning them desirably with funding agencies and competitive advantages for grant awards. Liz has won over $117 million in grant funding alone for local governments in multiple states and works with a team of professionals who have deep experience in alternative funding opportunities including state revolving funds loans.

ROLE
Grant Funding Strategy

EXPERIENCE
18 Years

EDUCATION
BA, Public Policy, University of Texas at Austin

REPRESENTATIVE PROJECT EXPERIENCE

Fallwell Lane BRIC Application, Benefit Cost Analyses, Cost Estimation, Austin TX.

Halff supported the development of the grant application, and developed the benefit cost analysis, cost estimate, and preliminary design plans for the City of Austin's Fallwell Lane project for FEMA's Building Resilient Infrastructure and Communities program. The City requested $50 million to prevent Austin Energy's Sand Hill Energy Center and Austin Water's South Austin Regional Wastewater Treatment Plant from failure due to a major flood event. The proposed project included multiple complex components that the Team simplified through narrative and exhibits throughout the application, including 1) raising the flood walls/flood protection levee around the utility plants and extending the levee to SH 130, and 2) mitigation through Onion Creek channel benching, acquiring mitigation drainage easements to allow for flood flows to spread out before breaching the levee, and internal drainage mitigation at the AW-SAR WWTP.

Lower Pressure Plane Pump Station, Prosper, TX.

Liz and her team secured funding for the Towns' lower pressure plane pump station to serve a growing portion of the town, including two new children's hospitals. The project supported hundreds of new jobs in Prosper, while funding desperately needed public infrastructure for the growing population. The grant totaled to $3,000,000.

Recycled Water Infrastructure, Little Elm, TX.

Grant Assistance for securing funding to 1) construct a wastewater storage tank for recycled water use; and 2) construct a recycled water main connecting the tank to public lands for reclaimed water irrigation, saving hundreds of acre-feet per year of potable water previously used for plant washdown and irrigation through the WaterSMART: Drought Response Program. The grant totaled to $500,000.

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Leah Aidif

Leah has experience in project and contract management, grant administration, NRCS programming, NEPA, Tribal relations, data analysis, and technical writing. She is specialized in projects related to environmental conservation and contract compliance.

ROLE
Grant Funding Strategy

EXPERIENCE
5 Years

EDUCATION
MS, Agronomy,
University of Florida

BS, Plant Science,
University of Florida

REPRESENTATIVE PROJECT EXPERIENCE

Resilient Florida, City of DeLand Vulnerability Assessment and Adaptation Plan. Responsible for application development. DeLand was awarded $185,000.00 in 2023 to complete a Vulnerability Assessment and Adaption Plan for the City.

Florida Job Growth Grant, Umatilla Industrial Park Road/Water-Wastewater/Stormwater Service Expansion Phase II. Leah and her team developed the grant application for the Lake Ferns Industrial Park expansion project. Funding from this grant will go towards the City's new Lake Ferns Industrial Park – a foundational development in supporting Umatilla, a Rural Economic Development Initiative (REDI) community, diversify their economy and improve quality of life. The new industrial park that will not only allow existing businesses to grow, but also bring close to 300 new jobs for the community. Grant Award: $4.8 million

Conservation Compliance Coordinator, Seminole Tribe of Florida, Inc. In her role as the compliance coordinator with the Seminole Tribe of Florida, Inc Leah was responsible for managing NRCS programming on the Brighton and Big Cypress Reservations. She was able to resolve a 7+ year backlog worth about $3 million of NRCS EQIP contracts to avoid penalties. In order to accomplish these goals, she excelled in contract, project, and compliance management.

Native American Agricultural Fund Grant. Leah her team helped the Seminole Tribe of Florida Inc. secure funding to develop a cattle program accounting system to provide tribal producers access to accounting information on a timely basis and provide tribal cattle owners the opportunity to mitigate risk and make informed business decisions. Grant Award: $200,000

Bureau of Indian Affairs Invasive Species Program. Leah and her team helped the Seminole Tribe of Florida, Inc. secure funding for noxious weed management across all Seminole reservations in Florida. There are many federally listed noxious weeds on the reservations that are negatively impacting the reservation lands; this money allowed the tribe to work on management plans and eradication of many of these noxious weeds. Grant Award: $250,000

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Kent Boulicault, PE

Kent has more than 30 years of experience addressing water resources and environmental issues at the local, state, and federal regulatory levels. His project experience includes civil works design (flooding, water quality, and streambank stabilization), watershed master plan development, level of service analyses, resilience/vulnerability evaluations, and FEMA floodplain/floodway mapping. Kent has been a strong proponent of addressing the implications of sea level rise on our communities and developing model tools to assess our vulnerabilities and make our capital projects more resilient. He has authored and delivered multiple presentations on this subject and the implication of ignoring the groundwater flow component.

ROLE
Civil Engineering Analysis

EXPERIENCE
30 Years

EDUCATION
BS, Civil Engineering, University of Central Florida

MS, Environmental Engineering Sciences, University of Central Florida

REGISTRATION
Professional Engineer - Florida No. 52584

REPRESENTATIVE PROJECT EXPERIENCE

Orlo Vista Real-Time Flood Forecasting Project, Orange County, FL.
The Orlo Vista neighborhood lies in a landlocked depressional area within Orange County and has suffered catastrophic flooding during Hurricanes Irma and Ian. A pumped solution was designed by the County, but they really needed a proactive approach to operating the system in advance of a storm. SAI was responsible for developing a continuously running real-time flood forecasting system that could forecast flood depths and durations at the street and individual structure level and include a user-friendly web-based dashboard that could be used for alerts and for evaluating pump operation under “what-if” scenarios in advance of a forecasted storm. Although the modifications to the pumping station and lakes had not yet been constructed, the RTFF system was used to warn the County in advance of Hurricane Ian and the mayor warned residents and issued a voluntary evacuation order before the storm. Kent managed all aspects of this project.

SR A1A Flood Control Project (FDOT D2), Jacksonville Beach, FL.
SAI was responsible for surface water modeling for the development, refinement, and optimization of designs to mitigate persistent flooding occurring along the A1A corridor. The model was developed using ICPR4 incorporating 2D mesh elements to represent the overland flow and flood stages. Visualizations were developed to facilitate presentation to senior staff at the FDOT, City officials, and the public. Over 400 design alternative models were developed. Kent was responsible for managing this effort.

County-wide Model Development, Vulnerability Assessment, and Flood Mitigation Action Planning Support, Pinellas County, FL.
This project involved the development of a countywide model (>200 sqmi) and the evaluation of flood risks at approximately 1M critical asset point locations for both current and future conditions. Current condition flood risks were identified and mapped for 20 synthetic storm events and a slider tool was developed so that floodplain managers could slide through animations of the risks associated with a forecasted storm and take proactive steps to mitigate the risks and recover quicker. Kent managed all aspects of this project and provided technical direction.

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Robert Gaylord, PE

Robert has over 30 years of experience managing and designing civil engineering projects, including civil infrastructure design, flood control, erosion control, and natural systems restoration. He has extensive experience managing large project teams on projects with numerous stakeholders. Robert is known for executing projects on time and within agreed upon budgets. He has designed numerous award-winning flood mitigation projects. In addition, he has managed erosion control projects involving canal design using gabions, sheet pile walls, large block, and concrete walls. His extensive engineering experience includes the design of new and expanded drainage systems, roadways, sidewalks, parks, water, wastewater and reuse utilities, pump stations, and complex aerial utility crossings, as well as preparation of construction plans, cost estimates, specifications, and permit applications. Robert also has extensive experience in administering the construction and implementation of project designs.

ROLE
Civil Engineering Analysis

EXPERIENCE
30 Years

EDUCATION
BS, Civil Engineering,
University of Central Florida

REGISTRATION
Professional Engineer -
FL No. 51373

REPRESENTATIVE PROJECT EXPERIENCE

CEPP South S-355W Spillway Design, USACE-Jacksonville, Miami, FL. Robert served as lead civil engineer for this project that is a critical component of the Central Everglades Protection Plan. The project included design of a 2-bay gated spillway and a separate public access bridge involved close coordination with USACE, SFWMD, and FDOT (Tamiami Trail).

Lainhart and Masten Dam Rehabilitation, SFWMD, Jupiter, FL. The Lainhart and Masten Dam rehabilitation project along the Loxahatchee River involved bank stabilization, repair and refurbishment of the dams and portages, and soil stabilization to reduce seepage. As a subconsultant part of a larger team, Robert was responsible for the preparation of construction plans for the selected designs. The project designs also included the removal and replacement of the existing portages with ADA-compliant structures using natural wood materials.

Fellsmere Farms Pump Station, Indian River County, FL. Robert served as Design Engineer for the design of two 150,000-gpm (335 cfs) pumping stations. Each station consisted of 3 submersible pumps lifting water approximately 20-ft over the berm into either an outlet sump or diversion sump that allowed water to flow in different directions depending on current water needs. The diversion structure consisted of 20-ft high MSE walls with a concrete bottom, 66-in diameter pipes, and sluice gates to direct the flow. Both pump stations included flap gates to prevent backflow, diesel generators with fuel tanks, and secondary containment. Robert was responsible for design, specifications, and field inspections.

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Rob Ern, PE, DBIA

Rob Ern has completed over 100 water and wastewater pipeline projects in Florida, including the design of over 400,000 lf of collection and distribution infrastructure in the last five years. He also has extensive knowledge of permitting through various agencies, including FDEP and FDOT. **In addition, Rob brings extensive grant application development and funding experience having assisted various clients in receiving more than $19.4 million in grants and $52 million in loans.**

REPRESENTATIVE PROJECT EXPERIENCE

SR 46 Utility Design, Mount Dora, FL.
Principal-in-Charge and Engineer-of-Record responsible for assisting the City of Mount Dora with detailed design drawings for the construction of a new 16-inch waterline, 16-inch reclaimed waterline, dual 8-inch and 16-inch force mains, and a 12-inch gravity sewer constructed within the FDOT right of way. The fast-track design was completed in three months to allow the construction to be completed prior to FDOT beginning their construction. The project consisted of 37,300 lf of pipeline.

Eagle Ridge Phase III Reclaimed Water Main, Groveland, FL.
Principal-in-Charge and EOR responsible for the oversight of the transfer of treated reclaimed water via an interconnection to two facilities to optimize usage of the reclaimed water between two wastewater treatment plants. The team provided surveying, design, permitting, bidding, and construction oversight. The project included 41,000 lf of 12-inch reclaimed water transmission main, and five pumps. The SJRWMD cost-share program grant contributed $1.2 million towards the project cost.

SSU/SEWWCA Water, Wastewater, and Reclaimed Water Mains, Phase 1-3, The Villages, FL.
Principal-in-Charge and EOR responsible for the pipeline design that increases in diameter the closer the pipes get to the water treatment plant due to more capital lift stations pumping into the pipelines, and also to allow for anticipated future capital lift stations to pump into the system. The project included 5,200 lf of water main, 59,900 LF of reclaimed water main, and 46,600 lf of wastewater force main.

Group 2, 3, & 4 Waterline Replacement, Deltona, FL.
This retrofit project replaces aging water main pipes and upgrades lines that are currently too small to provide proper fire protection. Halff is providing survey, design, permitting and construction administration services for the replacement of approximately 10,600 lf of piping. This project is currently in design.

Waterbrooke Lift Station and Utility Lines, Clermont, FL.
Principal-in-Charge for the design and construction of utility improvements to serve the new Waterbrooke subdivision and offsite utility customers. Halff provided design for a new capital lift station, capital water main, capital force main and reclaimed main, and provided permitting, construction bid documents, and administration services.

ROLE
Civil Engineering Analysis

EXPERIENCE
29 Years

EDUCATION
BS, Civil Engineering, University of Central Florida,

REGISTRATION
Professional Engineer - Florida No. 54013

Qualified Stormwater Management Inspector - No. 29648

DBIA No. D-413

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Cody Smith, PE

Cody Smith brings design experience on a variety of land development projects for commercial, industrial, and residential sector clients. His design experience includes due diligence and site investigation reporting, site design, stormwater management design, utilities design, local and state permitting, and project construction administration. He is proficient in ICPR 3, ICPR 4, Flowmaster, and Hydraflow.

ROLE
Civil Engineering Analysis

EXPERIENCE
7 Years

EDUCATION
BS, Civil Engineering, Hydrology, and Water Resources, University of Florida

REGISTRATION
Professional Engineer - Florida No. 81393

REPRESENTATIVE PROJECT EXPERIENCE

Entrada Amenity Center, Saint Augustine, FL.
Stormwater engineer. This project involved a detail design and permitting for Phase 1 for the Entrada Amenity Center. Phase 1 amenity center is four acres and includes a 3,700-sf pool, 1,500-sf splash pad, 5,000-sf club building, tot lot, two pickleball courts, and a shade structure.

Waterford Lakes Amenity, Saint Augustine, FL.
Stormwater engineer. This project involved design development and construction drawings for the Waterford Lakes Community amenity center located on 1.18 acres, near the entry of the community. The amenity center includes a 2,800-sf pool along with a children's splashpad. Waterford Lakes is planned as a 400-townhome community on approximately 63.08 acres.

The Rookery Amenity Center and Park, Green Cove Springs, FL.
Stormwater engineer. This project included an 11.28-acre amenity center and 3-acre park to accommodate the Rookery Development's Phase 1 of construction. The amenity center includes an open air multi-use field, multiple pools, pickleball, dog park facilities, walking trails, and parking.

Freedom at Sawmill Amenity Center, Palm Coast, FL.
Stormwater engineer. Halff prepared a conceptual design, detailed design, phasing and permitting plans for this 1.3 acre amenity center. The amenity center includes a main club building, lagoon style pool, pickleball, dog park facilities, walking trails, shade structures, and parking.

City of Jacksonville, Willow Branch Canal Stabilization, Jacksonville, FL.
Halff is currently in the design stage of the Willow Branch stabilization. The project involves the removal of failed structural walls and restoration of the channel by means of non-structural, low-impact, natural elements with the creation of wetland areas. The channel flows through Willow Branch Park, thus the pedestrian connectivity by sidewalks and pedestrian bridges is another design element of the project. Cody is serving as the lead drainage design engineer for the project.

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2. Past Performance/References

CITY OF PANAMA CITY
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CITY OF PORT RICHEY
Pamela Lynch | CRA/Grant Coordinator
P 727.835.1270 ext. 130
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6333 Ridge Road
Port Richey, FL 34668

CITY OF JACKSONVILLE
Anne Coglianese | Chief Resilience Officer
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CITY OF ST. AUGUSTINE*
Julie Courtney | Historic Preservation Officer
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CITY OF PUNTA GORDA*
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2705 Tamiami Trail, Unit 217
Punta Gorda, FL 33950

*Taylor Engineering Project References



. Wes Brooks

Fernandina Beach Vulnerability Assessment (VA)

City of Fernandina Beach | Fernandina Beach, FL



Halff supported the City of Fernandina Beach throughout 2023 in conducting a Vulnerability Assessment. Fernandina Beach is particularly vulnerable to flooding and sea level rise because of its geographical location near the Atlantic Ocean, St. Marys River, and Intracoastal Waterway.

Halff worked with local officials to inventory critical and regionally significant assets, develop flood rasters for current and future flood scenarios, and evaluate the vulnerabilities of critical assets. The project also included public outreach workshops and the identification of focus areas.

Fernandina Beach will now utilize findings from the assessment to inform current and future grant funding priorities. This project was funded by the Resilient Florida Program and was fully compliant with all statutory requirements for vulnerability assessments. While the project was being conducted, Halff also assisted Fernandina Beach with submitting a grant application to the Resilient Florida Program to fund the development of a subsequent Adaptation Plan.

Size: 15.7 sq mi

Completed: 2024

Reference
Kelly Gibson
Planning & Conservation Director
City of Fernandina Beach
kgibson@fbfl.org
904.310.3481

City of Jacksonville 50-year Resilience Strategy

City of Jacksonville | Jacksonville, FL



Following the City of Jacksonville's hiring of a Chief Resilience Officer (CRO) in 2021, the City selected a team of consultants, including Halff, to support the development of a Comprehensive Flood Adaptation Strategy.

This extensive process unfolded over 18 months and utilized a Structured Decision Making Framework to engage stakeholders and evaluate policies, programs, and infrastructure solutions specifically aimed at enhancing flood resilience. The goal was to guide the City's flood adaptation decisions for the next 50 years and beyond.

As part of this contract, Halff served as a key member of the core planning team, responsible for supporting the CRO in creating a comprehensive inventory of flood resilience activities across Jacksonville. This included identifying effective policies, solutions, and pathways forward, coordinating the City's existing vulnerability assessment with the flood adaptation strategy development team, and developing present and future flood hazard layers for both coastal and riverine sources. Additionally, Halff conducted in-depth analyses of climate vulnerabilities specifically related to flooding across Jacksonville.

In the lead-up to this process, Halff was also heavily involved in related flood resilience initiatives led by the City of Jacksonville, the Mayor's Office, and the City Council. Sean Lahav, in his previous role with the Northeast Florida Regional Council, served as the Lead External Advisor to City Council members on the Special Committee on Resiliency and authored the Special Committee's Final Report. Guillermo Simon contributed as a Subject Matter Expert on the Environmental Planning Subcommittee of the Special Committee, focusing on integrating flood adaptation measures into broader resilience strategies.

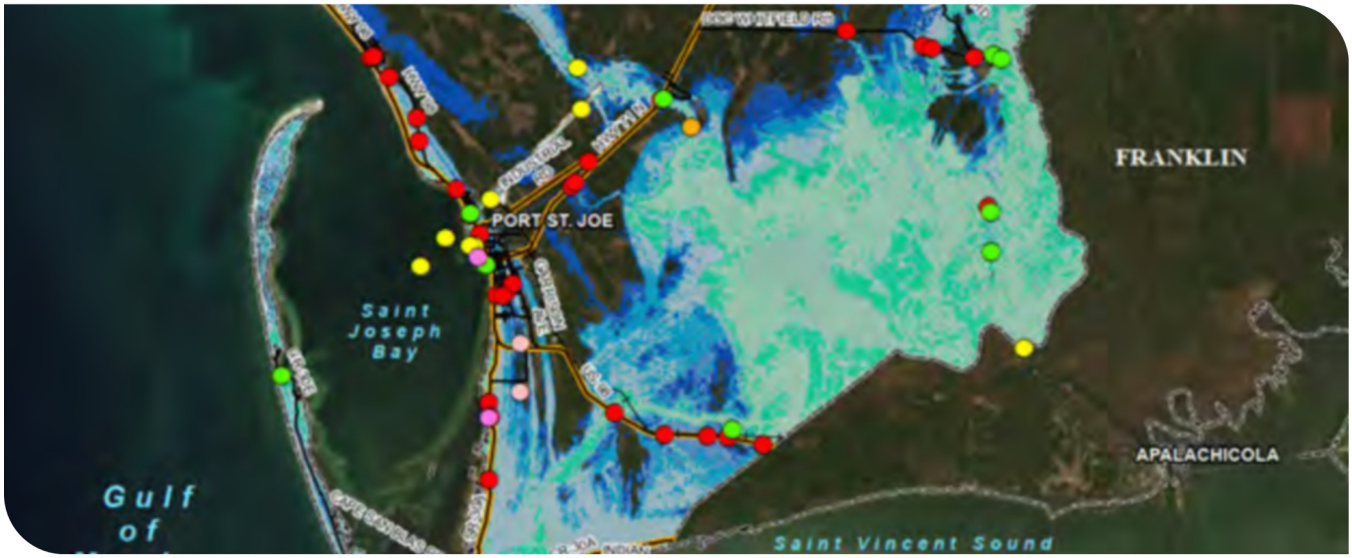
Size: 840 sq mi

Completed: 2023

Reference
Anne Coglianese
Chief Resilience Officer
City of Jacksonville
acoglianese@coj.net
904.255.7939

Apalachee Regional Vulnerability Assessment (VA)

Apalachee Regional Planning Council | Counties of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla, FL



Halff was awarded a contract in March of 2022 to develop a regional climate vulnerability assessment for the nine-county Apalachee Region.

In supporting the Apalachee Regional Planning Council (ARPC) with implementation steps of a Regional Resilience Entity grant awarded by the FDEP Resilient Florida Program, the focus of the project was to comprehensively evaluate current and future climate vulnerabilities across the region and the risks presented by those vulnerabilities to critical and regionally significant assets.

Halff identified critical and regionally significant assets across the region, developed a comprehensive GIS interface to inventory those assets, and then obtained climate hazard data related to flooding, storm surge, sea level rise, precipitation, and compound flooding. Once asset and climate datasets were obtained, a team of coastal engineers and water resource experts then evaluated the spatial extent of different climate scenarios and the intersections of those climate scenarios with a broad range of critical and regionally significant assets.

Additionally, site condition analyses were conducted for 36 individual assets across the region to ground the results of the assessment in locally applicable context and conditions. A guiding objective of the entire process was to confirm that 380.093 F.S. requirements were integrated into every step of the assessment. Through this regional project, Halff obtained the most up-to-date data and information related to climate hazard scenarios and critical asset information, including recently published 2022 NOAA Sea Level Rise Projections.

Size: Counties of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla, Florida

Completed: 2022

Reference
Josh Adams
Environmental Planning Program Manager
ARPC
JAdams@arpc.org
850.488.6211

City of Port Richey Adaptation Plan (AP)

City of Port Richey | Port Richey, FL



In 2023, Halff supported the City of Port Richey in conducting a Vulnerability Assessment and preparing a comprehensive Adaptation Plan. Situated in the Tampa Bay region along the Gulf of Mexico, Port Richey faces significant threats from flood inundation due to storm surge and rising sea levels, making effective adaptation strategies crucial for the community's future.

The primary objective of the Adaptation Plan was to systematically identify areas at risk, assess the exposure of critical and regionally significant assets, and evaluate viable infrastructure adaptation strategies to enhance the City's resilience. The assessment revealed that Port Richey is highly susceptible to both current and projected inundation impacts, largely due to its low-lying topography and coastal location.

Size: 2.28 sq mi

Completed: Ongoing

Reference
Pamela Lynch
CRA/Grant Coordinator
City of Port Richey
p.lynch@cityofportrichey.com
727.835.1270 ext. 130

The project sought to achieve several key outcomes: first, to map and analyze vulnerable areas to provide a clear understanding of where the most significant risks lie; second, to identify and prioritize critical assets — such as public infrastructure, residential neighborhoods, and natural resources — at risk of flooding; and third, to propose a range of infrastructure adaptation strategies that could be implemented to mitigate these risks effectively.

These strategies included measures such as improving stormwater management systems, enhancing coastal defenses, and incorporating nature-based solutions like restoring wetlands to absorb floodwaters. The plan emphasized community engagement throughout the process, verifying that local stakeholders had input into the adaptation strategies that best fit their needs and priorities.

Funded by the Resilient Florida Program, this project adhered to all statutory requirements for vulnerability assessments, verifying that the plan not only met regulatory standards but also positioned Port Richey for future funding opportunities and strategic partnerships. Ultimately, the Adaptation Plan aims to empower Port Richey to proactively address climate impacts, safeguard its critical assets, and foster a resilient community prepared for the challenges ahead.

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City of Panama City Adaptation Plan (AP)

City of Panama City | Panama City, FL



In 2023, Halff supported the City of Panama City in conducting a comprehensive Sea Level Rise Vulnerability Assessment and preparing a robust Adaptation Plan. This project was deemed critically important by the community and the region, especially in light of the devastating impacts experienced after Hurricane Michael struck the Florida Panhandle as a Category 5 storm.

The Adaptation Plan aimed to achieve several key objectives: to assess the vulnerabilities of critical and regionally significant assets, to develop effective adaptation strategies, and to prioritize actionable steps that the City could pursue immediately. Halff guided Panama City through the entire process, starting with the development of an inventory of essential assets — ranging from public infrastructure to natural resources — and evaluating their exposure to a variety of current and future flood hazards.

Size: 41.27 sq mi

Completed: Ongoing

Reference
Jennifer Aldridge
Disaster Recovery/Floodplain Manager
City of Panama City
jaldridge@panamacity.gov
850.872.3004

A significant component of the project was the identification of tailored adaptation strategies designed to enhance the resilience of the community. These strategies included measures such as upgrading drainage systems, reinforcing coastal infrastructure, and exploring nature-based solutions like wetland restoration to mitigate flooding risks. Additionally, the plan outlined potential grant opportunities for funding these initiatives, verifying that Panama City could take concrete steps toward implementation.

Public engagement was central to the planning process, and Halff successfully facilitated two outreach meetings that brought together community members and elected officials. These collaborative sessions not only informed the vulnerability assessment but also helped identify and refine solutions that resonated with local priorities and concerns.

Funded by the Resilient Florida Program, the project fully complied with all statutory requirements for vulnerability assessments, laying the groundwork for a strategic and inclusive approach to climate adaptation. Ultimately, the Adaptation Plan empowers Panama City to proactively address the challenges posed by sea level rise, enhance the resilience of its critical assets, and safeguard the well-being of its community for the future.

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Pasco County Living Shorelines Plan (LSP)

Pasco County | Pasco County, FL



Phase 5 of the Resilient Pasco Project was initiated in response to the growing challenges of coastal flooding in Pasco County, Florida, especially following Hurricane Idalia in 2023. This phase aimed to develop conceptual living shoreline plans for three public parks — Anclote River Park, Key Vista Nature Park, and Robert K. Rees Memorial Park — addressing erosion, storm surge, and environmental degradation.

Over six months, a multidisciplinary team conducted site visits, surveys, and coastal wave analyses to inform the designs, integrating local knowledge and data on subaquatic vegetation. Proposed solutions included using oyster bags at Anclote River Park to dissipate wave energy, planting mangroves at Key Vista Nature Park for habitat stabilization, and reinforcing the seawall at Robert K. Rees Memorial Park to combat erosion.

Additionally, the project identified policy recommendations for incorporating living shorelines into Pasco County's comprehensive plan and produced educational materials for community engagement. Challenges included limited funding, regulatory constraints, and geographic limitations, which were addressed through collaboration and quality control measures.

Lessons learned emphasized the importance of adaptive management and public outreach. Next steps will focus on translating the conceptual plans into implementation strategies and securing funding for the proposed projects, enhancing Pasco County's resilience to climate impacts.

Size: 868 sq mi

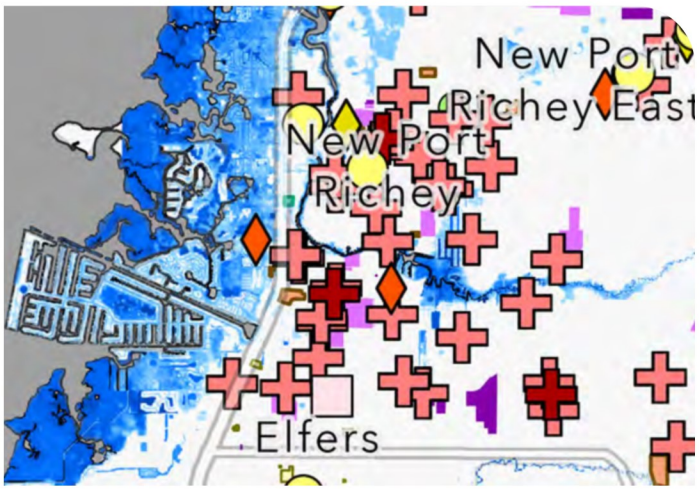
Completed: Ongoing

Reference
Amandla Hill
Senior Planner
Planning Services Planning and Economic Growth Department
Development Services Branch
Pasco County
ahill@pascocountyfl.net
727.847.8140 x7319

Resilient Pasco Project

Pasco County | Pasco County, FL





Halff continues to support Pasco County with the development of the Resilient Pasco Project, anticipated to be completed in Spring 2025. The project is a first-of-its-kind initiative for Pasco County that aims to develop a comprehensive resilience and sustainability strategy. The project's scope of work has included developing a risk and vulnerability assessment, living shorelines plan, and resilience and sustainability action plan.

Halff developed a living shorelines plan by evaluating the conditions of three coastal parks and developing construction plans to inform implementation. The plan also included extensive guidelines for informing the planning and implementation of living shorelines across both coastal and riverine areas of the county.

Halff's development of a risk and vulnerability assessment for the county included inventorying critical and regionally significant assets and evaluating the vulnerabilities of these assets to current and future tidal flooding, storm surge, sea level rise, compound flooding, and rainfall. The analysis evaluated current conditions through the planning horizons of 2040, 2070, and 2100. Halff also conducted a depth-damage functions analysis of critical assets where finished floor elevation (FFE) data was available.

In June 2024, Halff facilitated eight workshops across Pasco County, including four public engagement workshops and four internal stakeholder engagement workshops comprised of government staff and private industry representatives.

Halff is currently in the final phase of the project, where a resilience and sustainability action plan comprised of 40 goals is currently being developed to guide implementation objectives over the next decade and beyond.

Size: 868 sq mi

Completed: Ongoing

Reference
Amandla Hill
Senior Planner
Planning Services Planning and Economic Growth Department
Development Services Branch
Pasco County
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727.847.8140 x7319

Amelia Island Plantation Community Association Localized Flooding Review

Amelia Island | Nassau County, FL



The Amelia Island Plantation Localized Flooding Review was a preliminary initiative aimed at addressing flooding vulnerabilities within the private community of Amelia Island, Florida. Led by Halff, the project focused on developing a localized flooding review and strategic plan to enhance the community association's coastal resilience and climate adaptation objectives.

The process included a preliminary flood risk analysis that assessed current and future flood conditions, examining factors such as storm surge, tidal flooding, and sea level rise. This analysis identified key vulnerabilities impacting infrastructure and natural resources within the community.

Halff worked closely with the community association's leadership, including the Board President, Executive Director, and Operations Manager, to outline strategic priorities for mitigating flood risks. The team emphasized the importance of public-private partnerships, capital improvements, and innovative financing options to implement effective infrastructure solutions.

The final review provided actionable recommendations that not only addressed immediate flooding challenges but also supported long-term sustainability goals for Amelia Island Plantation. This initiative positioned the community to proactively manage flooding risks while fostering collaboration among stakeholders to promote a resilient coastal environment.

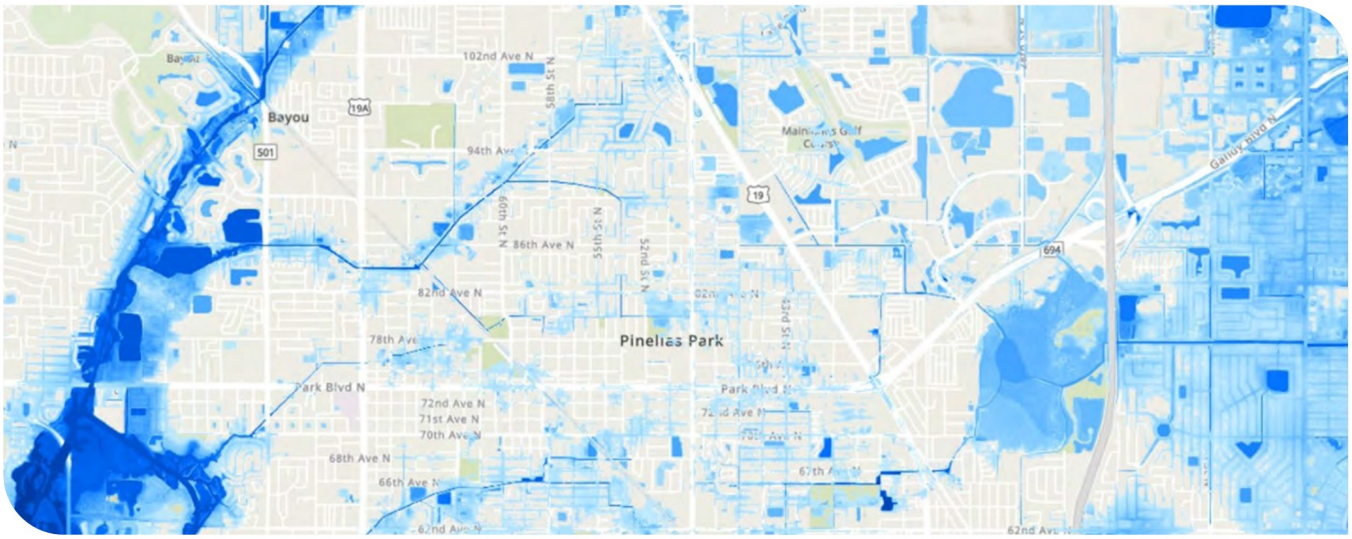
Size: N/A

Completed: 2023

Reference
Judy Raggimoore
AIPCA Board Member
judyaipca@gmail.com

Tampa Bay Regional Inundation Coordination (TBRIC)

Tampa Bay Regional Planning Council | Citrus, Hernando, Hillsborough, Manatee, Pasco, and Pinellas Counties, FL



Halff and Taylor Engineering led the development of the Tampa Bay Region's unified approach to vulnerability assessments and flood inundation mapping in 2023.

The project was focused on identifying best practices for vulnerability assessments across the Tampa Bay region and developing a GIS geoprocessing application to be utilized by member counties and municipalities in conducting vulnerability assessments pursuant to the requirements of Section 380.093, Florida Statutes.

Halff launched the project by conducting research interviews with more than a dozen professionals representing government, industry, and academia. The remainder of the project was focused on developing a GIS geoprocessing application capable of processing flood data from a variety of both public and private sources and producing flood risk maps.

Halff and Taylor Engineering worked in collaboration with the University of Florida (UF) on this project where university representatives conducted a third-party review of the geoprocessing application. The project encompassed 4,998 square miles and benefited 7 counties and 21 municipalities. The TBRIC project was designed to be compliant with Resilient Florida statutory requirements for current and future flood scenarios, and GIS data standards and was funded through the Resilient Florida Program.

The TBRPC and Halff were recognized in 2024 with a ESRI Special Achievment in GIS Award at the national level.

Size: 4,998 sq mi

Completed: 2023

Reference
Cara Serra Woods
Principal Resiliency Planner
Tampa Bay Regional Planning Council
cara@tbrpc.org
727.570.5151



Compass Production and Technical Services Joint Venture

FEMA Region 4, 6, and 7



The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) recently awarded Compass Production and Technical Services Joint Venture (Compass PTS JV) a contract to provide production and technical architecture and engineering services for the Risk Mapping, Assessment and Planning (Risk MAP) Program.

The Compass PTS JV is comprised of AECOM, ABS Group, CDM Federal Programs Corporation, Fugro, Halff Associates, T&M Associates, and numerous small business and specialty subconsultants. Its scope of work includes natural hazard analyses, risk assessments, building sciences expertise, and rapid response when disasters strike.

Under the new single-award contract, Compass PTS JV will deliver a wide range of services related to flood risk analyses, hazard mapping, disaster response, and risk reduction. Compass will leverage its state-of-the-art engineering and mapping capabilities that allow for vast amounts of high-quality hyperlocal flood hazard and risk data and information at state-level scales.

The contract comprises scope requirements that fall within FEMA Regions 4, 6, and 7, a geographic area characterized by the most severe and frequent river, coastal, and urban flooding in the nation, among other natural hazards.

FEMA Region 4 states are Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee; FEMA Region 6 states are Arkansas, Louisiana, New Mexico, Oklahoma, Texas; and FEMA Region 7 states are Iowa, Kansas, Missouri, and Nebraska.

Size: FEMA Region 4, 6, and 7

Completed: Ongoing

Reference
Ron Wanhanen, PE
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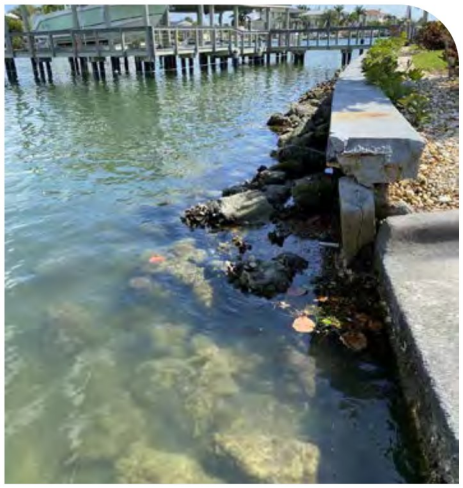
ronald.wanhanen@fema.dhs.gov
640.383.7334

Sea Level Rise Adaptation Plan Don CeSar Neighborhood

City of St. Pete Beach | St. Pete Beach, FL





The City of St. Pete Beach needed to address resiliency associated with sea level rise (SLR) and impacts to neighborhoods during various storm events. In collaboration with the City and other consultants, Halff provided two adaptation alternatives for the Don CeSar neighborhood. Utilizing the City's Coastal Resiliency Plan Stormwater Master Plan Update, GIS layers, along with other existing information, Halff characterized the neighborhood's environmental and manmade conditions. Using readily available information, Halff articulated the range of high tide, nuisance, and SLR flooding risks related to the existing neighborhood. Factoring in the City's 2050 SLR projections, Halff developed two conceptual designs to graphically illustrate potential strategies to help the neighborhood adapt to future risks. Objectives for the Conceptual Designs for Adaptation included:

- Reducing nuisance flooding frequency
- Mitigating damage to structures and infrastructure associated with flooding
- Enhancing neighborhood aesthetics through engineering with nature approach
- Identifying solutions for relocating, retrofitting or armoring water, wastewater and drainage utilities and roadways at risk

The conceptual designs for adaptation built on existing strengths and assets in the Don CeSar neighborhood, including Lazarillo Park, adjacent mangrove vegetation and wildlife habitat, as well as the neighborhood street network and seawall-adjacent rights of way. The resulting landscape and engineering graphics illustrated how these concepts not only addressed infrastructure challenges, but also improved the long-term resilience and livability of the neighborhood.

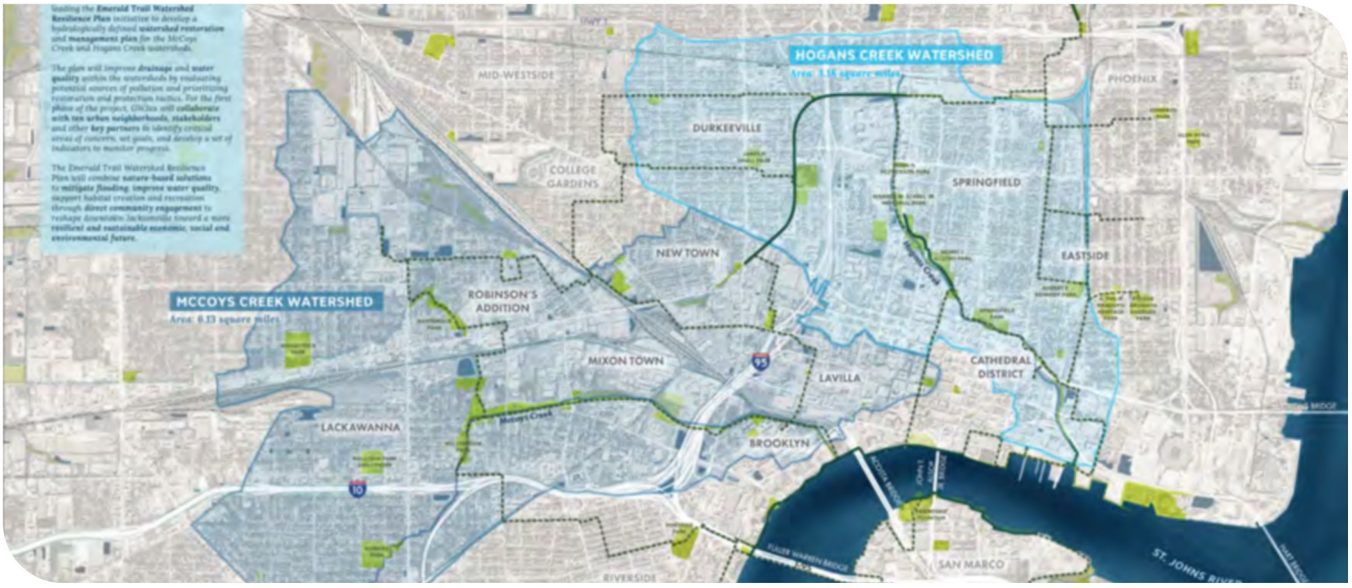
Size: Protected Area Covers - 40 acres with a Perimeter - 1.1 miles

Completed: 2020

Reference
Brett Warner, PE
Assistant Public Works Director
City of St. Pete Beach
bwarner@stpetebeach.org
727.363.9254

Hogans & McCoys Creek Watershed Resilience

Groundwork Jacksonville | Jacksonville, FL



Halff is providing Groundwork Jacksonville (GWJax) with planning, engineering, and landscape architecture services for the development of the Emerald Trail Watershed Resilience Plan, a hydrologically defined watershed restoration and management plan for the McCoys Creek and Hogans Creek watersheds located in Jacksonville's urban core. Once implemented, the plan will advance the resilience of urbanized, historic communities using green infrastructure solutions that reduce flooding and improve water quality.

Size: 9.3 square miles

Completed: Ongoing

Reference
Kay Ehas
CEO
Groundwork Jacksonville
kay@groundworkjacksonville.org
904.401.0453

The plan will characterize the watersheds' hydrology and water quality, evaluate potential sources of pollution, and prioritize green infrastructure tactics. Development and implementation of this plan involves close, frequent coordination with receiving communities. The initiative follows the US Environmental Protection Agency's six-step process to build an effective watershed plan.

During the first phase of the project, Halff and GWJax executed an outreach plan that included walks and events with residents and leaders of ten historic neighborhoods to establish relationships and identify critical areas of concern. Future phases of the project will set goals and develop indicators to guide the monitoring progress. Halff also communicates regularly with the project's Technical Advisory Board and the Watershed Stakeholder Group who are guiding the overall process.

Halff completed a detailed rain-on-mesh hydrology and hydraulic model to evaluate various rainfall intensities and physical settings. Model results will be validated using high water mark and radar rainfall data collected by the City of Jacksonville for Tropical Storm Fay (2008), and with anecdotal information provided by residents and the City. Halff is currently developing a water quality model that breaks up the Hogans and McCoys Creek watersheds into more than 300 sub-basins. Both models will support the decision-making process for implementation of green infrastructure.

The Emerald Trail Watershed Resilience Plan will combine nature-based solutions to flood mitigation with water quality improvements and direct community engagement to reshape downtown Jacksonville toward establishing a more resilient and sustainable economic, social, and environmental future.

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Planning for Climate Mitigation and Adaptation

American Planning Association



Matt Bucchin from Halff recently supported the American Planning Association (APA) in authoring PAS Report 601, Planning for Climate Mitigation and Adaptation Planning.

Climate change is a global challenge that demands global solutions combined with local action. This includes mitigating future climate change through the reduction of greenhouse gas (GHG) emissions and adapting the built and natural environments to the changes already taking place or anticipated to take place in the future.

PAS Report 601, Planning for Climate Mitigation and Adaptation, provides an overview of the necessary information and tools needed by planners to take leadership roles in helping our communities respond to climate change. It summarizes essential historical and scientific background information so that planners can be informed participants in future collaborative discussions about climate change, and it offers comprehensive guidance on climate mitigation and adaptation so that planners are better prepared to advance climate resilience in our communities.

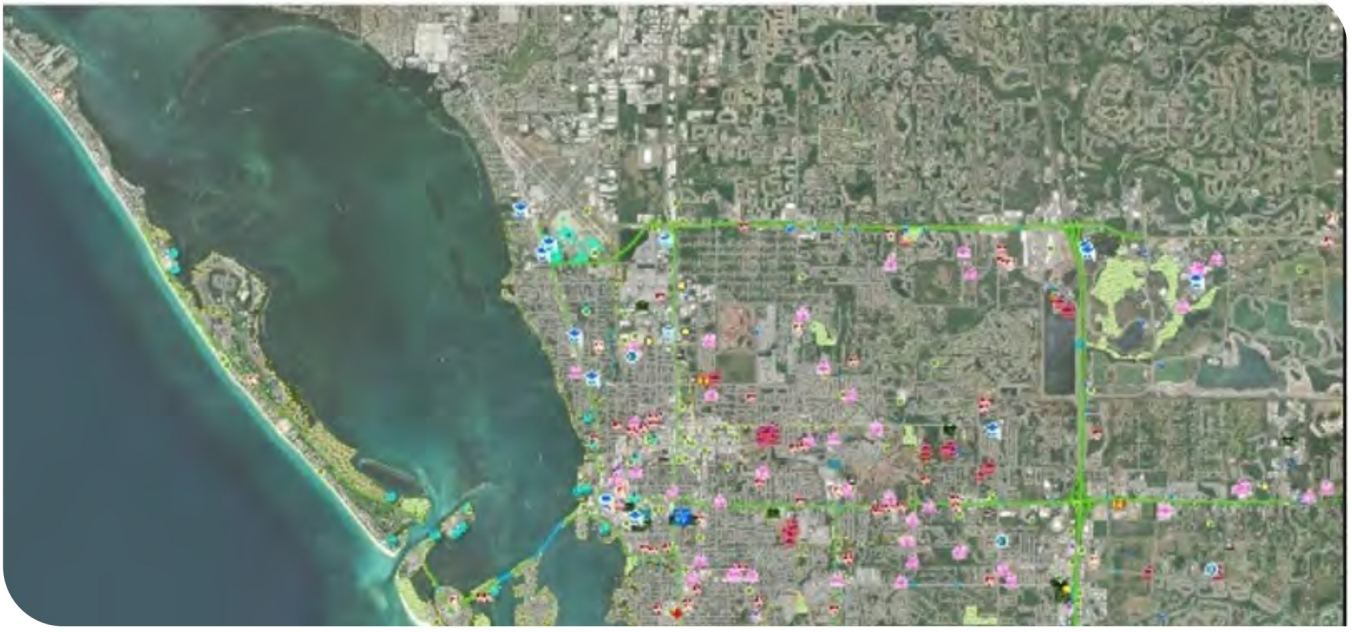
Size: N/A

Completed: 2022

Reference
Ann Dillemuth, AICP
Senior Research and Professional Practice Associate | PAS Editor
American Planning Association
ad@planning.org
312.786.6352

Sarasota County Vulnerability Assessment and Resilience Plan

Sarasota County | Sarasota County, FL



Sarasota County recently applied for and was awarded grant funding to complete a County-wide Vulnerability Assessment (VA) through the Florida Department of Environmental Protection (FDEP) Resilient Florida Grant Program. The County requested Taylor Engineering's assistance with completing the VA in accordance with FS 380.093 and the Standardized Vulnerability Assessment: Scope of Work Guidance. The primary goals of the VA are to identify critical County assets that are vulnerable to flooding under existing and projected future conditions and begin identifying adaptation projects/strategies that the County could implement to protect its critical assets.

Size: 725 sq mi

Completed: Ongoing

Reference
Sara Kane
Sustainability and Resilience Manager
Sarasota County
skane@scgov.net
941.861.9802

First, Taylor compiled background data including critical and regionally significant asset inventory, topographic data, and floor scenario-related data. Next, the team will produce an in-depth exposure analysis as well as a sensitivity analysis to help the County identify and prioritize which critical assets are at risk to future coastal flooding. The analysis consists of a Geographic Information System (GIS)-based comparison of the elevation of County infrastructure elements with respect to sea level rise projections and storm surge. The flood inundation scenarios evaluated are a combination of present-day water levels, two future sea level projections, and extreme-event rainfall volumes. The final product will consist of a vulnerability assessment report with maps and tables providing details on the results and conclusions of the study, based on the statutory required scenarios and standards. If necessary, a peril of flood compliance plan will be provided. Throughout the entirety of the report development process, Taylor will maintain contact with the public and stakeholders to encourage community engagement.

As additional non-grant tasks, the County also requested a community level analysis as well as technical support for grant applications. A community-level vulnerability analysis will be performed and communicated with business leaders and citizens and also include an interactive WebMap for people to view the flood scenarios.

Punta Gorda Climate Adaptation Plan Update

City of Punta Gorda | Charlotte County, FL



Size: 21.87 sq mi

Completed: Ongoing

Scope: Technical research & synthesis of findings, vulnerability assessment, flood inundation scenarios, future sea level rise projections, stakeholder engagement & public outreach

Reference
Mitchell Austin
Urban Design Manager
City of Punta Gorda
maustin@cityofpuntagordafl.com
941.575.3335

The City of Punta Gorda was awarded a 2018-19 Florida Resilient Coastlines Resiliency Planning grant, administered by Florida Department of Environmental Protection (FDEP). Taylor Engineering was contracted to conduct a vulnerability analysis for city-owned critical infrastructure, prepare an addendum to the 2009 climate adaptation plan with a living shoreline element, and provide adaptation recommendations. In 2021, Punta Gorda received funding through the FDEP's Resilient Florida Grant Program to update the Climate Adaptation Plan to current standards and updated guidance pursuant to Section 380.093.

The 2019 vulnerability assessment was conducted to address public infrastructure within City limits, with an emphasis on coastal flooding impacts to critical facilities and historic properties. The purpose of a vulnerability assessment is to allow communities to identify and prioritize structural and social assets that are likely to be impacted by future coastal flooding and sea level rise. This analysis used a Geographic Information System (GIS)-based bathtub model assessment of the City's public infrastructure with respect to sea level rise projections and tropical storm surge stillwater elevations (SWEL). Publicly owned building finished floor elevations were compared to future sea level rise thresholds and storm surge inundation depths. Vulnerable regions were consolidated into different focus areas that had specific adaptation strategy recommendations. To further refine the focus areas, public workshops were held to engage stakeholders and obtain feedback on perceived vulnerabilities and priority critical assets. Once vulnerable focus areas and specific affected infrastructure were determined, a range of micro- and macro- adaptation strategies were evaluated and identified for each focus area, including recommended updates to the City's Comprehensive Plan regarding coastal resilience.

Living shorelines have been implemented since the City's inception with the preservation of greenspace. Among the adaptation strategies identified, living shorelines are a key strategy for shoreline management. The City contracted Taylor Engineering to develop a living shoreline technical guidance document for future planning, design, and permitting of living shoreline opportunities. The Punta Gorda City Council adopted the plan on October 2, 2019, and carried out some of the adaptation options in the following years.

The 2021 update includes an updated VA to comply with the new guidance related to the flood hazard scenarios, sea level rise projections, and critical asset inventory. Refined adaptation strategies are provided for the focus areas based on the findings of the VA and the community's needs and priorities.

TAYLOR ENGINEERING, INC.

Florida Department of Environmental Protection Statewide Vulnerability Assessment

State of Florida

The Resilient Florida Program within the Office of Resilience and Coastal Protection (ORCP) of the Florida Department of Environmental Protection (FDEP) was tasked with developing a comprehensive statewide flood vulnerability and sea level rise (SLR) assessment (Statewide Assessment). FDEP contracted Taylor Engineering to produce a Statewide Assessment using consistent flood-risk databases across the state. Taylor Engineering, in collaboration with Fathom and Jones Edmunds (Project Team), developed a consistent set of flood risk maps for coastal and inland flooding conditions and assessed the flooding depth at critical infrastructure statewide.

Size: Statewide

Completed: 2024

Reference
Eddy Bouza
Planning and Policy Administrator
Florida DEP
850.245.7562
Eddy.Bouza@FloridaDEP.gov

The State of Florida includes a variety of geographic and environmental conditions that make developing a comprehensive statewide flood risk dataset very challenging. Comprehensive and accurate flood modeling requires statewide high-resolution topographic and flood-risk data. The flood hazard datasets created and used in the present study comprise the best available for a uniform statewide vulnerability assessment (VA).

On a local or statewide level, a VA determines the vulnerability of geographical areas and critical assets within a community to current and future flood conditions. Local VAs can closely examine specific asset vulnerabilities within their communities, whereas the Statewide Assessment provides a consistent high-level overview of flood risk vulnerabilities across the state. Section 380.093, Florida Statutes (FS) specifies requirements and guidance for conducting VAs across the state. The statutory language references requirements applicable to critical and regionally significant asset definitions, flood hazard scenarios and planning assumptions, data sources, and data standards.

The Statewide Assessment assesses inland and coastal flooding with and without SLR for extreme rainfall events, riverine flooding, storm surge, and tidal flooding.

- **Extreme Rainfall Flooding** - Extreme rainfall events and heavy rainstorms can overwhelm stormwater systems, leading to flooding of streets, sidewalks, and low-lying areas.
- **Riverine Flooding** - Riverine flooding is caused when rivers, canals, and creeks overtop their natural bank and affect nearby properties.
- **Storm Surge** - Hurricanes and coastal storms impact coastal properties with storm surge, high waves, and high winds.
- **Tidal Flooding and SLR** - Tidal flooding frequently occurs in low-lying coastal areas and is expected to increase with the effects of SLR.

This Statewide Assessment provides FDEP with a baseline to help standardize resilience planning efforts across Florida and guide communities on prioritizing vulnerable assets at the local level.

TAYLOR ENGINEERING, INC.

Resilient Heritage in the Nation's Oldest City

City of St. Augustine | St. Augustine, FL



StoryMap website featuring data visualization and streetscape

This project, sponsored in part by the Florida Department of State Division of Historical Resources through a small matching grant, focused on creating an educational document and website to identify methods for prioritizing archaeological sites threatened by rising seas, outlining the economic impacts of previous and future flooding events, and recommending potential solutions such as mitigation strategies and policy revisions. Taylor Engineering assembled a team of specialists for this unique project: Archaeological Consultants Inc., The Craig Group, Marquis Latimer + Halback, and Place Economics.

Size: N/A

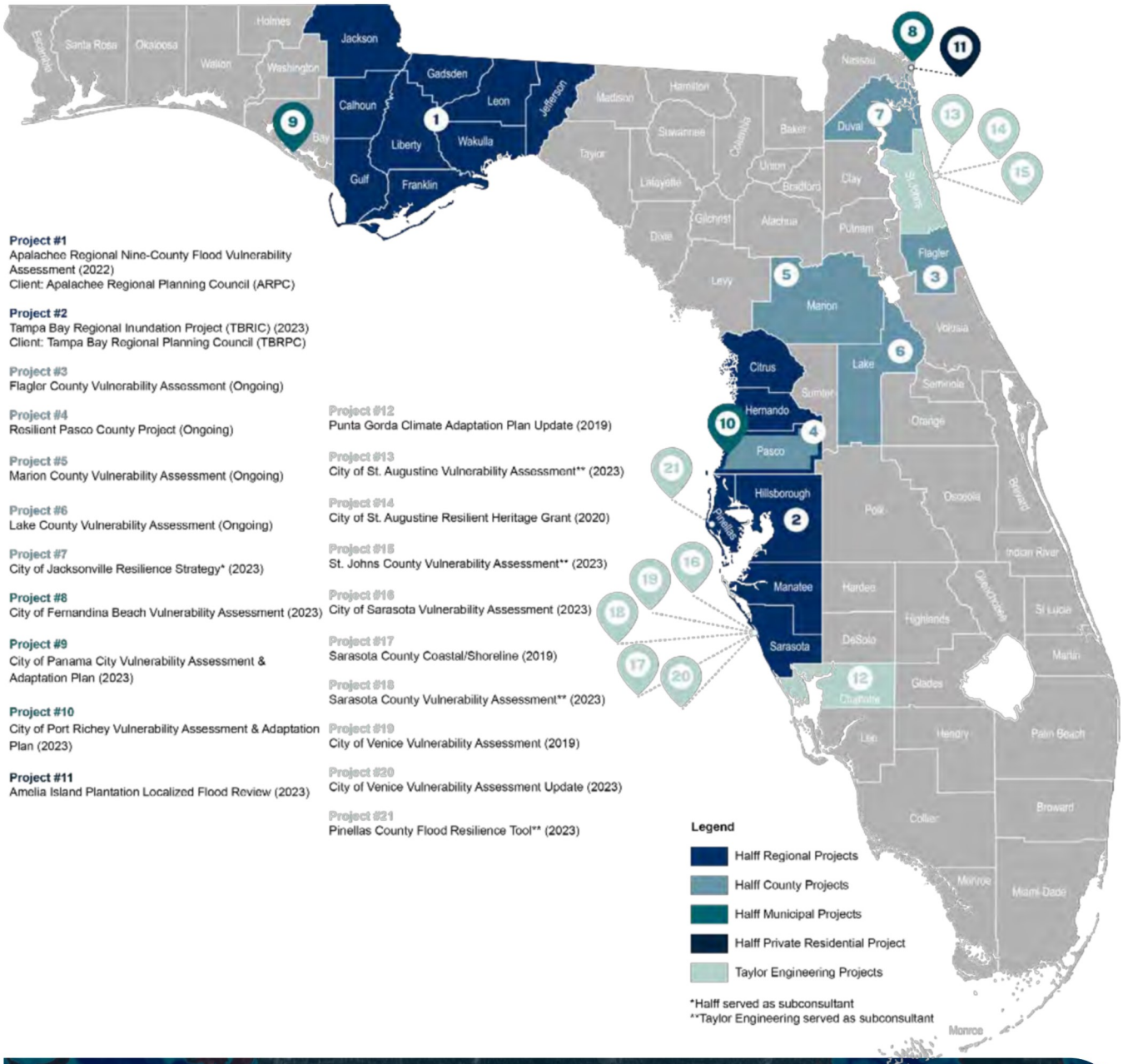
Completed: 2020

Reference
Julie Courtney
Historic Preservation Officer
City of St. Augustine
jcourtney@citystaug.com
904.209.4283

An ArcGIS StoryMap, which serves as an interactive online website combining text, maps, graphics, and streetscape renderings, summarized the results of the extensive research and analysis for this project. This data visualization website highlights the City's efforts to address local climate-change impacts through proactive cultural resource hazard mitigation planning. This StoryMap will be a living document that acts as the go-to resource for flood resilience information for City staff, business owners, and the citizens of St. Augustine. The website communicates the project's outcomes distilled into four sections (Economic, Flood Mitigation, Policies, and Resources) and features the most significant findings in a user-friendly data platform. The educational tool is publicly available at this link: https://arcg.is/1abKiO.

As part of the City's public outreach campaign, the project team along with City staff created a specialized "Resilient Heritage" branding and logo. The logo captures the essence of the City's heritage through the abstraction of its characteristic architecture while emphasizing the City's coastal location in the project's purpose. The use of a strong and bold type reflects the City's forward-thinking leadership in working to mitigate the impacts of major storms, nuisance flooding, and sea level rise. In addition, the use of a color palette consistent with the City of St. Augustine's existing brand reinforces the relationship of the City's role in the challenges inherent with increased resiliency.

TAYLOR ENGINEERING, INC.



Project #1
Apalachee Regional Nine-County Flood Vulnerability Assessment (2022)
Client: Apalachee Regional Planning Council (ARPC)

Project #2
Tampa Bay Regional Inundation Project (TBRIC) (2023)
Client: Tampa Bay Regional Planning Council (TBRPC)

Project #3
Flagler County Vulnerability Assessment (Ongoing)

Project #4
Resilient Pasco County Project (Ongoing)

Project #5
Marion County Vulnerability Assessment (Ongoing)

Project #6
Lake County Vulnerability Assessment (Ongoing)

Project #7
City of Jacksonville Resilience Strategy* (2023)

Project #8
City of Fernandina Beach Vulnerability Assessment (2023)

Project #9
City of Panama City Vulnerability Assessment & Adaptation Plan (2023)

Project #10
City of Port Richey Vulnerability Assessment & Adaptation Plan (2023)

Project #11
Amelia Island Plantation Localized Flood Review (2023)

Project #12
Punta Gorda Climate Adaptation Plan Update (2019)

Project #13
City of St. Augustine Vulnerability Assessment** (2023)

Project #14
City of St. Augustine Resilient Heritage Grant (2020)

Project #15
St. Johns County Vulnerability Assessment** (2023)

Project #16
City of Sarasota Vulnerability Assessment (2023)

Project #17
Sarasota County Coastal/Shoreline (2019)

Project #18
Sarasota County Vulnerability Assessment** (2023)

Project #19
City of Venice Vulnerability Assessment (2019)

Project #20
City of Venice Vulnerability Assessment Update (2023)

Project #21
Pinellas County Flood Resilience Tool** (2023)

The map highlighted above showcases Halff's diverse project portfolio in advising local communities and regions across Florida in navigating climate resilience and adaptation planning. Our team of dedicated resilience professionals have worked across multiple regions on a wide range of projects involving VAs, adaptation plans, policy and code improvements, grant writing, and public outreach. Halff's statewide experience in climate resilience and adaptation planning provides us with an invaluable perspective which bolsters our abilities to navigate local concerns. Taylor Engineering brings depth of experience to this project, having advised FDEP on statewide guidelines for VAs and completing a number of APs across different regions of the state. Together as a team, we will apply the very best of what our firms have to offer.

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3. Proposed Schedule

Halff will undertake a comprehensive 9-month schedule to develop an AP for the City of Fernandina Beach, structured to make sure thorough stakeholder engagement and informed decision-making throughout the process. The schedule includes a series of key milestones, each designed to facilitate collaboration and refine the plan based on community input and expert review.

TASK/SUB-TASK	M1	M2	M3	M4	M5	M6	M7	M8	M9
Kickoff Meeting	X								
Adaptation Needs & Strategies Analysis	▬	▬	▬	▬					
Staff Review Meeting				X					
Internal Review and Revisions					▬				
Community Prioritization Public Workshop						X			
Final Adaptation Plan Draft						▬	▬		
Staff Review Meeting							X		
Internal Review and Revisions							▬	▬	
Public Presentations									▬
Final Adaptation Plan									▬
Monthly Client Meetings		X	X		X	X		X	X

Month 1: Kickoff Meeting

The project will commence with a Kickoff Meeting where Halff will engage with City officials and stakeholders to outline the project scope, objectives, and timeline. This meeting will serve as a foundational step to establish clear communication channels and expectations. Key deliverables will include a finalized agenda, sign-in sheets, and a summary report documenting decisions made during the meeting.

Months 2-4: Adaptation Needs & Strategies Analysis

Following the kickoff, Halff will conduct an Adaptation Needs and Strategies Analysis. This phase will involve gathering data on current vulnerabilities and identifying strategies to address climate-related challenges. The analysis will be guided by best practices outlined in the Florida Adaptation Planning Guidebook, verifying that the recommendations are both relevant and actionable.

Month 4: Staff Review Meeting

In the fourth month, Halff will hold a Staff Review Meeting to present initial findings from the analysis. This meeting will allow City staff to provide feedback and insights, verifying that the plan reflects the needs and priorities of the local government. A revised draft based on this input will be prepared.

Month 5: Internal Review and Revisions

The project will then enter an Internal Review and Revisions phase, where Halff will refine the draft document based on the staff feedback gathered in the previous month. This iterative process will verify that the AP is coherent and comprehensive, addressing all necessary adaptation strategies.

Month 5: Community Prioritization Public Workshop

A critical component of the project is the Community Prioritization Public Workshop scheduled for Month 6. During this workshop, Halff will present the draft adaptation needs and strategies to the community, allowing residents and stakeholders to voice their opinions and prioritize adaptation measures. The engagement is vital for incorporating local knowledge and fostering community support.

Months 6-7: Final Adaptation Plan Draft

After incorporating community feedback, Halff will prepare the Final Adaptation Plan Draft in Months 6 and 7. This draft will include prioritized projects, adaptation strategies, and high-level conceptual designs that align with the needs identified during the previous workshops.

Month 7: Staff Review Meeting

In Month 7, Halff will conduct another Staff Review Meeting to discuss the draft plan with City officials. This session will focus on gathering additional feedback to verify that the final adaptation strategies meet local governance and planning standards.

Months 7-8: Internal Review and Revisions

Following the staff review, an additional Internal Review and Revisions phase will be implemented. This period allows Halff to make final adjustments to the draft based on the most recent feedback, verifying the document is polished and ready for public dissemination.

Month 9: Public Presentations and Final Adaptation Plan

The final month will feature Public Presentations, where Halff will present the completed Adaptation Plan to local governing boards, technical committees, and the broader community. This presentation will not only showcase the final strategies but will also discuss implementation steps and future funding opportunities. Following these presentations, the Final Adaptation Plan will be delivered to the City of Fernandina Beach, complete with all supporting documents and appendices.

Throughout the 9-month project, Halff will conduct Monthly Client Meetings to verify consistent communication and project alignment with the City's goals. These meetings will provide updates on progress, discuss any challenges, and reinforce collaborative efforts to create an effective Adaptation Plan.

GRANT ADMINISTRATIVE AND PERFORMANCE FUNCTIONS

In satisfying grant requirements and confirming that the City of Fernandina Beach does not experience any delays in grant reimbursement, we propose the following steps:

Meet with FDEP at Launch of the Project to Verify Standards: Halff will schedule and facilitate a meeting with the City of Fernandina Beach and the Resilient Florida Program to review statewide standards for developing an AP based on guidelines found in the Florida Adaptation Planning Guidebook. Halff will verify that the approach and methodology to be deployed in developing the AP meets the standards and requirements set forth by FDEP.

Write Consultant Scope of Services Verbatim to Grant Agreement: To verify that the consultant scope of services is aligned with the grant agreement, we propose to develop a scope that includes the same task titles, numbers, descriptions, and deliverables. This will confirm that FDEP can review deliverables in an expedited manner with no delays. Deliverables will be labeled by task number in respective folders according to the grant agreement.

Submit Task Deliverables Upon Immediate Completion: Halff will support Fernandina Beach in verifying that deliverables are submitted internally well before the task deadlines outlined in the grant agreement. Immediately following internal approval of deliverables, we will support staff with submitting task deliverables to FDEP as they are completed, verifying that Resilient Florida deliverable acceptance letters are received before proceeding to the next assigned task. In any instances where FDEP requests revisions or additions to deliverables, Halff will work promptly within three business days to resolve all discrepancies.

Quarterly Progress Reports: In accordance with the Resilient Florida Program, Halff will support the City of Fernandina Beach with preparing and submitting quarterly progress reports to FDEP documenting work accomplished and challenges encountered for all tasks.

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4. Forms

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

EXHIBIT "A"

CONTACT SHEET

Name: Halff Associates, Inc.

Federal Taxpayer ID: 75-1308699

Mailing Address: 9995 Gate Parkway N. Suite 200

City, State, & Zip Code: Jacksonville, Florida 32246

Telephone: 904.720.2611 **Fax:** 904.730.7165

Email: slahav@halff.com

Submitted By: Sean Lahav, MPA

Title: Resilience Market Leader

Accounting Contact:

Name: Karin Carter **Title:** Controller

Email Address: kcarter@halff.com **Phone:** 214.346.6346

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

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 City of Fernandina Beach.

2. This sworn statement is submitted by (entity) Halff Associates, Inc. whose business address is 9995 Gate Parkway N. Suite 200 Jacksonville, FL 32246 and (if applicable) Federal Employer Identification Number (FEIN) is 75-1308699 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Sean Lahav, MPA and my relationship to the entity named above is Resilience Market Leader

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, must 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 must be considered an affiliate.

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

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

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

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

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

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

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

10/11/2024
Signature Date:

STATE OF FLORIDA
COUNTY OF Nassau

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, Sean Lahav who, after first being sworn by me, affixed his/her signature at the space provided above on this 11th day of October, 20 24, and is ~~personally known to me~~, or has provided _____ as identification.

Notary Public State of Florida
Kori K. Warriner
My Commission HH 125634
Expires 05/03/2025

Notary Public
My Commission expires: 5/3/2025

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

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 must:

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: Halff Associates, Inc.

CITY: Jacksonville STATE: Florida ZIP CODE: 32246

SIGNATURE: _____ PHONE: 904.720.2611

NAME (TYPED OR PRINTED): Sean Lahav, MPA TITLE: Resilience Market Leader

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFQ 24-03

Project Description: Adaptation Plan

I/FIRM acknowledges and agrees to the following:

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

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Halff Associates, Inc.

Authorized Signature:

Title: Resilience Market Leader

Date: 10/11/2024

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

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: Sean Lahav, MPA Title: Resilience Market Leader

Signature: _____ Date: 10/11/2024

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach

This sworn statement is submitted by (entity) Halff Associates, Inc. whose business address is 9995 Gate Parkway N. Suite 200 Jacksonville, FL 32246 and (if applicable) Federal Employer Identification Number (FEIN) is 75-1308699 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Sean Lahav, MPA and my relationship to the entity named above is Resilience Market Leader

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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

10/11/2024

Signature Date:

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

STATE OF FLORIDA
COUNTY OF Nassau
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 11th day of October, 20 24, and is personally known to me, or has provided _____ as identification.

_____ My Commission expires: 5/3/2025
Notary Signature

Notary Public State of Florida
Kori K. Warriner
My Commission HH 125634
Expires 05/03/2025

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach

This sworn statement is submitted by (entity) Halff Associates, Inc. whose business address is 9995 Gate Parkway N. Suite 200 Jacksonville, FL 32246 and (if applicable) Federal Employer Identification Number (FEIN) is 75-1308699 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Sean Lahav, MPA and my relationship to the entity named above is Resilience Market Leader

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 Responder, 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 Responder, firm, or person to fix the price or prices in the attached proposal or any other Responder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Responder, 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 Responder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____ 10/11/2024
Signature Date:

STATE OF FLORIDA
COUNTY OF Nassau
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 11th day of October, 2024, and is personally known to me, or has provided _____ as identification.

_____ My Commission expires: 5/3/2025
Notary Signature

Notary Public State of Florida
Kori K. Warriner
My Commission HH 125634
Expires 05/03/2025

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CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO X___

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

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES X_____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 must be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Halff Associates, Inc.	10/11/2024
Firm	Date
	Sean Lahav, MPA
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

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Response to RFQ No. 24-03

Exhibit H, Dispute Disclosure Form

Question:

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

Response:

CONFIDENTIAL – For Internal City of Fernandina Beach Use Only – Not For Disclosure

Any And All Exceptions, Protections Under Applicable Open Records Laws and The Freedom Of Information Act Are Claimed by Halff.

Due to Halff's size, the number and complexity of the projects that Halff is involved with, and the heightened litigious nature of our society, Halff occasionally becomes involved in legal proceedings.

Halff is not involved in any project-based litigation against the City of Fernandina Beach.

Halff is currently a party in the following civil cases:

1. Y.C. Partners Ltd d/b/a Yantis Company v The City of New Braunfels v Halff Associates, Inc., C2014-0522A, District Court of Comal County, Texas, 22nd Judicial District, Yantis (the City's contractor) sued the City for failure to pay monies allegedly owed after the Contractor failed to follow proper protocols and not following the approved design, the City cross-claimed against Halff after the Contractor/Plaintiff alleged that its failures related to design defects.

2. Pharr-San Juan-Alamo ISD v. D. Wilson Construction Co. et al, 2021 003006, DC 430th Judicial District, Hidalgo County Texas, PSJA alleges design issues related to the HVAC system installed in an elementary school.

3. Village Real Estate LLC v Ziegler-Cooper, Inc. Savills Inc. F/K/A/ Savills Studley, Inc., Seawood Builders, LLC, Halff Associates, Inc., and Permit-Expediters Inc., 2023 22283, 55th Judicial District, Harris County Texas, Village Real Estate sued the architect, engineer and other advisors and consultants related to the construction of a detention pond within an easement held by a third party.

4. City of Willow Park v Halff Associates, Inc., CV23-2017, 415th District Court, Parker County Texas, Halff provided an opinion of construction cost related to a water transmission pipeline through the City of Hudson Oaks and the City of Willow Park which turned out to lower than actual bids received.

5. City of Hutto v Brooklands Partners, Ltd., 23-1222-C395, 395th Judicial District Court, Williamson County Texas, The City of Hutto sued Brooklands alleging defective construction, Brooklands then sued Halff and others as a third-party defendants.

6. Sonner Road 80, LLC v Jonathan Heusel; Path Engineering Design & Urbanism PLLC; Halff Associates, Inc.; and Gardner Architects LLC, CJ-2020-5015, Oklahoma District Court, Oklahoma County, RESOLVED, suit settled in May 2024.

7. Prairie Link Constructors JV, Fluor Enterprises, Inc. and Balfour Beatty Infrastructure, Inc. v AECOM v Halff, DC-22-13917, 160th Judicial District, Dallas County Texas, RESOLVED, Halff's motion to dismiss was granted in January 2024.

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8. Fidencio Hernandez, et at v City of McAllen, Spawglass Contractors, Inc., Halff Associates, Inc., Palms Crossing Town Center, LLC and Gignac & Associates LLP, Cw0024-17-A, 92nd District Court, Hidalgo County Texas, RESOLVED, suit was settled in June 2021.

9. Performance Services, Inc. v Halff Associates, Inc., The Mystinfield Group LLC, Wiss Janney, Elstner Associates, Inc., 20-0475-C368, 368th Judicial District, Williamson County Texas, RESOLVED, suit was settled in December 2021.

10. Lou Tilchin, Jaffe Tilchin Wealth Management, Inc. v ABI Companies, Inc., ABI Construction Services, LLC, GGI LLC, Genesis C E & I Services, LLC, Genesis Halff, Inc. and Genesis Halff CEI, Inc., 20CA003205 DIV. E, Circuit Court of the 13th Judicial Circuit Hillsborough County, Florida, RESOLVED, Genesis Halff, Inc. and Genesis Halff CEI, Inc. were dismissed from the suit in December 2021.

11. Fidencio Hernandez and Maria Garcia, Individually and as Representatives of the Estate of AHH (Decedent) and Rose Amber Cordova v. Raymond Gignac, AIA, Individually and, DBA Gignac/TVS, Gignac & Associates, L.L.P., Thompson Ventulett Stainbeck & Associates, Inc., Architects, Halff Associates, Inc. and SWA Group d/b/a SWA Group Inc., C-0024-17-A, 92nd Judicial District, Hidalgo County, Texas, RESOLVED, suit was settled in June 2021.

Halff can and does affirm that there are no prior or ongoing legal matters that would adversely affect Halff's ability to fully perform its obligations on this or any other project. Halff's legal counsel will consider requests for specific information regarding the status of the protected matters described above. Halff's General Counsel, Jill Martin, can be reached at jmartin@halff.com.

FEDERAL CONTRACT REQUIREMENTS

ARPA FUNDS 2022

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding $100,000)

EXHIBIT "I"

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Halff Associates, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Sean Lahav, MPA | Resilience Market Leader

Printed Name and Title of Contractor's Authorized Official

10/11/2024

Date

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information

unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Approved by
OMB 0348-0046

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Disclosure of Lobbying Activities
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure)

Type of Federal Action:	**Status of Federal Action:**	**Report Type:**
a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	a. bid/offer/application _____ b. initial award c. post-award	a. initial filing _____ b. material change

Name and Address of Reporting Entity:	**If Reporting Entity in No. 4 is Sub-awardee,**
_X_ Prime _____ Sub-awardee Tier_____, if Known: Halff Associates, Inc. 9995 Gate Parkway N. Suite 200, Jacksonville, Florida 32246 **Congressional District, if known:**	Enter Name and Address of Prime: N/A **Congressional District, if known:**
Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: _____
Federal Action Number, *if known:*	**9. Award Amount**, *if known:* **$**
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:**_ _____**Print Name:** _ Sean Lahav, MPA _____ **Title:** Resilience Market Leader **Telephone No.:** 904.720.2611 **Date:** 10/11/2024
Federal Use Only	**Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)**

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EXHIBIT I-1: REQUIRED CONTRACT PROVISIONS

2 CFR 200.326 Contract provisions. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

All Contracts

THRESHOLD	PROVISION	CITATION
>$150,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>$10,000	All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.	2 CFR 200 APPENDIX II (F)
None	Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	Records of non-Federal entities. The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas General Land Office (GLO), and the pass-through entity, or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.	2 CFR 200.336

None	Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:	2 CFR 200.333

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	(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity. (e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.	

None	Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;	2 CFR 200.321

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	(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of CDBG-DR funds. If no such funds are awarded, the contract shall terminate.	Optional

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EO Clause for Construction Contracts > $10K including administration & engineering contracts associated with construction contracts

THRESHOLD	PROVISION	CITATION
>$10,000	Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of ''federally assisted construction contract'' in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, ''Equal Employment Opportunity'' (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, ''Amending Executive Order 11246 Relating to Equal Employment Opportunity,'' and implementing regulations at 41 CFR part 60, ''Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.'' 41 CFR 60-1.4 Equal opportunity clause. (b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause: During the performance of this contract, the contractor agrees as follows: (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.	41 CFR §60-1.4(b) and 2 CFR 200 APPENDIX II (C)

	(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to	

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	individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information. (4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law. (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or local government, the above equal opportunity clause	

	is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules,	

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	regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings. (c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts. (d) Inclusion of the equal opportunity clause by reference. The equal opportunity clause may be included by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Director of OFCCP may designate. (e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written. (f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [80 FR 54975, Sept. 11, 2015]	

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THRESHOLD	PROVISION	CITATION
>$2,000	*Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3):* Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.	2 CFR 200 APPENDIX II (D)
>$100,000	Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)

>$150,000	Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)
>$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303

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	employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	
>$100,000	All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause): A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin. D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135. E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.	24 CFR §135.38

	G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i)	

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	preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).	
	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]	2 CFR 200 APPENDIX II (J)
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201
	As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. a. For purposes of this section: i. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. ii. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	2 CFR 200.322

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STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement

This Agreement is entered into between the Parties named below, pursuant to Section 215.971, Florida Statutes:

1. Project Title (Project): **City of Fernandina Beach Adaptation Plan**

Agreement Number: **24PLN37**

2. Parties: **State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard Tallahassee, Florida 32399-3000** (Department)

Grantee Name: **City of Fernandina Beach** Entity Type: **Local Government**

Grantee Address: **204 Ash Street Fernandina Beach, Florida32034-0000** FEID: **59-6000317** (Grantee)

3. Agreement Begin Date: **7/1/2023**

Date of Expiration: **6/30/2026**

4. Project Number: *(If different from Agreement Number)*

Project Location(s): **Nassau County**

Project Description: **The Project will complete an Adaptation Plan (AP) consistent with the Florida Adaptation Planning Guidebook. The Project will include public outreach and stakeholder engagement.**

5. Total Amount of Funding: **$ 95,000.00**

Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
☒ State ☐Federal	**FY 23-24 GAA Line Item #1820**	$ **95,000.00**
☐ State ☐Federal		$
☐ Grantee Match		$
	Total Amount of Funding + Grantee Match, if any:	$ **95,000.00**

6. Department's Grant Manager

Name: **Saed Johnson** or successor

Address: **Resilient Florida Program**
3900 Commonwealth Boulevard, MS230
Tallahassee, Florida 32399-3000

Phone: **850-245-7509**

Email: **Saed.Johnson@FloridaDEP.gov**

Grantee's Grant Manager

Name: **Lorelei Jacobs** or successor

Address: **204 Ash Street**
Fernandina Beach
Florida 32034-3000

Phone: **904 310-3104**

Email: **ljacobs@fbfl.org**

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

☒ Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
☒ Attachment 2: Special Terms and Conditions
☒ Attachment 3: Grant Work Plan
☒ Attachment 4: Public Records Requirements
☒ Attachment 5: Special Audit Requirements
☒ Attachment 6: Program-Specific Requirements
☐ Attachment 7: Grant Award Terms (Federal) *Copy available at https://facts.fldfs.com, in accordance with §215.985, F.S.
☐ Attachment 8: Federal Regulations and Terms (Federal)
☐ Additional Attachments (if necessary):
☒ Exhibit A: Progress Report Form
☐ Exhibit B: Property Reporting Form
☒ Exhibit C: Payment Request Summary Form
☐ Exhibit D: Quality Assurance Requirements
☐ Exhibit E: Advance Payment Terms and Interest Earned Memo
☒ Exhibit J: Common Carrier or Contracted Carrier Attestation Form PUR1808
☒ Additional Exhibits (if necessary): **Exhibit F: Final Report Form, Exhibit G: Photographer Release Form, Exhibit H: Contractual Services Certification,**

8.	The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331 (a) (1):
Federal Award Identification Number(s) (FAIN):	
Federal Award Date to Department:	
Total Federal Funds Obligated by this Agreement:	
Federal Awarding Agency:	
Award R&D?	☐ Yes ☒ N/A

IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date unless another date is specified in the grant documents.

City of Fernandina Beach **GRANTEE**

By Charles George Digitally signed by Charles George Date: 2024.05.21 15:40:38-04'00'
(*Authorized Signature*) Date Signed

Charles L. George, Interim City Manager
Print Name and Title of Person Signing

State of Florida Department of Environmental Protection **DEPARTMENT**

By Alex Reed 6/3/2024
Secretary or Designee Date Signed

Alex Reed, Director of the Office of Resilience and Coastal Protection
Print Name and Title of Person Signing

☒ Additional signatures attached on separate page.

ORCP Additional Signatures

DEP Grant Manager, Saed Johnson

DEP QC Reviewer, Stephanie Link

Grantee may add additional signatures below, if needed.

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

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
STANDARD TERMS AND CONDITIONS
APPLICABLE TO GRANT AGREEMENTS

ATTACHMENT 1

1. Entire Agreement.

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

2. Grant Administration.

a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation of the Agreement is as follows:
   i. Standard Grant Agreement
   ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
   iii. Attachment 1, Standard Terms and Conditions
   iv. The Exhibits in the order designated in the Standard Grant Agreement

b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.

c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.

d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following:
   (1) an increase or decrease in the Agreement funding amount;
   (2) a change in Grantee's match requirements;
   (3) a change in the expiration date of the Agreement; and/or
   (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department.
   A change order to this Agreement may be used when:
   (1) task timelines within the current authorized Agreement period change;
   (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department;
   (3) changing the current funding source as stated in the Standard Grant Agreement; and/or
   (4) fund transfers between budget categories for the purposes of meeting match requirements.
   This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.

e. All days in this Agreement are calendar days unless otherwise specified.

3. Agreement Duration.

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

4. Deliverables.

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

5. Performance Measures.

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not knowingly infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time to determine whether the services or qualifications offered by Grantee meet the Agreement requirements. Notwithstanding any provisions herein to the contrary, written acceptance of a particular deliverable does not foreclose Department's remedies in the event deficiencies in the deliverable cannot be readily measured at the time of delivery.

6. Acceptance of Deliverables.

a. Acceptance Process. All deliverables must be received and accepted in writing by Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at Grantee's expense. If Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.

b. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at Grantee's sole expense. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which Grantee may remedy the objections noted by Department. The Grantee's failure to make adequate or acceptable deliverables after a reasonable opportunity to do so shall constitute an event of default.

7. Financial Consequences for Nonperformance.

a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. None of the financial consequences for nonperformance in this Agreement as more fully described in the Grant Work Plan shall be considered penalties.

b. Invoice reduction

If Grantee does not meet a deadline for any deliverable, the Department will reduce the invoice by 1% for each day the deadline is missed, unless an extension is approved in writing by the Department.

c. Corrective Action Plan. If Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by Grantee to Department. The Department requests that Grantee specify the outstanding deficiencies in the CAP. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.

   i. The Grantee shall submit a CAP within ten (10) days of the date of the written request from Department. The CAP shall be sent to the Department's Grant Manager for review and approval. Within ten (10) days of receipt of a CAP, Department shall notify Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, Grantee shall have ten (10) days from receipt of Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain Department approval of a CAP as specified above may result in Department's termination of this Agreement for cause as authorized in this Agreement.

   ii. Upon Department's notice of acceptance of a proposed CAP, Grantee shall have ten (10) days to commence implementation of the accepted plan. Acceptance of the proposed CAP by Department does not relieve Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, Department shall retain the right to

require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by Department or steps taken by Grantee shall preclude Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to Department as requested by Department's Grant Manager.

iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by Department may result in termination of the Agreement.

8. Payment.

a. Payment Process. Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by Department, Department agrees to pay Grantee for services rendered in accordance with section 215.422, Florida Statutes (F.S.).

b. Taxes. The Department is exempted from payment of State sales, use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with Department. The Grantee shall not use Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.

c. Maximum Amount of Agreement. The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of Grantee.

d. Reimbursement for Costs. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, costs must be in compliance with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf.

e. Rural Communities and Rural Areas of Opportunity. If Grantee is a county or municipality that qualifies as a "rural community" or "rural area of opportunity" (RAO) as defined in subsection 288.0656(2), F.S., such Grantee may request from the Department that all invoice payments (i.e., cost reimbursement) under this Agreement be directed to the relevant county or municipality or to the RAO itself. The Department will agree to Grantee's request if:

i. Grantee demonstrates that it is a county or municipality that qualifies as a "rural community" or "rural area of opportunity" under subsection 288.0656(2), F.S.;

ii. Grantee demonstrates current financial hardship using one (1) or more of the "economic distress" factors defined in subsection 288.0656(2)(c), F.S.;

iii. Grantee's performance has been verified by the Department, which has determined that Grantee is eligible for cost reimbursement and that Grantee's performance has been completed in accordance with this Agreement's terms and conditions; and

iv. Applicable federal and state law(s), rule(s) and regulation(s) allow for such payments.

This subsection may not be construed to alter or limit any other applicable provisions of federal or state law, rule, or regulation. A current list of Florida's designated RAOs can be accessed at the following web address: https://floridajobs.org/community-planning-and-development/rural-community-programs/rural-areas-of-opportunity.

f. Invoice Detail. All charges for services rendered or for reimbursement of expenses authorized by Department pursuant to the Grant Work Plan shall be submitted to Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee shall only invoice Department for deliverables that are completed in accordance with the Grant Work Plan.

g. State Funds Documentation. Pursuant to section 216.1366, F.S., if Contractor meets the definition of a non-profit organization under section 215.97(2)(m), F.S., Contractor must provide the Department with documentation that indicates the amount of state funds:

i. Allocated to be used during the full term of the contract or agreement for remuneration to any member of the board of directors or an officer of Contractor.

ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the Contractor.

The documentation must indicate the amounts and recipients of the remuneration. Such information must be posted on the State's the contract tracking system and maintained pursuant to section 215.985, F.S., and must be posted on the Contractor's website, if Contractor maintains a website.

h. Interim Payments. Interim payments may be made by Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by Department's Grant Manager.

i. Final Payment Request. A final payment request should be submitted to Department no later than sixty (60) days following the expiration date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the expiration date of the Agreement.

j. Annual Appropriation Contingency. The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of Department if the Legislature reduces or eliminates appropriations.

k. Interest Rates. All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration. To obtain the applicable interest rate, please refer to: https://www.myfloridacfo.com/division/aa/local-governments/judgement-interest-rates.

l. Refund of Payments to the Department. Any balance of unobligated funds that have been advanced or paid must be refunded to Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department. If this Agreement is funded with federal funds and the Department is required to refund the federal government, the Grantee shall refund the Department its share of those funds.

9. Documentation Required for Cost Reimbursement Grant Agreements and Match.

If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:

a. Salary/Wages. Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.

b. Overhead/Indirect/General and Administrative Costs. If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.

c. Contractual Costs (Subcontractors). Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing $5,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.

    i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price

negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.

ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.

d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with section 112.061, F.S.

e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing $5,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form**.**

f. Rental/Lease of Equipment. Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.

g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.

h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.

10. Status Reports.

The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form**,** to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.

11. Retainage.

The following provisions apply if Department withholds retainage under this Agreement:

a. The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement up to the maximum percentage described in Attachment 2, Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.

b. If Grantee fails to perform the requested work or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment of the retainage associated with the work. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed. The Department shall provide written notification to Grantee of the failure to perform that shall result in retainage forfeiture. If the Grantee does not correct the failure to perform within the timeframe stated in Department's notice, the retainage will be forfeited to Department.

c. No retainage shall be released or paid for incomplete work while this Agreement is suspended.

d. Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.

12. Insurance.

a. Insurance Requirements for Sub-Grantees and/or Subcontractors. The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.
b. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
c. Proof of Insurance. Upon execution of this Agreement, Grantee shall provide Department documentation demonstrating the existence and amount for each type of applicable insurance coverage ***prior to*** performance of any work under this Agreement. Upon receipt of written request from Department, Grantee shall furnish Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
d. Duty to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, or if Grantee cannot get adequate coverage, Grantee shall immediately notify Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) days after the cancellation of coverage.
e. Insurance Trust. If the Grantee's insurance is provided through an insurance trust, the Grantee shall instead add the Department of Environmental Protection, its employees, and officers as an additional covered party everywhere the Agreement requires them to be added as an additional insured.

13. Termination.

a. Termination for Convenience. When it is in the State's best interest, Department may, at its sole discretion, terminate the Agreement in whole or in part by giving 30 days' written notice to Grantee. The Department shall notify Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Grantee must submit all invoices for work to be paid under this Agreement within thirty (30) days of the effective date of termination. The Department shall not pay any invoices received after thirty (30) days of the effective date of termination.
b. Termination for Cause. The Department may terminate this Agreement if any of the events of default described in the Events of Default provisions below occur or in the event that Grantee fails to fulfill any of its other obligations under this Agreement. If, after termination, it is determined that Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Department. The rights and remedies of Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
c. Grantee Obligations upon Notice of Termination. After receipt of a notice of termination or partial termination unless as otherwise directed by Department, Grantee shall not furnish any service or deliverable on the date, and to the extent specified, in the notice. However, Grantee shall continue work on any portion of the Agreement not terminated. If the Agreement is terminated before performance is completed, Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Grantee shall not be entitled to recover any cancellation charges or lost profits.
d. Continuation of Prepaid Services. If Department has paid for any services prior to the expiration, cancellation, or termination of the Agreement, Grantee shall continue to provide Department with those services for which it has already been paid or, at Department's discretion, Grantee shall provide a refund for services that have been paid for but not rendered.
e. Transition of Services Upon Termination, Expiration, or Cancellation of the Agreement. If services provided under the Agreement are being transitioned to another provider(s), Grantee shall assist in the smooth transition of Agreement services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Grant Work Plan. The Grantee shall not perform any services after Agreement expiration or termination, except as necessary to complete the transition or continued portion of the Agreement, if any.

14. Notice of Default.

If Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, any of the events of default, Department shall provide notice to Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, Grantee will be found in default, and Department may terminate the Agreement effective as of the date of receipt of the default notice.

15. Events of Default.

Provided such failure is not the fault of Department or outside the reasonable control of Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:

a. The commitment of any material breach of this Agreement by Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
b. The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding;
c. Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information;
d. Failure to honor any term of the Agreement;
e. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
f. Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Agreement;
g. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
h. Failure to maintain the insurance required by this Agreement;
i. One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified 30-day period, Grantee (including its receiver or trustee in bankruptcy) provides to Department adequate assurances, reasonably acceptable to Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
    i. Entry of an order for relief under Title 11 of the United States Code;
    ii. The making by Grantee of a general assignment for the benefit of creditors;
    iii. The appointment of a general receiver or trustee in bankruptcy of Grantee's business or property; and/or
    iv. An action by Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

16. Suspension of Work.

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Grantee to any additional compensation.

17. Force Majeure.

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond Grantee's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to Grantee. In case of any delay Grantee believes is excusable, Grantee shall notify Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY**. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Grantee shall perform at no increased cost, unless Department determines, in its sole

discretion, that the delay will significantly impair the value of the Agreement to Department, in which case Department may: (1) accept allocated performance or deliveries from Grantee, provided that Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate Agreement in whole or in part.

18. Indemnification.

a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
    i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Department;
    ii. the Grantee's breach of this Agreement or the negligent acts or omissions of Grantee.

b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon Department giving Grantee: (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by Department in any legal action without Grantee's prior written consent, which shall not be unreasonably withheld.

c. Notwithstanding sections a. and b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Agreement.

d. No provision in this Agreement shall require Department to hold harmless or indemnify Grantee, insure or assume liability for Grantee's negligence, waive Department's sovereign immunity under the laws of Florida, or otherwise impose liability on Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

19. Limitation of Liability.

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of $100,000.

20. Remedies.

Nothing in this Agreement shall be construed to make Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to other remedies available to it, at law or in equity and upon notice to Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

21. Waiver.

The delay or failure by Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.

a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

b. Pursuant to sections 287.133, 287.134, and 287.137 F.S., the following restrictions apply to persons placed on the convicted vendor list, discriminatory vendor list, or the antitrust violator vendor list:
    i. Public Entity Crime. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may

not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

ii. Discriminatory Vendors. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

iii. Antitrust Violator Vendors. A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply on any contract to provide any good or services to a public entity; may not submit a bid, proposal, or reply on any contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with a public entity; and may not transact new business with a public entity.

iv. Notification. The Grantee shall notify Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list, the discriminatory vendor list, or antitrust violator vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and the antitrust violator vendor list and posts the list on its website. Questions regarding the discriminatory vendor list or antitrust violator vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

23. Compliance with Federal, State and Local Laws.

a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.

b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.

c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

24. Build America, Buy America Act (BABA) - Infrastructure Projects with Federal Funding.

This provision does not apply to Agreements that are wholly funded by Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act. Also, this provision does not apply where there is a valid waiver in place. However, the provision may apply to funds expended before the waiver or after expiration of the waiver.

If applicable, Recipients or Subrecipients of an award of Federal financial assistance from a program for infrastructure are required to comply with the Build America, Buy America Act (BABA), including the following provisions:

a. All iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

b. All manufactured products used in the project are produced in the United States-this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

c. All construction materials are manufactured in the United States-this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

25. Investing in America

Grantees of an award for construction projects in whole or in part by the Bipartisan Infrastructure Law or the Inflation Reduction Act, including the following provision:

a. Signage Requirements

a. Investing in America Emblem: The recipient will ensure that a sign is placed at construction sites supported in whole or in part by this award displaying the official Investing in America emblem and must identify the project as a "project funded by President Biden's Bipartisan Infrastructure Law" or "project funded by President Biden's Inflation Reduction Act" as applicable. The sign must be placed at construction sites in an easily visible location that can be directly linked to the work taking place and must be maintained in good condition throughout the construction period.

The recipient will ensure compliance with the guidelines and design specifications provided by EPA for using the official Investing in America emblem available at: https://www.epa.gov/invest/investing-america-signage.

b. Procuring Signs: Consistent with section 6002 of RCRA, 42 U.S.C. 6962, and 2 CFR 200.323, recipients are encouraged to use recycled or recovered materials when procuring signs. Signage costs are considered an allowable cost under this assistance agreement provided that the costs associated with signage are reasonable. Additionally, to increase public awareness of projects serving communities where English is not the predominant language, recipients are encouraged to translate the language on signs (excluding the official Investing in America emblem or EPA logo or seal) into the appropriate non-English language(s). The costs of such translation are allowable, provided the costs are reasonable.

26. Scrutinized Companies.

a. Grantee certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

b. If this Agreement is for more than one million dollars, the Grantee certifies that it is also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in section 287.135, F.S. Pursuant to section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

c. As provided in subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions, then they shall become inoperative.

27. Lobbying and Integrity.

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to section 216.347, F.S., except that pursuant to the requirements of section 287.058(6), F.S., during the term of any executed agreement between Grantee and the State, Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with sections 11.062 and 216.347, F.S.

28. Record Keeping.

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during

the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of Department's Inspector General, or other authorized State official, Grantee shall provide any type of information the Inspector General deems relevant to Grantee's integrity or responsibility. Such information may include, but shall not be limited to, Grantee's business or financial records, documents, or files of any type or form that refer to or relate to Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at: http://dos.myflorida.com/library-archives/records-management/general-records-schedules/).

29. Audits.

a. Inspector General. The Grantee understands its duty, pursuant to section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its sub-grantees and/or subcontractors issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees and/or subcontractors, respectively.

b. Physical Access and Inspection. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
    i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
    ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
    iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.

c. Special Audit Requirements. The Grantee shall comply with the applicable provisions contained in Attachment 5, Special Audit Requirements. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, Grantee shall utilize the guidance provided under 2 CFR §200.331 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: https:\\apps.fldfs.com\fsaa.

d. Proof of Transactions. In addition to documentation provided to support cost reimbursement as described herein, Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State guidelines (including cost allocation guidelines) and federal, if applicable. Allowable costs and uniform administrative requirements for federal programs can be found under 2 CFR 200. The Department may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) days of such request.

e. No Commingling of Funds. The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
    i. If Department finds that these funds have been commingled, Department shall have the right to demand a refund, either in whole or in part, of the funds provided to Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from Department shall refund, and shall forthwith pay to Department, the amount of money demanded by Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the

original payment(s) are received from Department by Grantee to the date repayment is made by Grantee to Department.

ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by Department, from another source(s), Grantee shall reimburse Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by Grantee to the date repayment is made to Department.

iii. Notwithstanding the requirements of this section, the above restrictions on commingling funds do not apply to agreements where payments are made purely on a cost reimbursement basis.

30. Conflict of Interest.

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

31. Independent Contractor.

The Grantee is an independent contractor and is not an employee or agent of Department.

32. Subcontracting.

a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Grantee.

b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.

c. The Department may, for cause, deny access to Department's secure information or any facility by any Grantee employee, subcontractor, or agent.

d. The Department's actions under paragraphs b. or c. shall not relieve Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.

e. The Department will not deny Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of Department's denial is safety or security considerations.

f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.

g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for Grantee to meet the required delivery schedule.

33. Guarantee of Parent Company.

If Grantee is a subsidiary of another corporation or other business entity, Grantee asserts that its parent company will guarantee all of the obligations of Grantee for purposes of fulfilling the obligations of Agreement. In the event Grantee is sold during the period the Agreement is in effect, Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of Grantee.

34. Survival.

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

35. Third Parties.

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of Grantee, its agents, servants, and employees, nor shall Grantee disclaim its own negligence to Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Department consents to a subcontract, Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

36. Severability.

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

37. Grantee's Employees, Subcontractors and Agents.

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under Agreement must comply with all security and administrative requirements of Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

38. Assignment.

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of Department. In the event of any assignment, Grantee remains secondarily liable for performance of the Agreement, unless Department expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to Grantee of its intent to do so.

39. Compensation Report.

If this Agreement is a sole-source, public-private agreement or if the Grantee, through this agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds, the Grantee shall provide an annual report, including the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Grantee must also inform the Department of any changes in total executive compensation between the annual reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Grantee.

40. Execution in Counterparts and Authority to Sign.

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Terms and Conditions
AGREEMENT NO. 24PLN37

ATTACHMENT 2

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

1. Scope of Work.
The Project funded under this Agreement is City of Fernandina Beach Adaptation Plan. The Project is defined in more detail in Attachment 3, Grant Work Plan.

2. Duration.
a. Reimbursement Period. The reimbursement period for this Agreement is the same as the term of the Agreement.
b. Extensions. There are extensions available for this Project.
c. Service Periods. Additional service periods may be added in accordance with 2.a above and are contingent upon proper and satisfactory technical and administrative performance by the Grantee and the availability of funding.

3. Payment Provisions.
a. Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
b. Invoicing. Invoicing will occur as indicated in Attachment 3.
c. Advance Pay. Advance Pay is not authorized under this Agreement.

4. Cost Eligible for Reimbursement or Matching Requirements.
Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

Reimbursement	Match	Category
☐	☐	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
☐	☐	a. Fringe Benefits, N/A.
☐	☐	b. Indirect Costs, N/A.
☒	☐	Contractual (Subcontractors)
☐	☐	Travel, in accordance with Section 112, F.S.
☐	☐	Equipment
☐	☐	Rental/Lease of Equipment
☐	☐	Miscellaneous/Other Expenses
☐	☐	Land Acquisition

5. Equipment Purchase.
No Equipment purchases shall be funded under this Agreement.

6. Land Acquisition.
There will be no Land Acquisitions funded under this Agreement.

7. Match Requirements
There is no match required on the part of the Grantee under this Agreement.

8. Insurance Requirements

Required Coverage. At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. Commercial General Liability Insurance.
The Grantee shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. The Department, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be $250,000 for each occurrence and $500,000 policy aggregate.

b. Commercial Automobile Insurance.
If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
$200,000/300,000	Hired and Non-owned Automobile Liability Coverage

c. Workers' Compensation and Employer's Liability Coverage.
The Grantee shall provide workers' compensation, in accordance with Chapter 440, F.S. and employer liability coverage with minimum limits of $100,000 per accident, $100,000 per person, and $500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Grant.

d. Other Insurance. None.

9. Quality Assurance Requirements.

There are no special Quality Assurance requirements under this Agreement.

10. Retainage.

No retainage is required under this Agreement.

11. Subcontracting.

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. The Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

12. State-owned Land.

The work will not be performed on State-owned land.

13. Office of Policy and Budget Reporting.

There are no special Office of Policy and Budget reporting requirements for this Agreement.

14. Common Carrier.

a. Applicable to contracts with a common carrier – firm/person/corporation that as a regular business transports people or commodities from place to place. If applicable, Contractor must also fill out and return PUR 1808 before contract execution. If Contractor is a common carrier pursuant to section 908.111(1)(a), Florida Statutes, the Department will terminate this contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808.

b. Applicable to solicitations for a common carrier – Before contract execution, the winning Contractor(s) must fill out and return PUR 1808, and attest that it is not willfully providing any service in furtherance of transporting a person into this state knowing that the person unlawfully present in the United States

according to the terms of the federal Immigration and Nationality Act, 8 U.S.C. ss. 1101 et seq. The Department will terminate a contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
AGREEMENT NO. 24PLN37

ATTACHMENT 3

PROJECT TITLE: City of Fernandina Beach Adaptation Plan

PROJECT LOCATION: The Project is located in Fernandina Beach within Nassau County, Florida.

PROJECT DESCRIPTION:
The City of Fernandina Beach (Grantee) will complete the Fernandina Beach Adaptation Plan (Project) to include an Adaptation Plan (AP) consistent with the Florida Adaptation Planning Guidebook. The Project will include public outreach and stakeholder engagement.

TASKS AND DELIVERABLES:

Task 1: Kick Off Meeting

Description: The Grantee will develop an overall project management plan and address initial actions and then conduct a kick-off meeting for the project. Meeting attendees will discuss the project scope, project goals, schedule, key milestones, and deliverables in order to develop a consistent project approach. The Grantee will prepare the agenda, sign-in sheet, draft project schedule, presentation, and other meeting materials as necessary.

Deliverables: The Grantee will provide the following:

- **1.1:** Meeting agenda to include location, date, and time of meeting;
- **1.2:** Meeting sign-in sheets or attendance records with attendee names and affiliation;
- **1.3:** A copy of the presentation(s) and any materials created for distribution at the meeting, as applicable;
- **1.4:** Kick-off meeting minutes, which documents all decisions and agreed upon outcomes of the meeting; and
- **1.5:** A summary report including attendee input and meeting outcomes.

Task 2: Draft Adaptation Needs and Strategies

Description: The Grantee will develop adaptation needs and strategies for inclusion in the AP. The AP will include a table listing the adaptation needs and corresponding recommended strategies for each as well as a map illustrating the critical assets identified as adaptation needs. The AP shall be consistent with the guidelines in the Florida Adaptation Planning Guidebook.

Deliverables: The Grantee will provide the following:

- **2.1:** A draft AP.

Task 3: Community Prioritization of Adaptation Needs

Description: The Grantee will conduct a public meeting to develop a prioritization of adaptation needs for the community. The Grantee will present the draft AP that includes the following: assessment of adaptive capacities, adaptation needs, and identification of adaptation strategies. The purpose of the meeting is to

allow the public to provide community-specific input on the identified adaptation needs and strategies as identified in the draft AP as well as an opportunity to prioritize adaptation needs. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables: The Grantee will provide the following:

- **3.1:** Meeting agendas to include location, date, and time of meeting;
- **3.2:** Meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff);
- **3.3:** A copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable;
- **3.4:** A copy of the file or weblink of the video or audio recording from the meeting, if applicable; and
- **3.5:** A summary report including attendee input and meeting outcomes.

Task 4: Final Adaptation Plan

Description: The Grantee will complete an AP that is consistent with the Florida Adaptation Planning Guidebook. The AP will also include a list of prioritized projects for each asset class as defined in subsection 380.093(2), Florida Statutes, for consideration and implementation. The AP shall be consistent with the guidelines in the Florida Adaptation Planning Guidebook and will include adaptation action areas and high-level conceptual designs and engineering budgets for the top tier prioritized projects. GIS data of all locations will be provided. Additionally, the Grantee will integrate the Final AP into existing local planning products including the Comprehensive Plan, Building Code, the Local Mitigation Strategy, the Capital Improvement Plan, and the Stormwater Management Master Plan.

Deliverables: The Grantee will provide the following:

- **4.1:** A final AP, to include any products or documentation, either within or as appendices or independent sections, resulting from all optional subtasks included in the Task Description.

Task 5: Public Presentation

Description: The Grantee will present the final AP results to local governing boards, technical committees, or other appropriate officers and elected officials in a public presentation. The purpose of the presentation is to share the outcomes of the final AP including resulting prioritized project recommendations and future project funding. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables: The Grantee will provide the following:

- **5.1:** Meeting agendas to include location, date, and time of meeting;
- **5.2:** Meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff);
- **5.3:** A copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable;
- **5.4:** A copy of the file or weblink of the video or audio recording from the meeting, if applicable; and
- **5.5:** A summary report including attendee input and meeting outcomes.

PERFORMANCE MEASURES: The Grantee will submit all deliverables for each task to the Department's Grant Manager on or before the Task Due Date listed in the Project Timeline. The deliverables for each task must be submitted in chronological order, with the exception of the "Conduct Steering Committee Meetings" and "Peril of Flood Compliance" tasks, if included. Grantees must have received a Deliverable Acceptance Letter from the Department's Grant Manager prior to submitting any subsequent deliverables. The Department's Grant Manager will review the deliverable(s) to verify that they meet the specifications in the Grant Work Plan and the task description, to include any work being performed by any subcontractor(s), and will provide written acceptance or denial of the deliverable(s) to the Grantee within thirty (30) calendar days. Tasks may include multiple deliverables to be completed. The Department will accept partial and full deliverables. Incomplete deliverables will not be accepted. A "partial deliverable" is defined as a deliverable consisting of one (1) or more (but not all) subcomponents listed in the deliverable list for a single task, where such subcomponent(s) are delivered to the Department at one hundred percent (100%) completion. A "full deliverable" is defined as a deliverable comprising all subcomponents listed in the deliverable list for a single task, all delivered to the Department at one hundred percent (100%) completion. An "incomplete deliverable" is defined as a deliverable for which one hundred percent (100%) completion has not been achieved for any of the subcomponents listed in the deliverable list for a single task. A task is considered one hundred percent (100%) complete upon the Department's receipt and approval of all deliverable(s) listed within the task and the Department's approval provided by the Deliverable Acceptance Letter.

CONSEQUENCES FOR NON-PERFORMANCE: For each task deliverable not received by the Department at one hundred percent (100%) completion and by the specified due date listed in the Agreement's most recent Project Timeline, the Department will reduce the relevant Task Funding Amount(s) paid to Grantee in proportion to the percentage of the deliverable(s) not fully completed and/or submitted to the Department in a timely manner.

PAYMENT REQUEST SCHEDULE: Following the Grantee's full or partial completion of a task's deliverable(s) and acceptance by the Department's Grant Manager, the Grantee may submit a payment request for cost reimbursement using the Exhibit C, Payment Request Summary Form. All payment requests must be accompanied by the Deliverable Acceptance Letter; the Exhibit A, Progress Report Form, detailing all progress made in the invoice period; and supporting fiscal documentation including match, if applicable. Interim payments will not be accepted. Payment requests will not be accepted until all required Exhibit A, Progress Report Forms, have been submitted to the Department's Grant Manager for all reporting periods dating back to the Agreement Begin Date. Upon the Department's receipt of the aforementioned documents and supporting fiscal documentation, the Department's Grant Manager will have ten (10) working days to review and approve or deny the payment request.

PROJECT TIMELINE AND BUDGET DETAIL: The tasks must be completed by, and all deliverables received by, the corresponding task due date listed in the table below. Cost-reimbursable grant funding must not exceed the budget amounts indicated below. Requests for any change(s) must be submitted prior to the current task due date listed in the Project Timeline. Requests are to be sent via email to the Department's Grant Manager, with the details of the request and the reason for the request made clear.

Task No.	Task Title	Budget Category	DEP Amount	Match Amount	Total Amount	Task Start Date	Task Due Date
1	Kick Off Meeting	Contractual Services	$5,000	$0	$5,000	7/1/2023	10/1/2024
2	Draft Adaptation Needs and Strategies	Contractual Services	$30,000	$0	$30,000	7/1/2023	3/1/2025
3	Community Prioritization of Adaptation Needs	Contractual Services	$5,000	$0	$5,000	7/1/2023	4/30/2025
4	Final Adaptation Plan	Contractual Services	$50,000	$0	$50,000	7/1/2023	7/31/2025
5	Public Presentation	Contractual Services	$5,000	$0	$5,000	7/1/2023	7/31/2025
		Total:	**$95,000**	**$0**	**$95,000**		

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Public Records Requirements

Attachment 4

1. **Public Records.**

a. If the Agreement exceeds $35,000.00, and if Grantee is acting on behalf of Department in its performance of services under the Agreement, Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.

b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.

2. **Additional Public Records Duties of Section 119.0701, F.S., If Applicable.**
For the purposes of this paragraph, the term "contract" means the "Agreement." If Grantee is a "contractor" as defined in section 119.0701(1)(a), F.S., the following provisions apply and the contractor shall:

a. Keep and maintain Public Records required by Department to perform the service.

b. Upon request, provide Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.

c. A contractor who fails to provide the Public Records to Department within a reasonable time may be subject to penalties under section 119.10, F.S.

d. Ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the Public Records to Department.

e. Upon completion of the contract, transfer, at no cost, to Department all Public Records in possession of the contractor or keep and maintain Public Records required by Department to perform the service. If the contractor transfers all Public Records to Department upon completion of the contract, the contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the contractor keeps and maintains Public Records upon completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to Department, upon request from Department's custodian of Public Records, in a format specified by Department as compatible with the information technology systems of Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.

f. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT'S CUSTODIAN OF PUBLIC RECORDS AT:**

Telephone: **(850) 245-2118**
Email: public.services@floridadep.gov
Mailing Address: **Department of Environmental Protection**
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Boulevard, MS 49
Tallahassee, Florida 32399

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Audit Requirements
(State and Federal Financial Assistance)

Attachment 5

The administration of resources awarded by the Department of Environmental Protection *(which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient *(which may be referred to as the "Recipient", "Grantee" or other name in the agreement)* may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEP Department staff, limited scope audits as defined by 2 CFR 200.425, or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.330

1. A recipient that expends $750,000 or more in Federal awards in its fiscal year, must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Environmental Protection. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200.514 will meet the requirements of this part.

2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.

3. A recipient that expends less than $750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F-Audit Requirements. If the recipient expends less than $750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F-Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other federal entities.

4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at https://sam.gov/content/assistance-listings.

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of Environmental Protection by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than $750,000 in state financial assistance in its fiscal year (for fiscal year ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than $750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at https://apps.fldfs.com/fsaa for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at http://www.leg.state.fl.us/Welcome/index.cfm, State of Florida's website at http://www.myflorida.com/, Department of Financial Services' Website at http://www.fldfs.com/and the Auditor General's Website at http://www.myflorida.com/audgen/.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and required by PART I of this form shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.36 and 200.512

   A. The Federal Audit Clearinghouse designated in 2 CFR §200.501(a) (the number of copies required by 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

By Mail:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at http://harvester.census.gov/facweb/

2. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department of Environmental Protection at one of the following addresses:

By Mail:
Audit Director
Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (http://flauditor.gov/) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:
Audit Director
Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

4. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with 2 CFR 200, Subpart F-Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (non and for-profit organizations), Rules of the Auditor General, should indicate the date and the reporting package was delivered to the recipient correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award and this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Note: If the resources awarded to the recipient represent more than one federal program, provide the same information shown below for each federal program and show total federal resources awarded

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program A	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				$	
Federal Program B	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				$	

Note: Of the resources awarded to the recipient represent more than one federal program, list applicable compliance requirements for each federal program in the same manner as shown below:

Federal Program A	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.:(eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	
Federal Program B	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	

Note: If the resources awarded to the recipient for matching represent more than one federal program, provide the same information shown below for each federal program and show total state resources awarded for matching.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program A	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category
Federal Program B	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

Note: If the resources awarded to the recipient represent more than one state project, provide the same information shown below for each state project and show total state financial assistance awarded that is subject to section 215.97, F.S.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program A	State Awarding Agency	State Fiscal Year[1]	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Award	Florida Department of Environmental Protection	23/24	37.098	Resilient Florida Programs	$95,000.00	140078
State Program B	State Awarding Agency	State Fiscal Year[2]	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category

Total Award	$95,000.00	

Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [https://sam.gov/content/assistance-listings] and/or the Florida Catalog of State Financial Assistance (CSFA) [https://apps.fldfs.com/fsaa/searchCatalog.aspx], and State Projects Compliance Supplement (Part Four: State Projects Compliance Supplement [https://apps.fldfs.com/fsaa/state_project_compliance.aspx]. The

[1] Subject to change by Change Order.
[2] Subject to change by Change Order.

services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
PROGRAM-SPECIFIC REQUIREMENTS
RESILIENT FLORIDA PROGRAM

ATTACHMENT 6

1. Sea Level Impact Projection Study Requirement. If a state-funded construction project is located within an area where a Sea Level Impact Protection (SLIP) study is required pursuant to the relevant Florida Statute (s. 161.551, *Florida Statutes* (F.S.), before July 1, 2024; s. 380.0937, F.S., beginning July 1, 2024, and thereafter), the Grantee is responsible for conducting such a SLIP study and submitting the resulting report to the Department. The SLIP study report must be received by the Department, approved by the Department, and published on the Department's website for at least thirty (30) days before construction can commence. Upon submission to the Department, SLIP study reports must meet all relevant statutory requirements, as well as the then-current standards and criteria indicated in Chapter 62S-7, *Florida Administrative Code*.

2. Permits. The Grantee acknowledges that receipt of this grant does not imply nor guarantee that a federal, state, or local permit will be issued for a particular activity. The Grantee agrees to ensure that all necessary permits are obtained prior to implementation of any grant-funded activity that may fall under applicable federal, state, or local laws. Further, the Grantee shall abide by all terms and conditions of each applicable permit for any grant-funded activity. Upon request, the Grantee must provide a copy of all acquired and approved permits for the project.

3. Attachment 3, Grant Work Plan, Performance Measures. All deliverables and reports submitted to the Department should be submitted electronically and must be compliant with the Americans with Disabilities Act, also known as "508 Compliant," in all formats provided.

4. Copyright, Patent and Trademark. The Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for state government purposes:

    a. The copyright in any work developed under this Agreement; and
    b. Any rights or copyright to which the Grantee or subcontractor purchases ownership with grant support.

5. Grant funds may not be used to support ongoing efforts to comply with certain legal requirements or actions that were unanticipated, non-existent, or unknown to the Department at the time of this Agreement's execution, including regulatory and permit compliance requirements, non-compliance and citation fees, fees resulting from unanticipated permit conditions, settlement agreements, and compliance with formal or informal enforcement actions to resolve violations of applicable rules and statutes (including consent orders, Closed Without Official Enforcement agreements, and similar enforcement actions). Grant funds may be utilized to support ongoing efforts to comply with permit-required conditions, as approved by the Resilient Florida Program (e.g., pre-, during-, and post-construction monitoring and mitigation efforts).

6. Funding Source. With the exception of audiovisuals not intended for presentation to the general public that are produced either as research instruments or for documenting experimentation or findings (unless otherwise required under the special terms of this Agreement), Grantee agrees to include the Department's logo (which can be found on the Department's website at: https://floridadep.gov or by contacting the Grant Manager for a copy) on all publications, printed reports, maps, audiovisuals (including videos, slides, and websites), and similar materials, as well as the following language:

    "This work was funded in part through a grant agreement from the Florida Department of Environmental Protection's Office of Resilience and Coastal Protection Resilient Florida Program. The views, statements,

findings, conclusions, and recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the State of Florida or any of its subagencies."

The next printed line must identify the month and year of the publication.

7. Final Project Report. The Grantee must submit Exhibit F, Final Project Report Form, prior to requesting final payment. The Final Project Report may be submitted in lieu of the final quarterly status report, only in instances where the next quarterly report falls after the project's completion date.

8. Project Photos. The Grantee must submit Exhibit G, Photo Release Form, with the first submission of deliverables and reports (Exhibit A and F) that include photos.

9. Contractual Services. For all grant agreements that include Contractual Services as an expenditure category, the Grantee must submit Exhibit H, Contractual Services Certification, and all required supporting documentation for all contractors conducting work under the grant agreement, prior to requesting payment that includes contractual services.

10. Vulnerability Assessments. For all Planning grant agreements (Resilient Florida Grant Program and Regional Resilience Entities), the Grantee must submit Exhibit I, Vulnerability Assessment Compliance Checklist Certification, with the final grant deliverable(s).

11. Geographic Information System (GIS) files and associated metadata. All GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (found on the Resilient Florida Program website: https://floridadep.gov/rcp/resilient-florida-program/documents/resilient-florida-program-gis-data-standards), and raw data sources shall be defined within the associated metadata.

12. State and Local Fiscal Recovery Funds. For all grant agreements funded with the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act, the Grantee must submit the SLFRF Reporting Requirements Form upon execution of the grant agreement.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RESILIENT FLORIDA GRANT PROGRAM
EXHIBIT A
PROGRESS REPORT FORM

The current **Exhibit A, Progress Report Form** for the Resilient Florida Program grant agreements can be found on the Department's website at the link below. Each payment request must be submitted on the current form. The Department will notify grantees of any substantial changes to Exhibit A that occur during the grant agreement period.

https://floridadep.gov/Resilient-Florida-Program/Grants

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RESILIENT FLORIDA GRANT PROGRAM
EXHIBIT C
PAYMENT REQUEST SUMMARY FORM

The current **Exhibit C, Payment Request Summary Form** for the Resilient Florida Program grant agreements can be found on the Department's website at the link below. Each payment request must be submitted on the current form. The Department will notify grantees of any substantial changes to Exhibit C that occur during the grant agreement period.

https://floridadep.gov/Resilient-Florida-Program/Grants

EXHIBIT F

DEP AGREEMENT NO. 24PLN37

CITY OF FERNANDINA BEACH ADAPTATION PLAN

City of Fernandina Beach

Final Project Report

Insert Month & Year

This report is funded in part through a grant agreement from the Florida Department of Environmental Protection. The views, statements, findings, conclusions, and recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the State of Florida or any of its subagencies.

Part I. Executive Summary

Part II. Methodology

Part III. Outcome

Include the following: 1) evaluation of project's ability to meet goals and expected performance measures and provide explanation for why goals were not met, if applicable; 2) identify successful outcomes, areas for improvement, and quantifiable metrics (including the assigned metric in Exhibit A, if applicable) as a result of the project; and 3) final project photos, if an implementation construction project.

Part IV. Further Recommendations

Instructions for completing Exhibit F Final Project Report Form:

DEP AGREEMENT NO.: This is the number on your grant agreement.

GRANTEE NAME: Enter the name of the grantee's agency.

PROJECT TITLE: Enter the title shown on the first page of the grant agreement.

MONTH & YEAR: Enter month and year of publication

The final Project Report must contain the following sections: Executive Summary, Methodology, Outcome, and Further Recommendations. The Final Project Report must comply with the publication requirements in the grant agreement. Please limit the final project report to no more than five (5) pages. One electronic copy shall be submitted to the Department's Grant Manager for approval. Final payment will be held until receipt and approval of the Final Project Report.

Questions regarding completion of the Final Project Report should be directed to the Department's Grant Manager, identified in paragraph 18 of this agreement.

Florida Department of Environmental Protection

EXHIBIT G

PHOTOGRAPHER RELEASE FORM
FOR PHOTOGRAPHS, VIDEOS, AUDIO RECORDINGS AND ARTWORKS

DEP AGREEMENT NO: 24PLN37

RELEASE FORM FOR PHOTOGRAPHS, VIDEOS, AUDIO RECORDINGS AND ARTWORKS

Owner/Submitter's Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: (_____) _____ **Email:** _____

License and Indemnification

I certify that I am the owner of the photograph(s), video(s), audio recording(s) and/or artwork(s) being submitted and am eighteen (18) years of age or older.

I hereby grant to the Florida Department of Environmental Protection the royalty-free and non-exclusive right to distribute, publish and use the photograph(s), video(s), audio recording(s) and art work(s) submitted herewith (the "Work") to promote the Florida Department of Environmental Protection. Uses may include, but are not limited to:

1. Promotion of FDEP (including, but limited to publications, websites, social media venues, advertisements, etc.); and
2. Distribution to the media; and
3. Use in commercial products.

The Florida Department of Environmental Protection reserves the right to use/not use any Work as deemed appropriate by the Florida Department of Environmental Protection. No Work will be returned once submitted.

I hereby acknowledge that the Florida Department of Environmental Protection shall bear no responsibility whatsoever for protecting the Work against third-party infringement of my copyright interest or other intellectual property rights or other rights I may hold in such Work, and in no way shall be responsible for any losses I may suffer as a result of any such infringement; and I hereby represent and warrant that the Work does not infringe the rights of any other individual or entity.

I hereby unconditionally release, hold harmless and indemnify the Florida Department of Environmental Protection, its employees, volunteers, and representatives of and from all claims, liabilities and losses arising out of or in connection with the Florida Department of Environmental Protection's use of the Work. This release and indemnification shall be binding upon me, and my heirs, executors, administrators and assigns.

I have read and understand the terms of this release.

Owner signature: _____ **Date:** _____

Photo/video/audio/artwork/recording file name(s): _____

Location of photo/video/audio recording/artwork: _____

Name of person accepting Work submission _____

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RESILIENT FLORIDA GRANT PROGRAM
CONTRACTUAL SERVICES CERTIFICATION

Exhibit H

Required for all grant agreements that include Contractual Services as an expenditure category.

DEP Agreement Number: 24PLN37

Project Title: City of Fernandina Beach Adaptation Plan

Grantee: City of Fernandina Beach

Subcontractor: _____

Note: Submit separate Exhibit H Certification for each additional subcontractor.

Prior to making a request for payment of contractual services, the Grantee must provide the following to the Department Grant Manager then responsible for the Grantee's Resilient Florida Grant Program grant agreement:

1. Documentation of the Grantee's procurement process, as consistent with Attachment 1, Paragraph 9(c) and Attachment 2, Paragraph 11;
2. A list of all subcontractor quote and/or bid amounts (as applicable), including the company name and address for each subcontractor;
3. An explanation of how and why the Grantee made their determination(s) for the subcontractor(s) selected to perform certain task(s) under the Grantee's relevant grant agreement;
4. A copy of the Grantee's executed subcontract agreement, as required by Attachment 2, Paragraph 11; and
5. This Exhibit H, signed and dated by the Grantee's own (non-Departmental) grant manager.

By signing below, I certify that, on behalf of the Grantee, I have provided all the information required by items 1. through 4. of this exhibit, as stated above, to the Department Grant Manager currently responsible for the Grantee's Resilient Florida Grant Program grant agreement. I also certify that the procurement process the Grantee utilized follows all of said Grantee's non-Departmental policies and procedures for subcontractors.

_____
Grantee's Grant Manager Signature

_____
Print Name

_____
Date

COMMON CARRIER OR CONTRACTED CARRIER ATTESTATION FORM
(PUR 1808)

Exhibit J

This form must be completed by a Common Carrier or contracted carrier and submitted to the Governmental Entity with which a Contract being is executed, amended, or renewed. Capitalized terms used herein have the definitions ascribed in section 908.111, F.S.

N/A (no common carriers) is not willfully providing and will not willfully provide any service during the Contract term in furtherance of transporting a person into this state knowing that the person is an Unauthorized Alien, except to facilitate the detention, removal, or departure of the person from this state or the United States.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Lorelei Jacobs

Title: Grants Administrator

Signature: Lorelei Jacobs Date: 1/19/2024

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

INTRODUCTION

The City of Fernandina Beach, Florida (City) presents this Request for Qualifications (RFQ) for qualified firms to complete the **FERNANDINA BEACH ADAPTATION PLAN** consistence with the **FLORIDA ADAPTATION PLANNING GUIDEBOOK** for the City of Fernandina Beach, Florida**.**

The City will receive sealed submittals at the location stated below not later than **2:00pm, October 22, 2024.**

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

RESPONDENTS ARE REFERRED TO THE ATTACHED GENERAL CONDITIONS FOR OTHER IMPORTANT INFORMATION REGARDING THE REQUEST FOR QUALIFICATIONS PROCESS, REQUIREMENTS AND EXHIBITS.

The original RFQ submittal (**1 original, 4 copies and 1 electronic copy, CD, or thumb drive**) must be delivered to City Hall in a sealed package, clearly marked on the outside, **RFQ 24-03** and addressed to:

City of Fernandina Beach
Attn: City Clerk's Office – **RFQ #24-03**
204 Ash Street
Fernandina Beach, FL 32034

Hand delivered Submittal is to be taken to the Clerk's Office at the above address.

The proposal must be submitted on the specified **Contact Sheet**, hereto attached as "**Exhibit A**". The person signing the Response Form must have the authority to bind the proposer to the Submittal. All information on the Price Submittal form must be provided, or the submittal may not be accepted.

The sealed Submittal must be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G", "Dispute Disclosure",** herein provided as **"Exhibit H",** and **"Federal Requirements for ARPA Funds",** herein provided as **"Exhibit I".**

FIRM SHALL SIGN AND INCLUDE EXHIBITS "A-I". Failure to so, may result in rejection of the Submittal.

In accordance with Item 16, General Terms and Conditions, please provide **proof the Contractor/Vendor is not listed in the Excluded Parties List System**, a federal suspension and debarment listing.

An example of the City of Fernandina Beach contract is included in this bid packet.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

SCOPE OF WORK

The City of Fernandina Beach, Florida (City) is requesting qualification submittals for an overall project management plan and address initial actions and to then conduct a kick-off meeting for the Fernandina Beach Adaptation Plan project

After receiving qualification submittals from interested professional firms, the City will evaluate the submittal qualifications and capabilities to include, but not be limited to, such factors as: experience; capabilities; past record; past performance; adequacy of personnel; ability of professional personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; location; ability to furnish the required services; and such other factors as may be determined by the Evaluation Committee to be applicable to the particular requirements of the project for which the professional services have been requested. During the evaluation process, the City may elect to interview one or more firms who have submitted their qualifications.

Upon completion of the evaluation process, the City will select the firm(s) that best meets its needs for the project and will request a proposal from such firm(s) for the proposed project.

TASKS AND DELIVERABLES

Task 1: Kick Off Meeting:

The firm will develop an overall project management plan and address initial actions and then conduct a kick-off meeting for the project. Meeting attendees will discuss the project scope, project goals, schedule, key milestones, and deliverables in order to develop a consistent project approach. The Grantee will prepare the agenda, sign-in sheet, draft project schedule, presentation, and other meeting materials as necessary.

Deliverables:

- **1.1:** Meeting agenda to include location, date, and time of meeting;
- **1.2:** Meeting sign-in sheets or attendance records with attendee names and affiliation;
- **1.3:** A copy of the presentation(s) and any material created for distribution at the meeting, as applicable;
- **1.4:** Kick-off meeting minutes, which documents all decisions and agreed upon outcomes of the meeting; and
- **1.5:** A summary report including attendee input and meeting outcomes.

Task 2: Draft Adaptation Needs and Strategies:

The firm will develop adaptation needs and strategies for the inclusion in the Adaptation Plan (AP).
The AP will include a table listing the adaptation needs and corresponding recommended strategies for each as well as a map illustrating the critical assets identified as adaptation needs. The AP shall be consistent with the guidelines in the Florida Adaptation Planning Guidebook.

Deliverables:

- **2.1:** A draft AP

Task 3: Community Prioritization of Adaptation Needs:

Public meetings will be held to develop a prioritization of adaptation needs for the community. The Firm will present a draft AP that includes the following: assessment of adaptive capacities, adaptation

needs, and identification of adaptation strategies. The purpose of the meeting is to allow the public to provide community-specific input on the identified adaptation needs and strategies as identified in the draft AP as well as an opportunity to prioritize adaptation needs. The Grantee will prepare all social media notifications, meeting invitations, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables:

- **3.1:** Meeting agendas to include location, date, and time of meeting;
- **3.2:** Meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff);
- **3.3**: A copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable;
- **3.4:** A copy of the file or weblink of the video or audio recording from the meeting, if applicable; and
- **3.5:** A summary report including attendee input and meeting outcomes.

Task 4: Final Adaptation Plan:
The Grantee will complete an AP that is consistent with the Florida Adaptation Planning Guidebook. The AP will also include a list of prioritized projects for each asset class as defined in subsection 380.093(2) Florida Statutes, for consideration and implementation. The AP shall be consistent with the guidelines in the Florida Adaptation Planning Guidebook and will include adaptation action areas and high-level conceptual designs and engineering budgets for the top tier prioritized projects. GIS date of all locations will be provided. Additionally, the Grantee will integrate the final AP into existing local planning products including the Comprehensive Plan, Building Code, the Local Mitigation Strategy, the Capital Improvement Plan, and the Stormwater Management Master Plan.

Deliverables:

- **4.1:** A final AP, to include any products or documentation, either within or as appendices or independent sections, resulting from all optional subtasks included in the Task Description.

Task 5: Public Presentation:
The Grantee will present the final AP results to local governing boards, technical committees or other appropriate officers and elected officials in a public presentation. The purpose of the presentation will be to share the outcomes of the final AP including resulting prioritized project recommendations and future project funding. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables:

- **5.1:** Meeting agendas to include location, date, and time of meeting;
- **5.2:** Meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff);

- **5.3:** A copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcement, graphics), as applicable;
- **5.4:** A copy of the file or weblink of the video or audio recording from the meeting if applicable; and
- **5.5:** A summary report including attendee input and meeting outcomes.

EVALUATION

An Evaluation Committee will review all responsive submittals. The submittals will be evaluated using the evaluation criteria set forth herein. The information that will be considered and relative scoring for each criterion is as follows:

Experience of the team members **40 points**
Does the respondent team demonstrate the understanding of the project and contain the skills to complete the work and understand the overall goals of the City for this project.

Past Performance/References **40 points**
Has the team members successfully completed similar projects and worked as a team previously on similar projects.

Proposed Schedule **20 Points**
Does the schedule proposed by the team demonstrate understanding of the efforts required and fully identify significant milestones based on the scope of work involved.

The City of Fernandina Beach shall be the judge of its own best interest regarding the evaluation of the submittals. Selection of the firm(s)may be made to the most responsive and responsible firm's submittal determined to be the most advantageous to the City.

The City reserves the right to consider information and fact, whether gained from the firm's submittal, question and answer conferences, references, and/or other sources in the evaluation process.

CONTACT

Specific questions during the submittal period must be submitted in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

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

ADDENDA

A written response to Respondent questions will be issued via Addendum and posted on the City's website at www.fbfl.us/bids and DemandStar at www.demandstar.com. It is the Respondent's

responsibility to check the City's website for Addenda prior to submitting their proposal. The deadline for questions is **ten** days before proposal submittal opening.

If there is an Addendum it becomes part of the original RFQ and must 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 submittal.

INSURANCE REQUIREMENTS

Insurance requirements are outlined in the General Conditions of this Request for Qualifications.

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

GENERAL CONDITIONS OF REQUEST FOR QUALIFICATIONS

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.

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 REQUEST FOR QUALIFICATIONS will be awarded to the most responsive and responsible submittal 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 (Contract) mailed or otherwise furnished to the successful submittal 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 two 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, Bids and Purchasing web page.

f. Agreement may be cancelled with 60-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 in re 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

a. Payment due hereunder shall be made by the City to INDIVIDUAL/FIRM in accordance with the Florida Prompt Payment Act.

PROTESTS

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

FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, INDIVIDUAL/FIRM may not participate in the proposal if INDIVIDUAL/FIRM is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. The Federal Government's Excluded Parties List System (EPL) is located at, including but not limited to, https://www.sam.gov/portal/SAM/. INDIVIDUAL/FIRM shall include copy of search results with bid or proposal.

LOBBYING

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. INDIVIDUAL/FIRM shall not contact any Commission Member and/or any requesting or evaluating Department/Office person during

said black-out period. All questions and procedural matters shall be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

EXHIBITS

EXHIBIT "A" **Contact Sheet**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure**

EXHIBIT "I" **Federal Requirements for ARPA Funds**

EXHIBIT "A"

CONTACT SHEET

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____**Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

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, must 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 must be considered an affiliate.

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

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

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

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

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

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

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

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

_____
Notary Public
My Commission expires: _____

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

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 must:

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 SUBMITTAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

_____

I/FIRM acknowledges and agrees to the following:

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

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM MUST BE INCLUDED WITH SUBMITTAL

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 SUBMITTAL

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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

_____

Signature Date:

STATE OF FLORIDA
COUNTY OF _____
PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ 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 SUBMITTAL

CITY OF FERNANDINA BEACH, FLORIDA
REQUEST FOR QUALIFICATIONS
RFQ 24-03 ADAPTATION PLAN CITY OF FERNANDINA BEACH, FL

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 Responder, 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 Responder, firm, or person to fix the price or prices in the attached proposal or any other Responder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Responder, 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 Responder 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 SUBMITTAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts must 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 SUBMITTAL

CITY OF FERNANDINA BEACH RFQ 24-03
SUBMITTAL OPENING OCTOBER 22, 2024

RFQ 24-03 ADAPTATION PLAN FERNANDINA BEACH

Attended by: **Wanda Weaks**

DATE/TIME REC'D	COMPANY NAME	LOCATION
10/22/2024 10:48AM	Halff Associates	Jacksonville, FL

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

Select Year: 2022 Go

The 2022 Florida Statutes (including 2022 Special Session A and 2023 Special Session B)

Title XXVIII NATURAL RESOURCES; CONSERVATION, RECLAMATION, AND USE | Chapter 380 LAND AND WATER MANAGEMENT | View Entire Chapter

380.093 Resilient Florida Grant Program; comprehensive statewide flood vulnerability and sea level rise data set and assessment; Statewide Flooding and Sea Level Rise Resilience Plan; regional resilience entities.—

(1) LEGISLATIVE INTENT.—

(a) The Legislature recognizes that the state is particularly vulnerable to adverse impacts from flooding resulting from increases in frequency and duration of rainfall events, storm surge from more frequent and severe weather systems, and sea level rise. Such adverse impacts pose economic, social, environmental, and public health and safety challenges to the state. To most effectively address these challenges, funding should be allocated in a manner that prioritizes addressing the most significant risks.

(b) The Legislature further recognizes that the adverse impacts of flooding and sea level rise affect coastal and inland communities all across the state. Consequently, a coordinated approach is necessary to maximize the benefit of efforts to address such impacts and to improve the state's resilience to flooding and sea level rise.

(c) The Legislature further recognizes that to effectively and efficiently address and prepare for the adverse impacts of flooding and sea level rise in the state, it is necessary to conduct a comprehensive statewide assessment of the specific risks posed to the state by flooding and sea level rise and develop a statewide coordinated approach to addressing such risks.

(2) DEFINITIONS.—As used in this section, the term:

(a) "Critical asset" includes:

1. Transportation assets and evacuation routes, including airports, bridges, bus terminals, ports, major roadways, marinas, rail facilities, and railroad bridges.

2. Critical infrastructure, including wastewater treatment facilities and lift stations, stormwater treatment facilities and pump stations, drinking water facilities, water utility conveyance systems, electric production and supply facilities, solid and hazardous waste facilities, military installations, communications facilities, and disaster debris management sites.

3. Critical community and emergency facilities, including schools, colleges, universities, community centers, correctional facilities, disaster recovery centers, emergency medical service facilities, emergency operation centers, fire stations, health care facilities, hospitals, law enforcement facilities, local government facilities, logistical staging areas, affordable public housing, risk shelter inventory, and state government facilities.

4. Natural, cultural, and historical resources, including conservation lands, parks, shorelines, surface waters, wetlands, and historical and cultural assets.

(b) "Department" means the Department of Environmental Protection.

(c) "Preconstruction activities" means activities associated with a project that occur before construction begins, including, but not limited to, design of the project, permitting for the project, surveys and data collection, site development, solicitation, public hearings, local code or comprehensive plan amendments, establishing local funding sources, and easement acquisition.

(d) "Regionally significant assets" means critical assets that support the needs of communities spanning multiple geopolitical jurisdictions, including, but not limited to, water resource facilities, regional medical centers, emergency operations centers, regional utilities, major transportation hubs and corridors, airports, and seaports.

(3) RESILIENT FLORIDA GRANT PROGRAM.—

(a) The Resilient Florida Grant Program is established within the department.

(b) Subject to appropriation, the department may provide grants to a county or municipality to fund:

1. The costs of community resilience planning and necessary data collection for such planning, including comprehensive plan amendments and necessary corresponding analyses that address the requirements of s. 163.3178(2)(f).

2. Vulnerability assessments that identify or address risks of inland or coastal flooding and sea level rise.

3. The development of projects, plans, and policies that allow communities to prepare for threats from flooding and sea level rise.

4. Preconstruction activities for projects to be submitted for inclusion in the Statewide Flooding and Sea Level Rise Resilience Plan that are located in a municipality that has a population of 10,000 or fewer or a county that has a population of 50,000 or fewer, according to the most recent April 1 population estimates posted on the Office of Economic and Demographic Research's website.

(c) A vulnerability assessment conducted pursuant to paragraph (b) must encompass the entire county or municipality; include all critical assets owned or maintained by the grant applicant; and use the most recent publicly available Digital Elevation Model and generally accepted analysis and modeling techniques. An assessment may encompass a smaller geographic area or include only a portion of the critical assets owned or maintained by the grant applicant with appropriate rationale and upon approval by the department. Locally collected elevation data may also be included as part of the assessment as long as it is submitted to the department pursuant to this paragraph.

1. The assessment must include an analysis of the vulnerability of and risks to critical assets, including regionally significant assets, owned or managed by the county or municipality.

2. Upon completion of a vulnerability assessment, the county or municipality shall submit to the department the following:

a. A report detailing the findings of the assessment.

b. All electronic mapping data used to illustrate flooding and sea level rise impacts identified in the assessment. When submitting such data, the county or municipality shall include:

(I) Geospatial data in an electronic file format suitable for input to the department's mapping tool.

(II) Geographic information system data that has been projected into the appropriate Florida State Plane Coordinate System and that is suitable for the department's mapping tool. The county or municipality must also submit metadata using standards prescribed by the department.

c. A list of critical assets, including regionally significant assets, that are impacted by flooding and sea level rise.

(d) A vulnerability assessment conducted pursuant to paragraph (b) must include all of the following:

1. Peril of flood comprehensive plan amendments that address the requirements of s. 163.3178(2)(f), if the county or municipality is subject to such requirements and has not complied with such requirements as determined by the Department of Economic Opportunity.

2. If applicable, the depth of:

a. Tidal flooding, including future high tide flooding, which must use thresholds published and provided by the department. To the extent practicable, the analysis should also geographically display the number of tidal flood days expected for each scenario and planning horizon.

b. Current and future storm surge flooding using publicly available National Oceanic and Atmospheric Administration or Federal Emergency Management Agency storm surge data. The initial storm surge event used must equal or exceed the current 100-year flood event. Higher frequency storm events may be analyzed to understand the exposure of a critical asset.

c. To the extent practicable, rainfall-induced flooding using spatiotemporal analysis or existing hydrologic and hydraulic modeling results. Future boundary conditions should be modified to consider sea level rise and high tide conditions. Vulnerability assessments for rainfall-induced flooding must include the depth of rainfall-induced flooding for a 100-year storm and a 500-year storm, as defined by the applicable water management district or, if necessary, the appropriate federal agency. Future rainfall conditions should be used, if available. Noncoastal communities must perform a rainfall-induced flooding assessment.

d. To the extent practicable, compound flooding or the combination of tidal, storm surge, and rainfall-induced flooding.

3. The following scenarios and standards:

a. All analyses in the North American Vertical Datum of 1988.

b. At least two local sea level rise scenarios, which must include the 2017 National Oceanic and Atmospheric Administration intermediate-low and intermediate-high sea level rise projections.

c. At least two planning horizons that include planning horizons for the years 2040 and 2070.

d. Local sea level data that has been interpolated between the two closest National Oceanic and Atmospheric Administration tide gauges. Local sea level data may be taken from one such gauge if the gauge has a higher mean sea level. Data taken from an alternate tide gauge may be used with appropriate rationale and department approval, as long as it is publicly available or submitted to the department pursuant to paragraph (b).

(4) COMPREHENSIVE STATEWIDE FLOOD VULNERABILITY AND SEA LEVEL RISE DATA SET AND ASSESSMENT.—

(a) By July 1, 2023, the department shall complete the development of a comprehensive statewide flood vulnerability and sea level rise data set sufficient to conduct a comprehensive statewide flood vulnerability and sea level rise assessment. In developing the data set, the department shall, in coordination with the Florida Flood Hub for Applied Research and Innovation, compile, analyze, and incorporate, as appropriate, information related to vulnerability assessments submitted to the department pursuant to subsection (3) or any previously completed assessments that meet the requirements of subsection (3).

1. The Chief Science Officer shall, in coordination with necessary experts and resources, develop statewide sea level rise projections that incorporate temporal and spatial variability, to the extent practicable, for inclusion in the data set. This subparagraph does not supersede regionally adopted projections.

2. The data set must include information necessary to determine the risks to inland and coastal communities, including, but not limited to, elevation, tidal levels, and precipitation.

(b) By July 1, 2024, the department shall complete a comprehensive statewide flood vulnerability and sea level rise assessment that identifies inland and coastal infrastructure, geographic areas, and communities in the state that are vulnerable to flooding and sea level rise and the associated risks.

1. The department shall use the comprehensive statewide flood vulnerability and sea level rise data set to conduct the assessment.

2. The assessment must incorporate local and regional analyses of vulnerabilities and risks, including, as appropriate, local mitigation strategies and postdisaster redevelopment plans.

3. The assessment must include an inventory of critical assets, including regionally significant assets, that are essential for critical government and business functions, national security, public health and safety, the economy, flood and storm protection, water quality management, and wildlife habitat management, and must identify and analyze the vulnerability of and risks to such critical assets. When identifying critical assets for inclusion in the

assessment, the department shall also take into consideration the critical assets identified by local governments and submitted to the department pursuant to subsection (3).

(c) The department shall update the comprehensive statewide flood vulnerability and sea level rise data set and assessment every 5 years. The department may update the data set and assessment more frequently if it determines that updates are necessary to maintain the validity of the data set and assessment.

(5) STATEWIDE FLOODING AND SEA LEVEL RISE RESILIENCE PLAN.—

(a) By December 1, 2021, and each December 1 thereafter, the department shall develop a Statewide Flooding and Sea Level Rise Resilience Plan on a 3-year planning horizon and submit it to the Governor, the President of the Senate, and the Speaker of the House of Representatives. The plan must consist of ranked projects that address risks of flooding and sea level rise to coastal and inland communities in the state. All eligible projects submitted to the department pursuant to this section must be ranked and included in the plan. Each plan must include a detailed narrative overview describing how the plan was developed, including a description of the methodology used by the department to determine project eligibility, a description of the methodology used to rank projects, the specific scoring system used, the project proposal application form, a copy of each submitted project proposal application form separated by eligible projects and ineligible projects, the total number of project proposals received and deemed eligible, the total funding requested, and the total funding requested for eligible projects.

(b) The plan submitted by December 1, 2021, before the comprehensive statewide flood vulnerability and sea level rise assessment is completed, will be a preliminary plan that includes projects that address risks of flooding and sea level rise identified in available local government vulnerability assessments and projects submitted by water management districts that mitigate the risks of flooding or sea level rise on water supplies or water resources of the state. The plan submitted by December 1, 2022, and the plan submitted by December 1, 2023, will be updates to the preliminary plan. The plan submitted by December 1, 2024, and each plan submitted by December 1 thereafter, shall address risks of flooding and sea level rise identified in the comprehensive statewide flood vulnerability and sea level rise assessment.

(c) Each plan submitted by the department pursuant to this subsection must include the following information for each recommended project:

1. A description of the project.
2. The location of the project.
3. An estimate of how long the project will take to complete.
4. An estimate of the cost of the project.
5. The cost-share percentage available for the project.
6. A summary of the priority score assigned to the project.
7. The project sponsor.

(d)1. By September 1, 2021, and each September 1 thereafter, the following entities may submit to the department a list of proposed projects that address risks of flooding or sea level rise identified in vulnerability assessments that meet the requirements of subsection (3):

a. Counties.
b. Municipalities.
c. Special districts as defined in s. 189.012 that are responsible for the management and maintenance of inlets and intracoastal waterways or for the operation and maintenance of a potable water facility, a wastewater facility, an airport, or a seaport facility.

For the plans submitted by December 1, 2021; December 1, 2022; and December 1, 2023, such entities may submit projects identified in existing vulnerability assessments that do not comply with subsection (3). A regional resilience entity may also submit proposed projects to the department

pursuant to this subparagraph on behalf of one or more member counties or municipalities.

2. By September 1, 2021, and each September 1 thereafter, the following entities may submit to the department a list of any proposed projects that mitigate the risks of flooding or sea level rise on water supplies or water resources of the state and a corresponding evaluation of each project:

a. Water management districts.

b. Drainage districts.

c. Erosion control districts.

d. Flood control districts.

e. Regional water supply authorities.

3. Each project submitted to the department pursuant to this paragraph for consideration by the department for inclusion in the plan must include:

a. A description of the project.

b. The location of the project.

c. An estimate of how long the project will take to complete.

d. An estimate of the cost of the project.

e. The cost-share percentage available for the project.

f. The project sponsor.

(e) Each project included in the plan must have a minimum 50 percent cost share unless the project assists or is within a financially disadvantaged small community. For purposes of this section, the term “financially disadvantaged small community” means:

1. A municipality that has a population of 10,000 or fewer, according to the most recent April 1 population estimates posted on the Office of Economic and Demographic Research’s website, and a per capita annual income that is less than the state’s per capita annual income as shown in the most recent release from the Bureau of the Census of the United States Department of Commerce that includes both measurements; or

2. A county that has a population of 50,000 or fewer, according to the most recent April 1 population estimates posted on the Office of Economic and Demographic Research’s website, and a per capita annual income that is less than the state’s per capita annual income as shown in the most recent release from the Bureau of the Census of the United States Department of Commerce that includes both measurements.

(f) To be eligible for inclusion in the plan, a project must have been submitted pursuant to paragraph (d) or must have been identified in the comprehensive statewide flood vulnerability and sea level rise assessment, as applicable.

(g) Expenses ineligible for inclusion in the plan include, but are not limited to, expenses associated with:

1. Aesthetic vegetation.

2. Recreational structures such as piers, docks, and boardwalks.

3. Water quality components of stormwater and wastewater management systems, except for expenses to mitigate water quality impacts caused by the project or expenses related to water quality which are necessary to obtain a permit for the project.

4. Maintenance and repair of over-walks.

5. Park activities and facilities, except expenses to control flooding or erosion.

6. Navigation construction, operation, and maintenance activities.

7. Projects that provide only recreational benefits.

(h) The department shall implement a scoring system for assessing each project eligible for inclusion in the plan pursuant to this subsection. The scoring system must include the following tiers and associated criteria:

1. Tier 1 must account for 40 percent of the total score and consist of all of the following criteria:

a. The degree to which the project addresses the risks posed by flooding and sea level rise identified in the local government vulnerability assessments or the comprehensive statewide flood vulnerability and sea level rise assessment, as applicable.

b. The degree to which the project addresses risks to regionally significant assets.

c. The degree to which the project reduces risks to areas with an overall higher percentage of vulnerable critical assets.

d. The degree to which the project contributes to existing flooding mitigation projects that reduce upland damage costs by incorporating new or enhanced structures or restoration and revegetation projects.

2. Tier 2 must account for 30 percent of the total score and consist of all of the following criteria:

a. The degree to which flooding and erosion currently affect the condition of the project area.

b. The overall readiness of the project to proceed in a timely manner, considering the project's readiness for the construction phase of development, the status of required permits, the status of any needed easement acquisition, and the availability of local funding sources.

c. The environmental habitat enhancement or inclusion of nature-based options for resilience, with priority given to state or federal critical habitat areas for threatened or endangered species.

d. The cost-effectiveness of the project.

3. Tier 3 must account for 20 percent of the total score and consist of all of the following criteria:

a. The availability of local, state, and federal matching funds, considering the status of the funding award, and federal authorization, if applicable.

b. Previous state commitment and involvement in the project, considering previously funded phases, the total amount of previous state funding, and previous partial appropriations for the proposed project.

c. The exceedance of the flood-resistant construction requirements of the Florida Building Code and applicable flood plain management regulations.

4. Tier 4 must account for 10 percent of the total score and consist of all of the following criteria:

a. The proposed innovative technologies designed to reduce project costs and provide regional collaboration.

b. The extent to which the project assists financially disadvantaged communities.

(i) The total amount of funding proposed for each year of the plan may not be less than $100 million. Upon review and subject to appropriation, the Legislature shall approve funding for the projects as specified in the plan. Multiyear projects that receive funding for the first year of the project must be included in subsequent plans and funded until the project is complete, provided that the project sponsor has complied with all contractual obligations and funds are available.

(j) The department shall initiate rulemaking by August 1, 2021, to implement this section.

(6) REGIONAL RESILIENCE ENTITIES.—Subject to specific legislative appropriation, the department may provide funding for the following purposes to regional entities that are established by general purpose local governments and whose responsibilities include planning for the resilience needs of communities and coordinating intergovernmental solutions to mitigate adverse impacts of flooding and sea level rise:

(a) Providing technical assistance to counties and municipalities.

(b) Coordinating multijurisdictional vulnerability assessments.

(c) Developing project proposals to be submitted for inclusion in the Statewide Flooding and Sea Level Rise Resilience Plan.

History.—s. 1, ch. 2021-28; s. 4, ch. 2022-89.

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CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Airport Rates and Charges

ITEM TYPE: Presentation

REQUESTED ACTION: N/A

SYNOPSIS: Airport Director Nathan Coyle will be in attendance to present.

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

CITY ATTORNEY COMMENTS: N/A

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

Nathan Coyle, Airport Consultant	08/01/2025
Jeremiah Glisson, Deputy City Manager	08/05/2025
Sarah Campbell, City Manager	08/06/2025

Caroline Best

Date: August 01, 2025

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT:	Presentation Budget Summary
ITEM TYPE:	Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: Comptroller Susan Carless will review the July 2025 budget summary and be available to answer any questions.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Susan Carless, Comptroller	08/11/2025
Jeremiah Glisson, Deputy City Manager	08/12/2025
Sarah Campbell, City Manager	08/12/2025

Kimberly Elliott-Briley

Date: February 10, 2025

Submitted By: Kimberly Elliott-Briley, Deputy City Clerk

COMMISSION ACTION:

City of Fernandina Beach
Accounts Receivable Analysis

7/31/2025

Utility Billing - Current Accounts

Number of Customers		Delinquency Days	$		Avg Monthly Billing
9,879	**Active Customers**				**$ 1,313,566.74**
570		30	57,475.07		
100		60	9,434.95	*	*payment terms
29		90	4,132.58	*	
11		120+	1,657.84	*	
570		**Total**	**$ 72,700.44**		

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

	83 accts. w/delinquent balances	**$ 16,172.71**

Utility Billings in Collections

Year based on final billing date	# of Accounts Transferred	Amt of $ Transferred	Amt of $ Recovered by CCI	Amt of $ Recovered by UB	**Total $ Recovered**	**% recovered**
			-			
2020 Charged Off	Effective 8/5/2024	-	-	-		**0.00%**
2021 (thru Dec)	241	51,292.90	1,114.45	4,796.16		**11.52%**
2022 (thru Dec)	160	37,006.56	2,602.23	7,726.45		**27.91%**
2023 (thru Dec)	164	39,285.97	1,302.40	9,264.20		**26.90%**
2024 (thru Dec)	206	33,414.25		1,935.47		**5.79%**
2025 (thru Feb)	14	4,320.86				**0.00%**
		$ 160,999.68	$ 5,019.08	$ 23,722.28	**$ 28,741.36**	**17.85%**
Recovered to date		$ (28,741.36)				
Balance currently at CCI		**$ 132,258.32**				

Airport

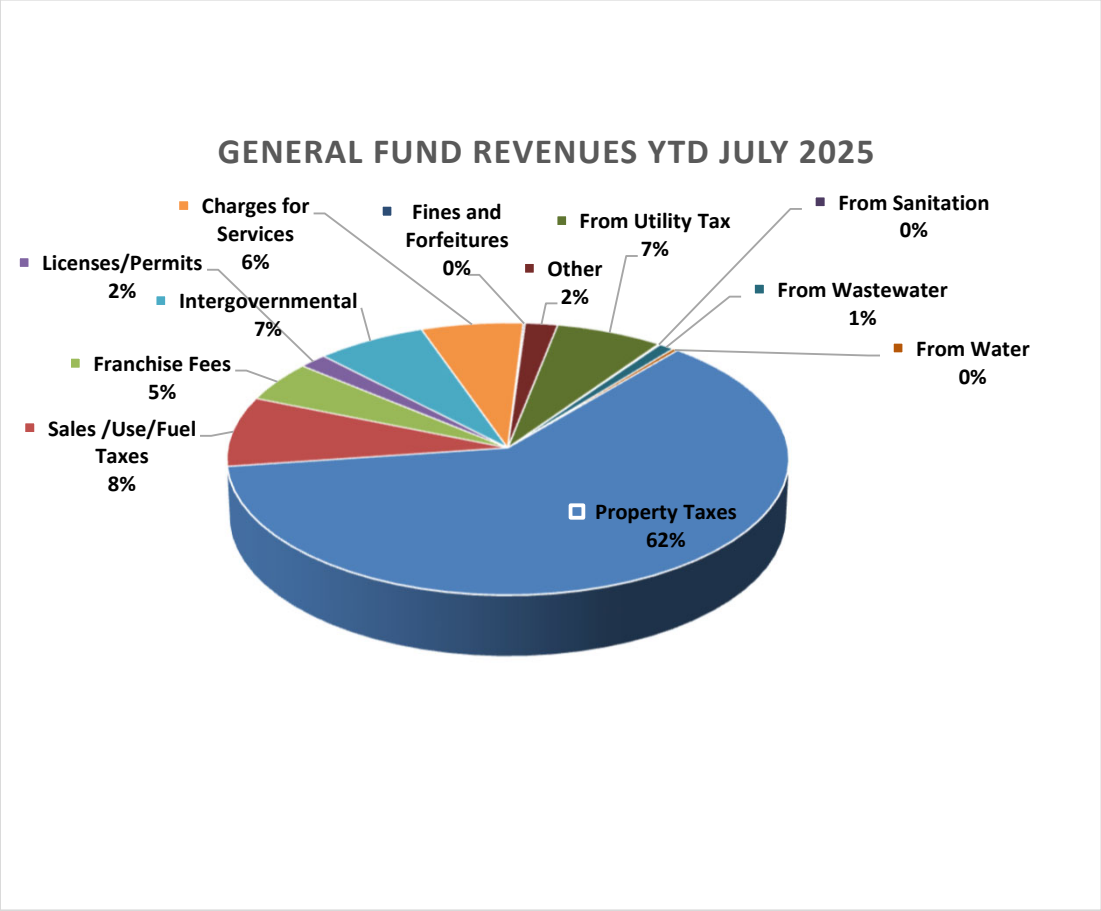
Number of Customers		Delinquency Days	$		Avg Mo'ly Billing	
77	**ALL Customers**				**$74,588.46**	
12		30	9,360.20			
4		60	6,578.77			
2		90	690.08			
0		120+	-			
18		**Sub Total**	**$ 16,629.05**			**$ 16,629.05**

Marina

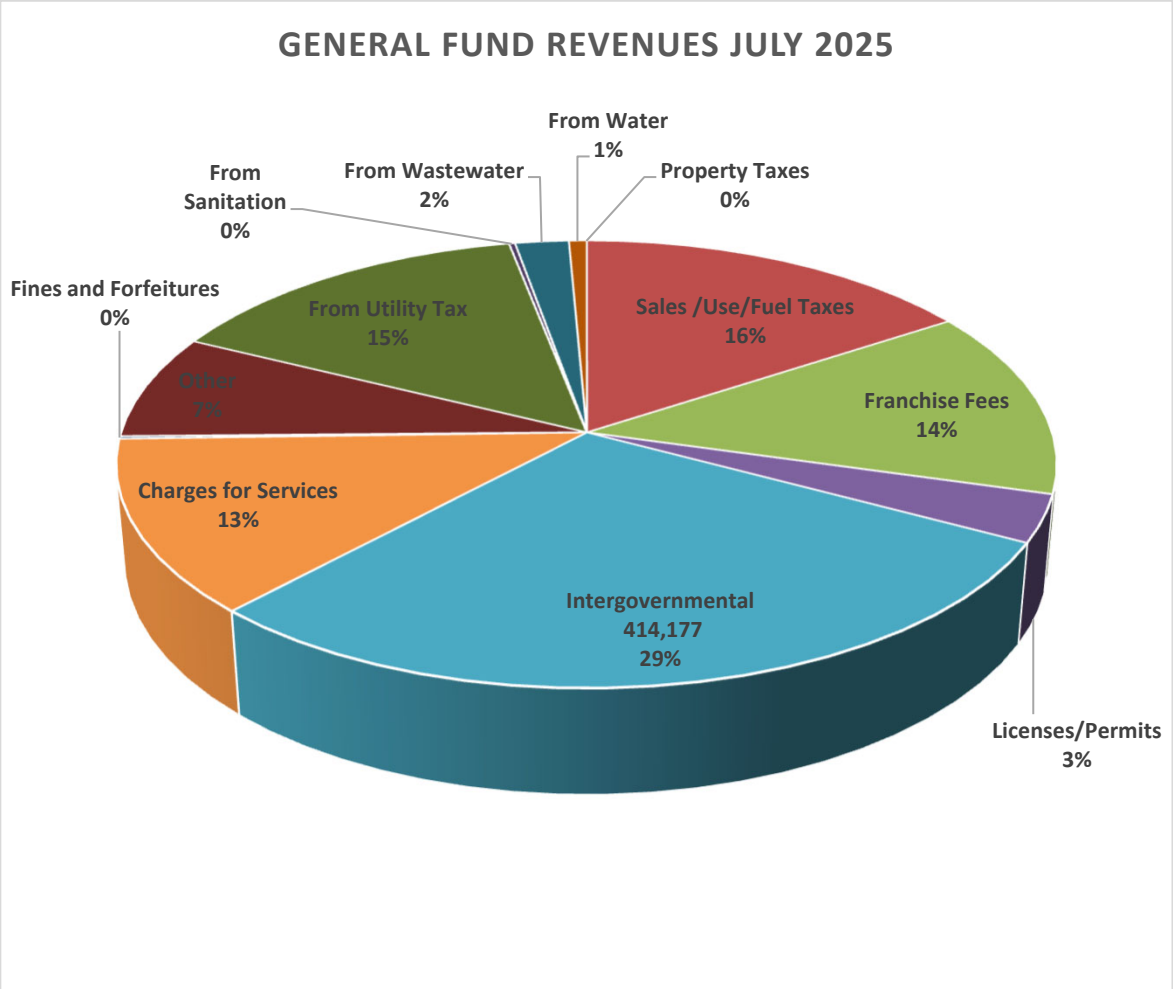
					Avg Monthly Billing
440	**# of Customers**				**$283,781**
# of Customers with balanced in each aging category		**Delinquency Days**	**Amount**		
10		30	$ (6,136)		
4		60	$ 224		
3		90	$ 1,341		
4		>90	$ 6,839		
			-		
			$ 2,268		
	Customer paid in Advance		$ -	Deposit	
	Total A/R Balance		**$ 2,268**		

Peck Center & Other City Leases

Number of Customers		Delinquency Days	$	Avg Mo'ly Billing
5	**ALL Customers**			**2,195.33**
2		30	480.52	
0		60	-	
0		90	-	
0		120+	-	
2		**Sub Total**	**$ 480.52**	

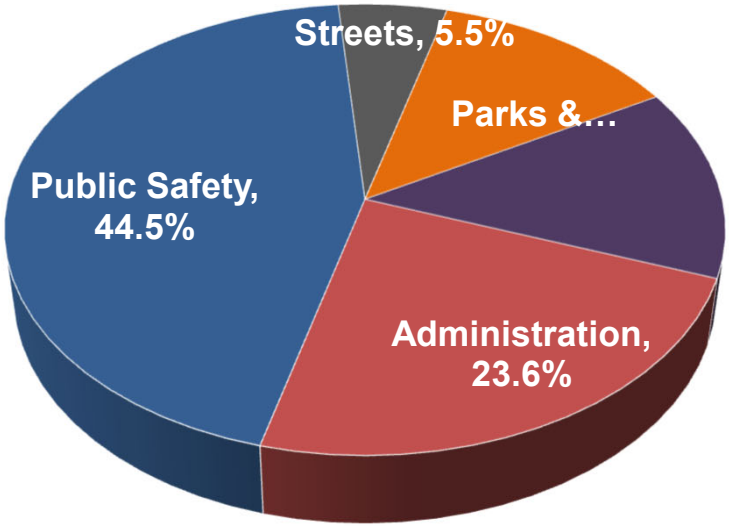


General Fund Revenues Year-to-Date		% of Total
Property Taxes	19,352,498	61.7%
Sales /Use/Fuel Taxes	2,609,262	8.3%
Franchise Fees	1,516,643	4.8%
Licenses/Permits	553,036	1.8%
Intergovernmental	2,155,458	6.9%
Charges for Services	1,985,116	6.3%
Fines and Forfeitures	37,117	0.1%
Other	630,102	2.0%
From Utility Tax	2,083,333	6.6%
From Sanitation	33,333	0.1%
From Wastewater	300,000	1.0%
From Water	100,000	0.3%
Total Revenues (excluding cash balance)	31,355,899	



		% of Total
Property Taxes	-	0.0%
Sales /Use/Fuel Taxes	224,420	0.7%
Franchise Fees	192,840	0.6%
Licenses/Permits	48,593	0.2%
Intergovernmental	414,177	1.3%
Charges for Services	178,742	0.6%
Fines and Forfeitures	2,539	0.0%
Other	107,379	0.3%
From Utility Tax	208,333	0.7%
From Sanitation	3,333	0.0%
From Wastewater	30,000	0.1%
From Water	10,000	0.0%
Total Revenues (excluding cash balance)	1,420,356	

General Fund Expenditures by Function
YTD July 2025



Function

Function	% of Total	Amount
Administration	23.6%	6,209,321
Public Safety	44.5%	11,741,506
Streets	5.5%	1,460,258
Parks & Recreation	12.6%	3,324,553
Transfers & Other	13.8%	3,628,775
Total		**26,364,413**

Department

Administration		Public Safety		Streets	1,460,258	Transfers & Other		Parks & Recreation	
City Commission	195,552	Police	5,528,541			Downtown	195,694	Library	14,013
City Clerk	717,426	Fire	5,258,107			Public Assistance	76,990	Recreation	1,057,473
City Manager	437,374	Fire - Ocean Rescue	589,618			Transfer to Land Conservation	66,667	Parks	1,275,050
Finance	773,689	Fire - Beach Rangers	49,717			Transfer to Capital Improvements	1,658,977	Peck	338,800
Information Technology	889,687	Code Enforcement	315,523			Transfer to Golf	741,667	MLK Center	81,877
Human Resources	383,722					Transfer to Airport	247,063	Youth	240,191
City Attorney	958,705					Transfer to Marina	641,718	Aquatics	317,148
Planning	669,524								
Planning - Greenway	144,480								
Facility Maintenance	766,422								
Non-Departmental	272,740								

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
FISCAL YEAR TO DATE THROUGH JULY 2025

83.3% % of Year Completed

GENERAL FUND (001)	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	VARIANCE Fav/(UnFav)	%	FY2024 Revised Budget	FY2024 Current Month	FY2024 YTD	%
REVENUES:									
Property Taxes	$ 19,288,395	-	$ 19,352,498	$ 64,103	100.3%	18,031,213	(89,221)	$ 18,172,189	100.8%
Sales /Use/Fuel Taxes	3,185,849	224,420	2,609,262	(576,587)	81.9%	3,261,651	226,533	2,375,645	72.8%
Franchise Fees	1,587,000	192,840	1,516,643	(70,357)	95.6%	1,425,000	331,444	1,552,428	108.9%
Licenses/Permits	499,800	48,593	553,036	53,236	110.7%	400,800	28,272	390,905	97.5%
Intergovernmental	2,109,659	414,177	2,155,458	45,799	102.2%	1,754,648	130,207	1,454,088	82.9%
Charges for Services	1,889,103	178,742	1,985,116	96,013	105.1% 1	1,839,103	119,481 1	1,162,088 1	63.2%
Fines and Forfeitures	29,500	2,539	37,117	7,617	125.8%	29,500	4,581	35,923	121.8%
Other	400,428	107,379	630,102	229,674	157.4%	401,292	76,635	528,661	131.7%
Subtotal	28,989,734	1,168,689	28,839,232	(150,502)	99.5%	27,143,207	827,930	25,671,926	94.6%
Transfers/Reimbursements									
Bond Debt Service	-	-	-	-	0.0%	-	-	-	0.0%
Utility Tax	2,500,000	208,333	2,083,333	(416,667)	83.3%	2,500,000	208,333	2,083,333	83.3%
Sanitation	40,000	3,333	33,333	(6,667)	83.3%	-	-	-	N/A
Wastewater	360,000	30,000	300,000	(60,000)	83.3%	360,000	30,000	300,000	83.3%
Water	120,000	10,000	100,000	(20,000)	83.3%	120,000	10,000	100,000	83.3%
Fleet	-	-	-	-		-	-	-	
Total Revenues (excluding cash balance)	32,009,734	1,420,356	31,355,899	(647,168)	98.0%	30,123,207	1,076,263	28,155,260	93.5%

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
FISCAL YEAR TO DATE THROUGH JULY 2025

83.3% % of Year Completed

GENERAL FUND (001)	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	VARIANCE Fav/(UnFav)	%	FY2024 Revised Budget	FY2024 Current Month	FY2024 YTD	%
EXPENDITURES:									
City Commission	282,968	9,968	195,552	87,416	69.1%	278,897	17,595	210,092	75.3%
City Clerk	912,680	54,900	717,426	195,254	78.6%	725,213	39,430	566,411	78.1%
City Manager	635,413	57,889	437,374	198,039	68.8%	874,711	61,547	630,988	72.1%
Finance	1,002,858	67,286	773,689	229,169	77.1%	937,050	64,663	706,380	75.4%
Information and Technology	1,178,467	86,614	889,687	288,780	75.5%	907,370	57,034	702,011	77.4%
Human Resources	508,797	38,271	383,722	125,075	75.4%	420,508	31,678	370,396	88.1%
City Attorney	1,126,340	420,698	958,705	167,635	85.1%	468,022	37,187	376,670	80.5%
Planning	1,166,192	116,691	669,524	496,668	57.4%	928,516	53,711	497,030	53.5%
Planning - Greenway	483,056	24,366	144,480	338,576	29.9%	264,212	25,482	149,060	56.4%
Facility Maintenance	1,069,192	65,520	766,422	302,770	71.7%	944,725	76,566	746,497	79.0%
Police	7,461,037	519,127	5,528,541	1,932,496	74.1%	6,776,762	545,098	5,465,591	80.7%
Fire	6,616,833	500,170	5,258,107	1,358,726	79.5%	5,858,910	453,280	4,758,660	81.2%
Fire - Ocean Rescue	916,121	107,009	589,618	326,503	64.4%	687,947	85,295	423,523	61.6%
Fire - Beach Rangers	123,481	11,399	49,717	73,764	40.3%	114,488	9,771	58,855	51.4%
Building - Flood Plain	11,878	-	0	11,878	0.0%	21,878	-	0	0.0%
Code Enforcement	427,497	28,244	315,523	111,974	73.8%	385,767	24,100	286,406	74.2%
Streets	2,026,618	138,777	1,460,258	566,360	72.1%	1,887,214	130,587	1,373,435	72.8%
Downtown	378,816	31,194	195,694	183,122	51.7%	181,254	22,475	90,096	49.7%
Public Assistance	134,100	-	76,990	57,110	57.4%	130,000	-	77,017	59.2%
Library	33,711	877	14,013	19,698	41.6%	53,190	4,244	28,645	53.9%
Recreation	1,520,610	113,399	1,057,473	463,137	69.5%	5,058,835 (2)	277,305	2,962,546	58.6%
Parks	1,789,438	118,297	1,275,050	514,388	71.3%	-	1,793	1,793	0.0%
Peck	576,779	28,780	338,800	237,979	58.7%	-	(73)	0	0.0%
MLK Center	131,213	7,899	81,877	49,336	62.4%	N/A	N/A	N/A	N/A
Youth	515,816	45,026	240,191	275,625	46.6%	N/A	N/A	N/A	N/A
Aquatics	601,060	46,671	317,148	283,912	52.8%	N/A	N/A	N/A	N/A
Non-Departmental	346,822	12,386	272,740	74,082	78.6%	431,654	24,332	351,707	81.5%
Contingency	0	-	0	-	0.0%	123,971	-	0	0.0%
Transfers									
Land Conservation	75,000	4,167	66,667	8,333	88.9%	-	-	0	#DIV/0!
Capital Improvements	1,990,772	165,898	1,658,977	331,795	83.3%	3,219,126	268,261	2,682,605	83.3%
Golf	890,000	74,167	741,667	148,333	83.3%	250,000	20,833	208,333	83.3%
Airport	296,475	24,706	247,063	49,413	83.3%	296,779	24,732	247,316	83.3%
Sanitation	0	-	0	-	0.0%	40,000	3,333	33,333	83.3%
Marina	770,062	64,172	641,718	128,344	83.3%	686,660	57,222	572,217	83.3%
Subtotal	36,000,102	2,984,566	26,364,413	9,635,689	73.2%	32,953,659	2,417,480	24,577,610	74.6%
Encumbrances - All Departments		(65,010)	413,406	(413,406)				315,960	
Reserves	6,249,353	-	-	6,249,353		5,633,085	-	0	
Reserves - Restricted	-	-	-	0					
Total Expenditures (including Encumbrances)	42,249,455	2,919,556	26,777,818	15,471,637	63.4%	38,586,744	2,417,480	24,893,571	64.5%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(10,239,721)	(1,499,200)	4,578,081	14,817,802		(8,463,537)	(1,341,217)	3,261,689	
Fund Balance, October 1, 2024 (Cash Balance)									
Unrestricted	10,239,721	10,239,721	10,239,721	-		8,463,537	8,463,537	8,463,537	
Restricted Building	0	Restricted Building	0	-					
Fund Balance	$ -	8,740,521	$ 14,817,802	$ 14,817,802		-	7,122,320	$ 11,725,226	

(1) Charges for services this year reflect Ambulance Services Billings not previously billed for FY24 by the prior service provider.
(2) Parks & Recreation Departments were grouped together in FY2024 and separated back out in FY2025.

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
FISCAL YEAR TO DATE THROUGH JULY 2025

83.3% % of Year Completed

SPECIAL REVENUE FUNDS

FUND #	NAME OF FUND	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	VARIANCE Fav/(UnFav)	%	FY2024 Revised Budget	FY2024 Current Month	FY2024 YTD	%
REVENUES										
100	Law Enforcement Trust (LETF)	$ 4,077	6	$ 61	$ (4,016)	1.5%	$ 3,547	$ 8	$ 576	16.0%
110	Federal Forfeiture	61,619	8,476	23,023	(38,596)	37.4%	54,155	23,074	33,123	18.6%
125	Tree Trust	508,427	22,567	99,735	(408,692)	19.6%	390,141	8,924	65,639	14.5%
126	Historic District (HDC)	102,888	1,428	10,137	(92,751)	9.9%	83,646	1,419	9,162	9.3%
130	CDBG - Economic Development	0	-	-	-	0.0%	107,414	-	-	0.0%
135	Land Conservation Trust	238,577	4,528	161,066	(77,511)	67.5%	84,647	158	787	0.7%
140	Building Fees Fund	2,798,071	153,008	997,313	(1,800,758)	35.6%	3,282,702	162,663	795,438	19.3%
145	Wastewater Capacity Fees	1,341,749	17,069	407,870	(933,879)	30.4%	1,342,231	16,175	268,406	18.8%
146	Water Capacity Fees	164,638	2,681	85,013	(79,625)	51.6%	108,804	2,988	39,175	33.3%
150	Utility Tax	2,890,253	225,277	2,120,369	(769,884)	73.4%	2,984,852	214,390	1,909,030	56.8%
170	Cemetery	1,772,720	12,622	184,162	(1,588,558)	10.4%	1,559,956	15,057	228,578	13.7%
180	Community Redevelopment Area	1,391,728	186,076	199,120	(1,192,608)	14.3%	1,231,769	226,158	233,363	0.6%
190	Law Enforcement Recovery	673,520	23,792	284,386	(389,134)	42.2%	340,199	28,437	238,926	61.9%
	Total Revenues	$ 11,948,267	657,532	$ 4,572,255	$ (7,376,012)	38.3%	11,574,063	699,452	$ 3,822,204	27.0%
EXPENDITURES:										
100	Law Enforcement Trust (LETF)	$ 4,077	-	$ -	$ 4,077	0.0%	$ 3,547	-	$ -	0.0%
110	Federal Forfeiture	$ 61,619	13,045	$ 13,045	$ 48,574	21.2%	54,155	8,428	26,931	34.2%
125	Tree Trust	$ 508,427	2,949	$ 67,642	$ 440,785	13.3%	390,141	5,058	61,686	14.5%
126	Historic District (HDC)	$ 102,888	750	$ 6,692	$ 96,196	6.5%	83,646	-	4,101	4.9%
130	CDBG - Economic Development	$ -	-	$ -	$ -	0.0%	107,414	-	0	0.4%
135	Land Conservation Trust	$ 238,577	-	$ 1,294	$ 237,283	0.5%	84,647	-	1,056	1.2%
140	Building Fees Fund	$ 2,798,071	105,050	$ 1,147,920	$ 1,650,151	41.0%	3,282,702	91,661	1,541,313	44.2%
145	Wastewater Capacity Fees	$ 1,341,749	41,667	$ 416,667	$ 925,082	31.1%	1,342,231	26,042	260,423	17.5%
146	Water Capacity Fees	$ 164,638	2,083	$ 20,833	$ 143,805	12.7%	108,804	2,083	20,833	17.2%
150	Utility Tax	$ 2,890,253	208,333	$ 2,083,333	$ 806,920	72.1%	2,984,852	208,333	2,083,333	62.8%
170	Cemetery	$ 1,772,720	19,732	$ 113,856	$ 1,658,864	6.4%	1,559,956	452	96,468	6.2%
180	Community Redevelopment Area	$ 1,391,728	252,396	$ 588,766	$ 802,962	42.3%	1,231,769	3,329	50,821	3.9%
190	Law Enforcement Recovery	$ 673,520	-	$ 20,432	$ 653,088	3.0%	340,199	5,690	$ 253,317	72.8%
	Total Expenditures	$ 11,948,267	646,005	$ 4,480,481	$ 7,467,786	37.5%	11,574,063	351,076	$ 4,400,283	35.0%

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

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
FISCAL YEAR TO DATE THROUGH JULY 2025

83.3% % of Year Completed

CAPITAL PROJECTS FUNDS

FUND #	NAME OF FUND	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	VARIANCE Fav/(UnFav)	%	FY2024 Revised Budget	FY2024 Current Month	FY2024 YTD	%
300	Capital Improvement									
CAPITAL IMI	Revenues	$ 8,805,899	270,904	$ 3,958,889	$ (4,847,010)	45.0%	8,745,882	280,518	$ 3,906,798	41.7%
	Expenses									
	General Government	$ 3,800,313	$ 70,791	$ 425,796	$ 3,374,517	11.2%	1,852,756	20,445	477,172	24.7%
	Information Technology	150,000	-	141,568	8,432	94.4%	150,000	-	136,343	90.9%
	Police	488,115	-	488,114	1		-	-	-	
	Fire	447,173	-	447,172	1	100.0%	1,281,855	-	-	0.0%
	Streets	1,598,179	16,428	1,356,243	241,936	84.9%	1,215,000	6,309	662,844	54.0%
	Recreation	1,189,592	187,586	607,998	581,594	51.1%	1,932,155	2,740	494,645	25.5%
	Parks	929,527	339,651	746,413	183,114	80.3%	889,780	-	502,578	56.5%
	Peck	30,000	-	29,836	164	99.5%	1,299,336	14,780	664,594	50.0%
	MLK	85,000	-	-	85,000	0.0%	85,000	-	-	0.0%
	Aquatics	88,000	-	77,035	10,965	87.5%	40,000	-	-	0.0%
	Subtotal	8,805,899	614,455	4,320,176	4,485,723	49.1%	8,745,882	44,274	2,938,176	33.1%
	Net Revenues(Expenses)	$ -	(343,552)	$ (361,288)	$ 361,288		-	236,245	$ 968,622	-1769.0%
310	Capital Expansion									
	Revenues									
	Grants/Interest/Loan	$ 1,750,000	11,477	$ 122,849	$ (1,627,151)	7.0%	$ 1,010,000	15,168	$ 128,324	11.2%
	Admin	1,758,029	17,437	124,803	(1,633,226)	7.1%	1,639,290	36,271 #	80,500	2.7%
	Police	658,343	10,304	73,524	(584,819)	11.2%	618,857	21,491 #	48,567	4.4%
	Fire	473,217	13,490	101,141	(372,076)	21.4%	386,000	29,618 #	64,863	9.1%
	Sanitation	-	-	-	-	0.0%	-	- #	-	0.0%
	Recreation	4,990,980	105,283	506,493	(4,484,487)	10.1%	4,733,527	34,544 #	380,470	7.3%
	Subtotal	9,630,569	157,990	928,810	(8,701,759)	9.6%	8,387,674	137,093	702,723	6.7%
	Expenses									
	Admin	$ 1,769,888	$ -	$ -	$ 1,769,888	0.0%	1,651,154	-	28,290	1.7%
	Police	662,623	1,658	181,864	$ 480,759	27.4%	623,164	-	17,250	2.7%
	Fire	476,029	-	-	$ 476,029	0.0%	388,359	-	22,628	5.5%
	Recreation	6,722,029	279,946	1,182,496	$ 5,539,533	17.6%	5,724,997	8,546	166,140	2.8%
	Subtotal	9,630,569	281,604	1,364,360	8,266,209	14.2%	8,387,674	8,546	234,308	2.7%
	Net Revenues(Expenses)	$ -	(123,613)	$ (435,550)	$ (435,550)	0.0%	-	128,547	$ 468,416	-492.6%
315	American Rescue Plan Act Capital Fund (ARPA)									
	Revenues									
	State Grant	$ -	-	$ -	$ -	0.0%	$ -	-	$ -	0.0%
	Other Grant	-	-	-	-	0.0%	-	-	-	0.0%
	Interest	15,000	4,217	48,579	33,579	323.9%	15,000	6,669	33,998	182.2%
	From General Fund	-	-	-	-	0.0%	-	-	-	0.0%
	Cash Balance Forward	3,456,903	-	-	(3,456,903)	0.0%	3,057,679	-	-	0.0%
	Subtotal	3,471,903	4,217	48,579	(3,423,324)	1.4%	3,072,679	6,669	33,998	0.9%
	Expenses									
	Operating	$ -	$ -	-	$ -	0.0%	$ -	$ -	$ -	0.0%
	Admin	$ 3,471,903	$ 97,413	729,676	2,742,227	21.0%	3,072,679	3,600	382,692	13.3%
	Airport	$ -	$ -	-	-	0.0%	-	-	-	0.0%
	Stormwater	$ -	$ -	-	-	0.0%	-	-	-	0.0%
	Marina	$ -	$ -	-	-	0.0%	-	-	-	0.0%
	Recreation	$ -	$ -	-	-	0.0%	-	-	-	0.0%
	Subtotal	3,471,903	97,413	729,676	2,742,227	21.0%	3,072,679	3,600	382,692	13.3%
	Net Revenues(Expenses)	$ -	(93,195)	$ (681,098)	$ (681,098)	0.0%	-	3,069	$ (348,694)	-159.5%
330	Wastewater Improvement									
	Revenues	$ 11,092,105	63,986	$ 619,368	$ (10,472,737)	5.6%	10,241,256	69,703	$ 592,609	5.1%
	Expenses	11,092,105	-	281,719	10,810,386	2.5%	10,241,256	-	117,504	1.1%
	Net Revenues(Expenses)	$ -	63,986	$ 337,648	$ 337,648	0.0%	-	69,703	$ 475,104	0.0%

CITY OF FERNANDINA BEACH
MONTHLY MANAGEMENT REPORT
FISCAL YEAR TO DATE THROUGH JULY 2025

83.3% % of Year Completed

ENTERPRISE FUNDS	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	VARIANCE Fav/(UnFav)	%	FY2024 Revised Budget	FY2024 Current Month	FY2024 YTD	%
Golf Course Fund 410									
Operating Revenues	$ 2,310,063	$ 238,534	$ 2,006,103	$ (303,960)	86.8%	$ 2,577,063	$ 162,414	$ 1,800,799	63.6%
Operating Expense*	2,448,000	168,400	1,844,169	603,831	75.3%	2,520,660	191,129	1,787,564	63.3%
Operating Income (Loss)	(137,937)	70,134	161,933	299,870	-117.4%	56,403	(28,715)	13,235	74.4%
Non Operating Income (Expense) & Transfers	725,794	71,121	659,362	(66,432)	90.8%	957,145	20,850	986,834	386.4%
Change in Net Position	$ 587,857	$ 141,255	$ 821,295	$ 233,438	139.7%	$ 1,013,548	$ (7,865)	$ 1,000,070	329.0%
Airport Fund 420									
Operating Revenues	$ 1,055,312	$ 98,974	$ 941,943	$ (113,369)	89.3%	$ 1,007,435	$ 94,860	$ 941,079	84.0%
Operating Expense*	1,515,435	64,089	404,637	1,110,798	26.7%	591,875	33,431	418,722	65.1%
Operating Income (Loss)	(460,123)	34,885	537,306	997,429	-116.8%	415,560	61,429	522,357	110.9%
Non Operating Income (Expense) & Transfers	6,763,218	24,706	2,908,433	(3,854,785)	43.0%	1,764,193	28,439	454,134	19.6%
Change in Net Position	$ 6,303,095	$ 59,591	$ 3,445,739	$ (2,857,356)	54.7%	$ 2,179,753	$ 89,868	$ 976,491	34.2%
Sanitation Fund 440									
Operating Revenues	$ 2,676,000	$ 233,196	$ 2,328,199	$ (347,801)	87.0%	$ 3,870,883	$ 219,839	$ 2,521,013	59.4%
Operating Expense*	2,906,829	222,668	2,198,281	708,548	75.6%	3,784,055	220,283	2,403,713	57.7%
Operating Income (Loss)	(230,829)	10,528	129,918	360,747	-56.3%	86,828	(444)	117,300	135.6%
Non Operating Income (Expense) & Transfers	141,600	6,123	65,686	(75,914)	46.4%	144,000	36,144	200,106	113.9%
Change in Net Position	$ (89,229)	$ 16,651	$ 195,604	$ 284,833	-219.2%	$ 230,828	$ 35,700	$ 317,406	122.0%
Wastewater Fund 450									
Operating Revenues	$ 6,721,048	$ 620,633	$ 5,929,385	$ (791,663)	88.2%	$ 6,298,520	$ 574,235	$ 5,600,332	79.8%
Operating Expense*	4,316,563	297,179	3,058,953	1,257,610	70.9%	3,901,449	322,780	3,065,265	71.2%
Operating Income (Loss)	2,404,485	323,454	2,870,433	465,948	119.4%	2,397,071	251,455	2,535,068	93.3%
Non Operating Income (Expense) & Transfers	(1,218,588)	(102,558)	(1,012,757)	205,831	83.1%	(2,006,598)	(168,165)	(1,669,591)	74.8%
Change in Net Position	$ 1,185,897	$ 220,896	$ 1,857,676	$ 671,779	156.6%	$ 390,473	$ 83,290	$ 865,476	177.6%
Water Fund 460									
Operating Revenues	$ 5,205,326	$ 522,925	$ 4,513,244	$ (692,082)	86.7%	$ 4,973,643	$ 482,616	$ 4,352,186	77.8%
Operating Expense*	3,702,072	246,214	2,611,291	1,090,781	70.5%	3,686,479	294,142	2,649,293	66.6%
Operating Income (Loss)	1,503,254	276,711	1,901,953	398,699	126.5%	1,287,164	188,474	1,702,893	105.4%
Non Operating Income (Expense) & Transfers	(1,511,447)	(120,823)	(1,195,203)	316,244	79.1%	(991,108)	(72,926)	(787,094)	72.1%
Change in Net Position	$ (8,193)	$ 155,888	$ 706,750	$ 714,943	-8626.3%	$ 296,056	$ 115,548	$ 915,799	179.4%
Stormwater Fund 470									
Operating Revenues	$ 1,016,560	$ 89,568	$ 916,271	$ (100,289)	90.1%	$ 970,000	$ 82,049	$ 835,440	77.7%
Operating Expense*	1,495,034	88,396	1,015,954	479,080	68.0%	1,165,542	79,947	719,181	54.8%
Operating Income (Loss)	(478,474)	1,172	(99,683)	378,791	20.8%	(195,542)	2,103	116,259	-58.4%
Non Operating Income (Expense) & Transfers	785,531	-	10,355	(775,176)	1.3%	659,051	-	(72,519)	-11.0%
Change in Net Position	$ 307,057	$ 1,172	$ (89,328)	$ (396,385)	-29.1%	$ 463,509	$ 2,103	$ 43,740	9.0%
Marina Fund 480									
Operating Revenues	$ 3,304,873	$ 266,545	$ 3,100,988	$ (203,885)	93.8%	$ 3,521,697	$ 233,158	$ 2,890,415	75.5%
Operating Expense*	3,073,777	254,245	2,593,066	480,711	84.4%	2,931,446	229,415	2,316,355	71.4%
Operating Income (Loss)	231,096	12,300	507,923	276,827	219.8%	590,251	3,743	574,060	95.0%
Non Operating Income (Expense) & Transfers	531,818	54,630	880,856	349,038	165.6%	326,672	47,917	759,525	217.8%
Change in Net Position	$ 762,914	$ 66,929	$ 1,388,779	$ 625,865	182.0%	$ 916,923	$ 51,660	$ 1,333,586	138.3%

*Does not include Depreciation Expense and Encumbrances.

Capital Outlay by Fund									
Golf Course Fund 410	$ 437,706	$ 87,073	$ 428,872	$ 8,834	98.0%	$ 1,047,270	$ -	$ 998,379	95.3%
Airport Fund 420	7,459,534	100,930	3,207,559	$ 4,251,975	43.0%	4,168,759	66,597	885,804	19.7%
Sanitation Fund 440	2,102	-	2,102	0	100.0%	20,000	-	7,343	36.7%
Wastewater Fund 450	2,138,787	8,963	1,274,633	864,154	59.6%	1,560,869	474,498	1,162,651	44.1%
Water Fund 460	1,931,950	220,320	1,480,134	451,816	76.6%	1,813,100	19,602	1,426,392	77.6%
Stormwater Fund 470	1,355,486	-	24,209	1,331,277	1.8%	1,450,765	14,915	261,434	17.0%
Marina Fund 480	1,807,959	-	1,172,238	635,721	64.8%	1,116,000	6,554	913,054	80.5%
Total Enterprise Funds	$ 15,133,524	$ 417,286	$ 7,589,747	$ 7,543,778	50.2%	$ 11,176,763	$ 582,166	$ 5,655,056	45.3%

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to July 2025

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
410	R	34710	GREEN FEES	(710,000)	(743,073)	(102,925)	33,073
		34713	GOLF CARTS	(400,000)	(432,096)	(57,032)	32,096
		34714	RANGE FEES	(70,000)	(49,920)	(17,778)	(20,080)
		34718	FACILITY RENTAL	(40,000)	0	0	(40,000)
		34733	MEMBERSHIPS	(275,063)	(237,013)	0	(38,050)
		36990	OTHER REVENUE	0	(712)	337	712
		38101	FROM GENERAL FUND	(890,000)	(741,667)	(74,167)	(148,333)
		38910	CASH BALANCE FORWARD	153,680	0	0	153,680
		36420	INSURANCE PROCEEDS	0	(38,067)	(2,929)	38,067
		36992	GAIN ON SALE OF ASSET	0	(2,198)	5,638	2,198
	R Total			**(2,231,383)**	**(2,244,744)**	**(248,856)**	**13,361**
	E	51200	SALARIES	446,456	332,678	29,040	113,778
		51350	PART-TIME	334,411	316,519	31,331	17,892
		51400	OVERTIME	13,000	9,341	1,459	3,659
		52100	FICA	62,235	49,336	4,576	12,899
		52200	RETIREMENT	95,104	70,797	6,154	24,307
		52300	HEALTH INSUR	63,618	38,419	3,698	25,199
		52301	LIFE INSUR	1,557	1,050	95	507
		52350	OPEB COSTS	794	662	66	132
		52400	WORKERS' COMP	9,671	8,059	806	1,612
		53100	PROFESSIONAL SERVICES	2,000	1,942	250	58
		53200	AUDITING	7,389	6,158	616	1,232
		53400	CONTRACTUAL	23,807	20,477	1,199	3,330
		54000	TRAINING/TRAVEL	1,160	1,025	0	135
		54100	COMM - PHONE/FAX/ALARM	2,744	1,841	45	903
		54101	COMMUNICATIONS-CELLULAR	600	358	40	242
		54103	COMMUNICATIONS-INTERNET	4,840	2,956	183	1,884
		54200	POSTAGE	100	0	0	100
		54300	UTILITIES ELECTRIC	72,000	45,391	5,666	26,609
		54310	UTILITIES-WATER & WASTEWATER	12,000	1,407	1,161	10,593
		54500	INSURANCE	39,991	33,326	3,333	6,665
		54610	R/M BLDG & GROUNDS	51,180	16,091	0	3,404

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to July 2025

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
410	E	54611	R/M FACILITIES	14,194	14,108	569	86
		54620	R/M EQUIPMENT	34,700	32,146	1,662	2,554
		54630	R/M VEHICLES-LABOR	1,000	263	0	738
		54640	R/M VEHICLES-PARTS	750	593	0	157
		54800	PROMOTIONAL	15,400	14,309	472	1,091
		55100	OFFICE SUPPLIES	1,300	352	70	948
		55200	OPERATING SUPPLIES	137,505	108,434	12,151	29,071
		55210	UNIFORMS	2,000	771	0	1,229
		55220	JANITORIAL SUPPLIES	1,000	288	18	712
		55230	GAS/OIL	20,000	17,677	3,540	2,323
		55240	CHEMICALS	169,900	132,888	11,753	26,938
		55400	BOOKS/SUBS/DUES	3,500	1,032	0	2,468
		56400	GOLF FAIRWAY MOWER	182,034	177,552	0	4,482
			GOLF SALSCO ROLLER (RE#819)	22,000	21,685	0	315
			GOLF TORO 3050 MOWER (RE#801)	43,537	43,536	43,536	1
			GOLF TORO 3050 MOWER (RE#802)	43,537	43,536	43,536	1
			GOLF TORO BUNK RAKE (RE#803)	34,041	31,207	0	2,834
			MACH/EQUIP	52,777	52,777	0	0
			GOLF DRIVING RANGE NETTING	49,780	49,780	0	0
		57100	PRINCIPAL	138,000	103,000	0	35,000
		57200	INTEREST	26,206	20,282	0	5,924
		59990	RESERVE	(3,529)	0	0	(3,529)
	E Total			**2,234,289**	**1,824,050**	**207,025**	**368,480**
410 Total				**2,906**	**(420,694)**	**(41,832)**	**381,841**

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to July 2025

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
4107260	R	34714	RANGE FEES	(70,000)	(8)	0	(69,992)
		34716	TT FOOD & BEVERAGE	(20,000)	0	0	(20,000)
		34717	BAY RENTALS	(50,000)	0	0	(50,000)
		34790	TOPTRACER BAY SPONSORSHIP	(30,000)	(1,250)	(125)	(28,750)
	R Total			**(170,000)**	**(1,258)**	**(125)**	**(168,742)**
	E	51350	PART TIME SALARIES	19,056	3,963	0	15,093
		51400	OVERTIME	3,500	294	0	3,206
		52100	FICA	4,411	326	0	4,085
		52400	WORKERS' COMP	718	598	60	120
		54103	COMMUNICATIONS-INTERNET	5,300	223	0	5,077
		54400	RENTALS/LEASES	24,000	20,000	2,000	4,000
		54611	R/M FACILITIES	4,856	1,858	0	2,998
		54800	PROMOTIONAL	2,500	0	0	2,500
		55200	OPERATING SUPPLIES	12,000	0	0	12,000
		55550	F&B COST OF SALES	6,000	0	0	6,000
	E Total			**82,341**	**27,263**	**2,060**	**55,078**
4107260 Total				**(87,659)**	**26,005**	**1,935**	**(113,664)**
4107261	R	34715	PRO SHOP SALES	(130,000)	(125,958)	(15,918)	(4,042)
		34719	GOLF INSTRUCTION	(20,000)	(9,017)	(3,640)	(10,983)
	R Total			**(150,000)**	**(134,975)**	**(19,558)**	**(15,025)**
	E	51350	PART TIME SALARIES	100,917	67,980	6,753	32,937
		51400	OVERTIME	3,500	2,440	336	1,060
		52100	FICA	7,921	5,387	542	2,534
		52400	WORKERS' COMP	976	813	81	163
		54970	PROGRAM COSTS	16,000	4,302	0	11,698
		55545	PRO SHOP COST OF SALES	70,000	65,904	7,807	4,096
	E Total			**199,314**	**146,826**	**15,519**	**52,488**
4107261 Total				**49,314**	**11,851**	**(4,039)**	**37,463**

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to July 2025

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
4107262	R	34716	FOOD AND BEVERAGE	(475,000)	(391,423)	(40,044)	(83,577)
		34718	FACILITY RENTAL	(20,000)	(16,345)	(1,072)	(3,655)
	R Total			**(495,000)**	**(407,768)**	**(41,115)**	**(87,232)**
	E	51200	SALARIES	137,878	106,271	7,663	31,607
		51350	PART TIME SALARIES	88,120	70,167	7,181	17,953
		51400	OVERTIME	7,500	2,766	609	4,734
		52100	FICA	17,426	18,272	1,682	(846)
		52200	RETIREMENT	28,426	24,685	1,895	3,741
		52300	HEALTH INSUR	30,510	22,749	2,326	7,761
		52301	LIFE INSUR	504	328	34	176
		52400	WORKERS' COMP	1,625	1,354	135	271
		53400	CONTRACTUAL	1,450	1,227	0	223
		54400	RENTALS/LEASES	2,000	1,750	175	250
		55200	OPERATING SUPPLIES	22,000	14,916	1,297	7,084
		55210	UNIFORMS	1,000	0	0	1,000
		55550	F&B COST OF SALES	182,000	124,900	7,872	57,100
		56400	EQUIPMENT	10,000	8,799	0	1,201
	E Total			**530,439**	**398,184**	**30,870**	**132,255**
4107262 Total				**35,439**	**(9,584)**	**(10,246)**	**45,023**
Grand Total				**0**	**(392,423)**	**(54,182)**	**350,664**

Year-to-date Revenues exceed Expenditures by $ 392,423

City of Fernandina Beach
Golf Course - Operations
Year to Date to July 2025

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
410	R	34710	GREEN FEES	(710,000)	(743,073)	(102,925)	33,073
		34713	GOLF CARTS	(400,000)	(432,096)	(57,032)	32,096
		34714	RANGE FEES	(70,000)	(49,920)	(17,778)	(20,080)
		34718	FACILITY RENTAL	(40,000)	0	0	(40,000)
		34733	MEMBERSHIPS	(275,063)	(237,013)	0	(38,050)
		36990	OTHER REVENUE	0	(712)	337	712
		38101	FROM GENERAL FUND	(890,000)	(741,667)	(74,167)	(148,333)
		38910	CASH BALANCE FORWARD	153,680	0	0	153,680
		36420	INSURANCE PROCEEDS	0	(38,067)	(2,929)	38,067
		36992	GAIN ON SALE OF ASSET	0	(2,198)	5,638	2,198
	R Total			**(2,231,383)**	**(2,244,744)**	**(248,856)**	**13,361**
	E	51200	SALARIES	446,456	332,678	29,040	113,778
		51350	PART-TIME	334,411	316,519	31,331	17,892
		51400	OVERTIME	13,000	9,341	1,459	3,659
		52100	FICA	62,235	49,336	4,576	12,899
		52200	RETIREMENT	95,104	70,797	6,154	24,307
		52300	HEALTH INSUR	63,618	38,419	3,698	25,199
		52301	LIFE INSUR	1,557	1,050	95	507
		52350	OPEB COSTS	794	662	66	132
		52400	WORKERS' COMP	9,671	8,059	806	1,612
		53100	PROFESSIONAL SERVICES	2,000	1,942	250	58
		53200	AUDITING	7,389	6,158	616	1,232
		53400	CONTRACTUAL	23,807	20,477	1,199	3,330
		54000	TRAINING/TRAVEL	1,160	1,025	0	135
		54100	COMM - PHONE/FAX/ALARM	2,744	1,841	45	903
		54101	COMMUNICATIONS-CELLULAR	600	358	40	242
		54103	COMMUNICATIONS-INTERNET	4,840	2,956	183	1,884
		54200	POSTAGE	100	0	0	100
		54300	UTILITIES ELECTRIC	72,000	45,391	5,666	26,609
		54310	UTILITIES-WATER & WASTEWATER	12,000	1,407	1,161	10,593
		54500	INSURANCE	39,991	33,326	3,333	6,665
		54610	R/M BLDG & GROUNDS (1)	51,180	16,091	0	3,404
		54611	R/M FACILITIES	14,194	14,108	569	86
		54620	R/M EQUIPMENT	34,700	32,146	1,662	2,554
		54630	R/M VEHICLES-LABOR	1,000	263	0	738

City of Fernandina Beach
Golf Course - Operations
Year to Date to July 2025

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
410	E	54640	R/M VEHICLES-PARTS	750	593	0	157
		54800	PROMOTIONAL	15,400	14,309	472	1,091
		55100	OFFICE SUPPLIES	1,300	352	70	948
		55200	OPERATING SUPPLIES	137,505	108,434	12,151	29,071
		55210	UNIFORMS	2,000	771	0	1,229
		55220	JANITORIAL SUPPLIES	1,000	288	18	712
		55230	GAS/OIL	20,000	17,677	3,540	2,323
		55240	CHEMICALS	169,900	132,888	11,753	26,938
		55400	BOOKS/SUBS/DUES	3,500	1,032	0	2,468
		56400	GOLF FAIRWAY MOWER	182,034	177,552	0	4,482
			GOLF SALSCO ROLLER (RE#819)	22,000	21,685	0	315
			GOLF TORO 3050 MOWER (RE#801)	43,537	43,536	43,536	1
			GOLF TORO 3050 MOWER (RE#802)	43,537	43,536	43,536	1
			GOLF TORO BUNK RAKE (RE#803)	34,041	31,207	0	2,834
			MACH/EQUIP	52,777	52,777	0	0
			GOLF DRIVING RANGE NETTING	49,780	49,780	0	0
		57100	PRINCIPAL	138,000	103,000	0	35,000
		57200	INTEREST	26,206	20,282	0	5,924
		59990	RESERVE	(3,529)	0	0	(3,529)
	E Total			**2,234,289**	**1,824,050**	**207,025**	**368,480**
Grand Total				**2,906**	**(420,694)**	**(41,832)**	**381,841**

	BUDGETED	YTD ACTUAL	MTD ACTUAL
REVENUE	(2,231,383)	(2,244,744)	(248,856)
EXPENDITURES	2,234,289	1,824,050	207,025
GROSS	2,906	(420,694)	(41,832)
(EXCESS)/DEFICIT	-0.13%	18.74%	16.81%

City of Fernandina Beach
Golf Course - Toptracer
Year to Date to July 2025

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
4107260	R	34714	RANGE FEES	(70,000)	(8)	0	(69,992)
		34716	TT FOOD & BEVERAGE	(20,000)	0	0	(20,000)
		34717	BAY RENTALS	(50,000)	0	0	(50,000)
		34790	TOPTRACER BAY SPONSORSHIP	(30,000)	(1,250)	(125)	(28,750)
	R Total			**(170,000)**	**(1,258)**	**(125)**	**(168,742)**
	E	51350	PART TIME SALARIES	19,056	3,963	0	15,093
		51400	OVERTIME	3,500	294	0	3,206
		52100	FICA	4,411	326	0	4,085
		52400	WORKERS' COMP	718	598	60	120
		54103	COMMUNICATIONS-INTERNET	5,300	223	0	5,077
		54400	RENTALS/LEASES	24,000	20,000	2,000	4,000
		54611	R/M FACILITIES	4,856	1,858	0	2,998
		54800	PROMOTIONAL	2,500	0	0	2,500
		55200	OPERATING SUPPLIES	12,000	0	0	12,000
		55550	F&B COST OF SALES	6,000	0	0	6,000
	E Total			**82,341**	**27,263**	**2,060**	**55,078**
Grand Total				**(87,659)**	**26,005**	**1,935**	**(113,664)**

	BUDGETED	YTD ACTUAL	MTD ACTUAL
Range Fee	70,000.00	8.00	0.00
Bay Rentals	80,000.00	1,250.00	125.00
Operating Cost	76,341.00	27,263.03	2,059.83
Gross Profit/(Loss)	73,659.00	(26,005.03)	(1,934.83)
Gross Profit %	96.49%	-95.39%	-93.93%
TT Food and Beverage	20,000.00	0.00	0.00
Food and Beverage Cost of Sales	6,000.00	0.00	0.00
Gross Profit/(Loss)	14,000.00	0.00	0.00
Gross Profit %	70.00%	#DIV/0!	#DIV/0!

City of Fernandina Beach
Golf Course -Proshop
Year to Date to July 2025

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
4107261	R	34715	PRO SHOP SALES	(130,000)	(125,958)	(15,918)	(4,042)
		34719	GOLF INSTRUCTION (1)	(20,000)	(9,017)	(3,640)	(10,983)
	R Total			**(150,000)**	**(134,975)**	**(19,558)**	**(15,025)**
	E	51350	PART TIME SALARIES	100,917	67,980	6,753	32,937
		51400	OVERTIME	3,500	2,440	336	1,060
		52100	FICA	7,921	5,387	542	2,534
		52400	WORKERS' COMP	976	813	81	163
		54970	PROGRAM COSTS (1)	16,000	4,302	0	11,698
		55545	PRO SHOP COST OF SALES	70,000	65,904	7,807	4,096
	E Total			**199,314**	**146,826**	**15,519**	**52,488**
Grand Total				**49,314**	**11,851**	**(4,039)**	**37,463**

1. Program costs of $2,912 for July's Golf Instruction were paid in August. Gross for July is $728.

	BUDGETED	YTD ACTUAL	MTD ACTUAL
Pro Shop Sales	150,000	134,975	19,558
Pro Shop Cost of Sales	199,314	146,826	15,519
Gross Profit/(Loss)	(49,314)	(11,851)	4,039
Gross Profit %	-33%	-9%	21%

City of Fernandina Beach
Golf Course - Food and Beverage
Year to Date to July 2025

TYPE	ORG	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
R	4107262	34716	FOOD AND BEVERAGE	(475,000)	(391,423)	(40,044)	(83,577)
		34718	FACILITY RENTAL	(20,000)	(16,345)	(1,072)	(3,655)
	4107262 Total			**(495,000)**	**(407,768)**	**(41,115)**	**(87,232)**
R Total				**(495,000)**	**(407,768)**	**(41,115)**	**(87,232)**
E	4107262	51200	SALARIES	137,878	106,271	7,663	31,607
		51350	PART TIME SALARIES	88,120	70,167	7,181	17,953
		51400	OVERTIME	7,500	2,766	609	4,734
		52100	FICA	17,426	18,272	1,682	(846)
		52200	RETIREMENT	28,426	24,685	1,895	3,741
		52300	HEALTH INSUR	30,510	22,749	2,326	7,761
		52301	LIFE INSUR	504	328	34	176
		52400	WORKERS' COMP	1,625	1,354	135	271
		53400	CONTRACTUAL	1,450	1,227	0	223
		54400	RENTALS/LEASES	2,000	1,750	175	250
		55200	OPERATING SUPPLIES	22,000	14,916	1,297	7,084
		55210	UNIFORMS	1,000	0	0	1,000
		55550	F&B COST OF SALES	182,000	124,900	7,872	57,100
		56400	EQUIPMENT	10,000	8,799	0	1,201
	4107262 Total			**530,439**	**398,184**	**30,870**	**132,255**
E Total				**530,439**	**398,184**	**30,870**	**132,255**
Grand Total				**35,439**	**(9,584)**	**(10,246)**	**45,023**

	BUDGETED	YTD ACTUAL	MTD ACTUAL
Food and Beverage	495,000	407,768	41,115
Cost of Food and Beverage	530,439	398,184	30,870
Gross Profit/(Loss)	(35,439)	9,584	10,246
Gross Profit %	-7.16%	2.35%	24.92%

CAPITAL EXPANSION FUND
July 2025

	FY23-24 BALANCE FORWARD	FY24-25 REVENUE	FY24-25 INTEREST	FY24-25 EXPENSES	FY24-25 BALANCE FORWARD
POLICE	621,023.01	73,523.96	10,586.98	181,863.88	523,270.07
FIRE	425,803.38	101,141.26	7,258.95	-	534,203.59
SANITATION	-	-	-	-	-
RECREATION/PARKS	4,493,189.68	506,492.98	76,598.34	1,182,495.89	3,893,785.11
ADMINISTRATION	1,666,184.63	124,802.62	28,404.54	-	1,819,391.79
	7,206,200.70	805,960.82	122,848.81	1,364,359.77	6,770,650.56

YTD Interest Earnings 122,848.81

Budgeted Expenditures Remaining to be Completed FY25

Police	38,136	Equipment
Fire	None	
Administration (General Government)	50,000	New Sidewalks
Parks/Recreation	3,949,849	
Ybor Alvarez Complex	2,993,826	
MLK Softball	575,550	
Waterfront Park	320,426	
Hickory Street Restrooms	48	
Skate Park Expansion	60,000	

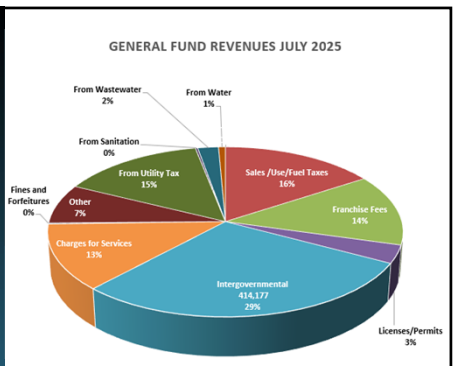
Budget Summary

FERNANDINA BEACH
FLORIDA

July 2025

1

General Fund Revenues



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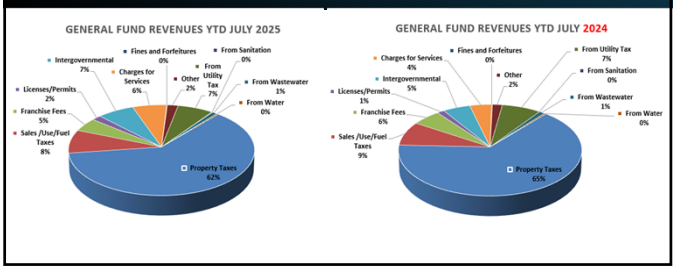
General Fund Revenues This Year Vs Last Year



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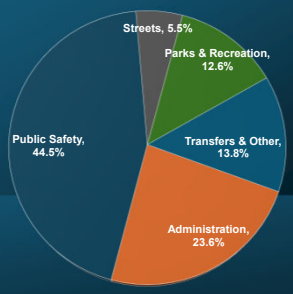
General Fund Revenue Sources

General Fund Revenues Year-to-Date		% of Total
Property Taxes	19,352,498	61.7%
Sales /Use/Fuel Taxes	2,609,262	8.3%
Franchise Fees	1,516,643	4.8%
Licenses/Permits	553,036	1.8%
Intergovernmental	2,155,458	6.9%
Charges for Services	1,985,116	6.3%
Fines and Forfeitures	37,117	0.1%
Other	630,102	2.0%
From Utility Tax	2,083,333	6.6%
From Sanitation	33,333	0.1%
From Wastewater	300,000	1.0%
From Water	100,000	0.3%
Total Revenues (excluding cash balance)	31,355,899	

General Fund Revenues July 2025		% of Total
Property Taxes	-	0.0%
Sales /Use/Fuel Taxes	224,420	15.8%
Franchise Fees	192,840	13.6%
Licenses/Permits	48,593	3.4%
Intergovernmental	414,177	29.2%
Charges for Services	178,742	12.6%
Fines and Forfeitures	2,539	0.2%
Other	107,379	7.6%
From Utility Tax	208,333	14.7%
From Sanitation	3,333	0.2%
From Wastewater	30,000	2.1%
From Water	10,000	0.7%
Total Revenues (excluding cash balance)	1,420,356	

4

General Fund *Expenditures by Function*



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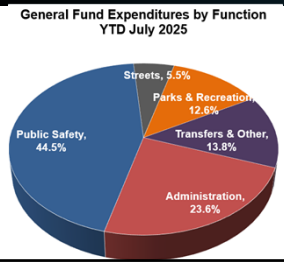
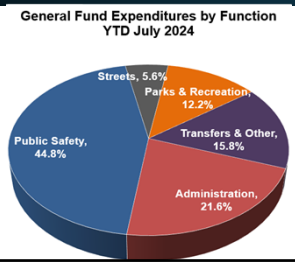
General Fund Expenditures by Function This Year Vs Last Year





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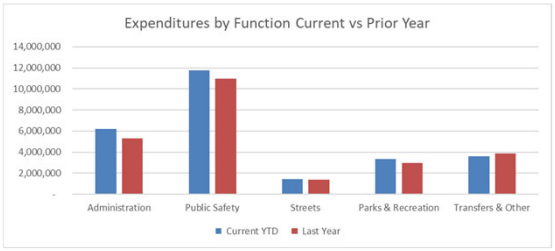
General Fund *Expenditures By Function Current vs. Prior Year*



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General Fund – Fund Balance

July 2025

Fund Balance
$14,817,802

July 2024

Fund Balance
$11,725,226

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Special Revenue Funds

Some notes for Special Revenue Funds

These Funds exist to account for how we spend specific revenues.

Reported amounts for Special Revenue Funds include Cash Balance Forward and Reserves.

This differs from the General Fund, where we exclude reserves in our reporting.

The % Used is the % of total available, not just budgeted expenditures.

There is no need to maintain reserves, because Special Revenue Funds are not expected to fund operations.

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Special Revenue Fund Balances

100 Law Enforcement Trust (LETF) $4,178
110 Federal Forfeiture $106,952
125 Tree Trust $567,872
126 Historic District (HDC) $118,827
135 Land Conservation Trust $249,346
140 Building Fees Fund $1,756,944
145 Wastewater Capacity Fees $397,048
146 Water Capacity Fees $102,972
150 Utility Tax $105,284
170 Cemetery $1,707,549
180 Community Redevelopment Area $683,878
190 Law Enforcement Recovery $513,564

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Capital Improvement Funds

300 Capital Improvement	310 Capital Expansion	315 Other Capital Improvement	330 Wastewater Improvement
Used for Governmental Assets. Funded mainly by transfers from the General Fund and grants.	Funded by Impact Fees. Florida Law defines how these funds can be used.	Set aside from ARPA reimbursements received. Used for Infrastructure projects.	Created for compliance with DEP. Minimum annual transfer in of $60,000 is required.

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Capital Improvement Funds

- 300 Capital Improvement
  - Cash Balance Forward $3,551,855
  - 2025 Revenue 3,958,889
  - Less: Expenditures (4,320,176)
  - Calculated Fund Balance $3,190,568
- 315 Other Capital Improvement
  - Cash Balance Forward $3,651,034
  - 2025 Revenue 48,579
  - Less: Expenditures (729,676)
  - Calculated Fund Balance $2,969,937
- 330 Wastewater Improvement Fund
  - Cash Balance Forward $10,345,473
  - 2025 Revenue 619,368
  - Less: Expenditures (281,719)
  - Calculated Fund Balance $10,683,122



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Capital Expansion Fund 310

Funded by
Impact Fees

Used to
Add Capacity
Due to Growth

CAPITAL EXPANSION FUND
July 2025

	FY23-24 BALANCE FORWARD	FY24-25 REVENUE	FY24-25 INTEREST	FY24-25 EXPENSES	FY24-25 BALANCE FORWARD
POLICE	621,023.01	73,523.96	10,586.98	181,863.88	523,270.07
FIRE	425,803.38	101,141.26	7,258.95	-	534,203.59
SANITATION	-	-	-	-	-
RECREATION/PARKS	4,493,189.68	506,492.98	76,598.34	1,182,495.89	3,893,785.11
ADMINISTRATION	1,666,184.63	124,802.62	28,404.54	-	1,819,391.79
	7,206,200.70	805,960.82	122,848.81	1,364,359.77	6,770,650.56

Budgeted Expenditures Remaining to be Completed FY25

Police		38,136 Equipment
Fire		None
Administration (General Government)		50,000 New Sidewalks
Parks/Recreation		3,949,849
Ybor Alvarez Complex	2,993,826	
MLK Softball	575,550	
Waterfront Park	320,426	
Hickory Street Restrooms	48	
Skate Park Expansion	60,000	

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Enterprise Funds

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

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Questions?

FERNANDINA BEACH
FLORIDA

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011100 CITY COMMISSION

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011100 51100	COMMISSION SALARIES						
	90,000.00	90,000.00	72,197.55	6,923.10	0.00	17,802.45	80.2%
0011100 52100	FICA						
	6,885.00	6,885.00	5,523.13	529.65	0.00	1,361.87	80.2%
0011100 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 52400	WORKERS' COMP						
	73.00	73.00	60.84	6.08	0.00	12.16	83.3%
0011100 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 53100	PROFESSIONAL SERVICES						
	136,250.00	136,250.00	87,509.00	1,447.00	0.00	48,741.00	64.2%
0011100 53400	CONTRACTUAL						
	1,830.00	1,830.00	885.00	75.00	0.00	945.00	48.4%
0011100 54000	TRAINING/TRAVEL						
	6,500.00	5,985.00	982.45	31.25	0.00	5,002.55	16.4%
0011100 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 54500	INSURANCE						
	4,275.00	4,275.00	3,562.50	356.25	0.00	712.50	83.3%
0011100 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 54700	PRINTING						
	6,000.00	6,000.00	3,314.09	0.00	0.00	2,685.91	55.2%
0011100 54800	PROMOTIONAL						
	25,000.00	25,000.00	16,039.75	600.00	0.00	8,960.25	64.2%
0011100 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 55200	OPERATING SUPPLIES						
	3,160.00	3,160.00	2,438.16	0.00	862.41	-140.57	104.4%
0011100 55210	UNIFORMS						
	500.00	500.00	33.50	0.00	0.00	466.50	6.7%
0011100 55400	BOOKS/SUBS/DUES						
	2,495.00	3,010.00	3,006.00	0.00	0.00	4.00	99.9%
0011100 55611	COMMUNITY SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL CITY COMMISSION							
	282,968.00	282,968.00	195,551.97	9,968.33	862.41	86,553.62	69.4%
TOTAL EXPENSES							
	282,968.00	282,968.00	195,551.97	9,968.33	862.41	86,553.62	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011200 CITY CLERK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011200 51200	SALARIES						
	412,892.00	412,892.00	342,162.83	31,402.11	0.00	70,729.17	82.9%
0011200 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 51350	PART-TIME						
	41,193.00	41,193.00	29,300.45	3,189.16	0.00	11,892.55	71.1%
0011200 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 52100	FICA						
	33,671.00	33,671.00	26,451.50	2,558.71	0.00	7,219.50	78.6%
0011200 52200	RETIREMENT						
	86,529.00	86,529.00	69,278.34	6,654.12	0.00	17,250.66	80.1%
0011200 52300	HEALTH INSUR						
	72,094.00	72,094.00	45,415.00	4,589.56	0.00	26,679.00	63.0%
0011200 52301	LIFE INSUR						
	1,528.00	1,528.00	1,002.25	102.75	0.00	525.75	65.6%
0011200 52400	WORKERS' COMP						
	306.00	306.00	255.00	25.50	0.00	51.00	83.3%
0011200 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 53100	PROFESSIONAL SERVICES						
	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00	.0%
0011200 53400	CONTRACTUAL						
	182,799.00	186,799.00	185,885.81	4,071.28	0.00	913.19	99.5%
0011200 54000	TRAINING/TRAVEL						
	7,098.00	5,078.00	1,772.23	-183.38	0.00	3,305.77	34.9%
0011200 54100	COMM - PHONE/FAX/ALARM						
	1,960.00	1,960.00	1,527.73	67.47	0.00	432.27	77.9%
0011200 54101	COMMUNICATIONS-CELLULAR						
	1,200.00	1,200.00	835.59	90.44	0.00	364.41	69.6%
0011200 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54500	INSURANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54700	PRINTING						
	25,000.00	21,000.00	3,951.09	59.24	0.00	17,048.91	18.8%
0011200 54800	PROMOTIONAL						
	500.00	500.00	465.00	0.00	0.00	35.00	93.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011200 CITY CLERK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011200 54912	ELECTIONS						
	31,200.00	31,200.00	0.00	0.00	0.00	31,200.00	.0%
0011200 54970	YOUTH ADVISORY COMM DONATIONS						
	4,000.00	4,000.00	1,800.00	1,800.00	0.00	2,200.00	45.0%
0011200 55100	OFFICE SUPPLIES						
	1,000.00	1,000.00	531.67	0.00	0.00	468.33	53.2%
0011200 55200	OPERATING SUPPLIES						
	415.00	915.00	871.10	61.63	0.00	43.90	95.2%
0011200 55210	UNIFORMS						
	250.00	250.00	0.00	0.00	0.00	250.00	.0%
0011200 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 55400	BOOKS/SUBS/DUES						
	3,845.00	3,845.00	2,574.28	411.51	0.00	1,270.72	67.0%
0011200 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 56401	EQUIP-NON CAPITAL						
	2,000.00	3,520.00	3,346.05	0.00	0.00	173.95	95.1%
TOTAL CITY CLERK							
	912,680.00	912,680.00	717,425.92	54,900.10	0.00	195,254.08	78.6%
	TOTAL EXPENSES						
	912,680.00	912,680.00	717,425.92	54,900.10	0.00	195,254.08	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011210 CITY MANAGER

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011210 51200	SALARIES	405,250.00	419,250.00	307,607.42	38,441.86	0.00	111,642.58	73.4%
0011210 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 52100	FICA	31,002.00	31,002.00	25,314.50	3,113.32	0.00	5,687.50	81.7%
0011210 52200	RETIREMENT	61,110.00	61,110.00	49,116.14	6,295.18	0.00	11,993.86	80.4%
0011210 52300	HEALTH INSUR	45,283.00	45,283.00	22,441.15	2,408.08	0.00	22,841.85	49.6%
0011210 52301	LIFE INSUR	1,632.00	1,632.00	981.15	125.25	0.00	650.85	60.1%
0011210 52400	WORKERS' COMP	921.00	921.00	767.50	76.75	0.00	153.50	83.3%
0011210 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 53100	PROFESSIONAL SERVICES	45,000.00	39,168.00	7,833.75	6,250.00	0.00	31,334.25	20.0%
0011210 53100 23061	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 53400	CONTRACTUAL	2,729.00	2,729.00	1,373.32	255.75	0.00	1,355.68	50.3%
0011210 53900	AUTO ALLOWANCE	7,000.00	7,000.00	4,000.00	500.00	0.00	3,000.00	57.1%
0011210 53910	HOUSING ALLOWANCE	7,500.00	7,500.00	5,000.00	0.00	0.00	2,500.00	66.7%
0011210 54000	TRAINING/TRAVEL	2,125.00	3,825.00	3,737.14	75.00	0.00	87.86	97.7%
0011210 54100	COMM - PHONE/FAX/ALARM	1,496.00	1,496.00	1,116.49	22.49	0.00	379.51	74.6%
0011210 54101	COMMUNICATIONS-CELLULAR	1,200.00	1,200.00	911.87	100.00	0.00	288.13	76.0%
0011210 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54700	PRINTING	2,800.00	2,800.00	188.77	0.00	0.00	2,611.23	6.7%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011210 CITY MANAGER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011210 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54901	SPECIAL EVENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54970	YOUTH ADVISORY PROGRAM COST						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 55100	OFFICE SUPPLIES						
	1,800.00	1,800.00	100.83	25.19	0.00	1,699.17	5.6%
0011210 55200	OPERATING SUPPLIES						
	2,065.00	2,065.00	1,154.36	199.90	0.00	910.64	55.9%
0011210 55210	UNIFORMS						
	300.00	300.00	119.94	0.00	0.00	180.06	40.0%
0011210 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 55400	BOOKS/SUBS/DUES						
	2,200.00	2,200.00	1,513.00	0.00	0.00	687.00	68.8%
0011210 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 56401	EQUIP-NON CAPITAL						
	0.00	4,132.00	4,096.27	0.00	0.00	35.73	99.1%
TOTAL CITY MANAGER							
	621,413.00	635,413.00	437,373.60	57,888.77	0.00	198,039.40	68.8%
TOTAL EXPENSES							
	621,413.00	635,413.00	437,373.60	57,888.77	0.00	198,039.40	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011300 FINANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011300 51200	SALARIES						
	580,487.00	567,121.00	439,206.15	40,874.53	0.00	127,914.85	77.4%
0011300 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 51350	PART-TIME						
	34,249.00	47,615.00	38,045.99	3,762.45	0.00	9,569.01	79.9%
0011300 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 52100	FICA						
	45,911.00	45,911.00	34,751.03	3,192.80	0.00	11,159.97	75.7%
0011300 52200	RETIREMENT						
	107,929.00	107,929.00	80,390.04	7,638.95	0.00	27,538.96	74.5%
0011300 52300	HEALTH INSUR						
	104,061.00	104,061.00	80,397.52	8,537.06	0.00	23,663.48	77.3%
0011300 52301	LIFE INSUR						
	1,951.00	1,951.00	1,274.40	133.75	0.00	676.60	65.3%
0011300 52400	WORKERS' COMP						
	571.00	571.00	475.84	47.58	0.00	95.16	83.3%
0011300 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 53100	PROFESSIONAL SERVICES						
	4,600.00	4,600.00	0.00	0.00	0.00	4,600.00	.0%
0011300 53200	AUDITING						
	7,389.00	7,389.00	6,157.50	615.75	0.00	1,231.50	83.3%
0011300 53400	CONTRACTUAL						
	80,541.00	80,541.00	77,282.82	695.66	0.00	3,258.18	96.0%
0011300 54000	TRAINING/TRAVEL						
	10,090.00	10,090.00	1,732.14	425.00	0.00	8,357.86	17.2%
0011300 54100	COMM - PHONE/FAX/ALARM						
	1,469.00	1,469.00	1,377.49	22.49	0.00	91.51	93.8%
0011300 54101	COMMUNICATIONS-CELLULAR						
	600.00	600.00	396.43	50.00	0.00	203.57	66.1%
0011300 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 54610	R/M BLDG & GROUNDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 54700	PRINTING						
	4,850.00	4,850.00	558.61	0.00	0.00	4,291.39	11.5%
0011300 55100	OFFICE SUPPLIES						
	5,800.00	5,800.00	2,788.27	1,289.65	0.00	3,011.73	48.1%
0011300 55200	OPERATING SUPPLIES						
	6,455.00	6,455.00	4,060.12	0.00	0.00	2,394.88	62.9%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011300 FINANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011300 55210	UNIFORMS						
	200.00	200.00	0.00	0.00	0.00	200.00	.0%
0011300 55400	BOOKS/SUBS/DUES						
	1,705.00	1,705.00	1,010.00	0.00	0.00	695.00	59.2%
0011300 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 56401	EQUIP-NON CAPITAL						
	4,000.00	4,000.00	3,784.33	0.00	237.96	-22.29	100.6%
0011300 57300	FINANCING COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FINANCE							
	1,002,858.00	1,002,858.00	773,688.68	67,285.67	237.96	228,931.36	77.2%
TOTAL EXPENSES							
	1,002,858.00	1,002,858.00	773,688.68	67,285.67	237.96	228,931.36	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011310 INFORMATION TECHNOLOGY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011310 51200	SALARIES						
	460,666.00	414,736.00	313,213.51	31,829.68	0.00	101,522.49	75.5%
0011310 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 51400	OVERTIME						
	0.00	500.00	200.85	0.00	0.00	299.15	40.2%
0011310 52100	FICA						
	33,285.00	33,285.00	23,101.51	2,355.43	0.00	10,183.49	69.4%
0011310 52200	RETIREMENT						
	95,908.00	95,908.00	64,493.07	6,744.71	0.00	31,414.93	67.2%
0011310 52300	HEALTH INSUR						
	101,185.00	101,185.00	50,031.22	5,708.90	0.00	51,153.78	49.4%
0011310 52301	LIFE INSUR						
	1,686.00	1,686.00	973.23	104.30	0.00	712.77	57.7%
0011310 52400	WORKERS' COMP						
	534.00	534.00	445.00	44.50	0.00	89.00	83.3%
0011310 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 53100	PROFESSIONAL SERVICES						
	7,500.00	7,500.00	6,885.16	3,325.00	0.00	614.84	91.8%
0011310 53400	CONTRACTUAL						
	248,703.00	248,703.00	221,942.03	1,949.90	8,555.89	18,205.08	92.7%
0011310 54000	TRAINING/TRAVEL						
	16,000.00	16,000.00	4,455.85	1,640.85	0.00	11,544.15	27.8%
0011310 54100	COMM - PHONE/FAX/ALARM						
	6,208.00	6,208.00	5,069.06	440.38	0.00	1,138.94	81.7%
0011310 54101	COMMUNICATIONS-CELLULAR						
	3,600.00	3,600.00	3,460.23	196.26	0.00	139.77	96.1%
0011310 54103	COMMUNICATIONS-INTERNET						
	134,623.00	134,623.00	115,515.16	24,349.15	0.00	19,107.84	85.8%
0011310 54500	INSURANCE						
	18,909.00	18,909.00	15,757.50	1,575.75	0.00	3,151.50	83.3%
0011310 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 54630	R/M VEHICLES-LABOR						
	250.00	250.00	208.34	20.83	0.00	41.66	83.3%
0011310 54640	R/M VEHICLES-PARTS						
	600.00	600.00	239.67	0.00	0.00	360.33	39.9%
0011310 54970	YOUTH ADVISORY PROGRAM COSTS						
	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	.0%
0011310 55100	OFFICE SUPPLIES						
	700.00	700.00	623.73	0.00	0.00	76.27	89.1%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011310 INFORMATION TECHNOLOGY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011310 55200	OPERATING SUPPLIES						
	11,190.00	11,190.00	9,952.18	325.74	0.00	1,237.82	88.9%
0011310 55210	UNIFORMS						
	250.00	250.00	0.00	0.00	0.00	250.00	.0%
0011310 55230	GAS/OIL						
	400.00	400.00	176.65	27.91	0.00	223.35	44.2%
0011310 55400	BOOKS/SUBS/DUES						
	450.00	450.00	300.00	0.00	0.00	150.00	66.7%
0011310 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 23033	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 24002	FY24 CABLING						
	12,000.00	11,994.00	11,994.00	3,326.00	0.00	0.00	100.0%
0011310 56300 25019	CHAMBER AUDIO SYSTEM						
	10,500.00	10,500.00	10,500.00	0.00	0.00	0.00	100.0%
0011310 56300 25020	IT STRUCTURED CABLING						
	12,000.00	12,006.00	12,006.00	0.00	0.00	0.00	100.0%
0011310 56400	MACH/EQUIP						
	32,000.00	26,755.00	2,649.00	2,649.00	17,200.00	6,906.00	74.2%
0011310 56401	EQUIP-NON CAPITAL						
	10,250.00	15,495.00	15,494.40	0.00	0.00	0.60	100.0%
TOTAL INFORMATION TECHNOLOGY							
	1,223,897.00	1,178,467.00	889,687.35	86,614.29	25,755.89	263,023.76	77.7%
TOTAL EXPENSES							
	1,223,897.00	1,178,467.00	889,687.35	86,614.29	25,755.89	263,023.76	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011350 HUMAN RESOURCES

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011350 51200	SALARIES	278,643.00	278,643.00	223,257.67	21,434.06	0.00	55,385.33	80.1%
0011350 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 52100	FICA	20,937.00	20,937.00	16,672.54	1,596.22	0.00	4,264.46	79.6%
0011350 52200	RETIREMENT	59,046.00	59,046.00	47,281.86	4,541.88	0.00	11,764.14	80.1%
0011350 52300	HEALTH INSUR	24,323.00	33,023.00	27,489.92	2,749.00	0.00	5,533.08	83.2%
0011350 52301	LIFE INSUR	1,043.00	1,043.00	697.75	70.00	0.00	345.25	66.9%
0011350 52400	WORKERS' COMP	271.00	271.00	225.84	22.58	0.00	45.16	83.3%
0011350 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 53400	CONTRACTUAL	53,621.00	53,621.00	41,738.05	3,988.42	0.00	11,882.95	77.8%
0011350 53910	HOUSING ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 54000	TRAINING/TRAVEL	6,000.00	6,000.00	2,927.34	10.00	0.00	3,072.66	48.8%
0011350 54010	SAFETY COMMITTEE	3,500.00	3,500.00	950.00	0.00	0.00	2,550.00	27.1%
0011350 54100	COMM - PHONE/FAX/ALARM	523.00	523.00	523.00	0.00	0.00	0.00	100.0%
0011350 54101	COMMUNICATIONS-CELLULAR	600.00	600.00	471.43	50.00	0.00	128.57	78.6%
0011350 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 54700	PRINTING	100.00	100.00	0.00	0.00	0.00	100.00	.0%
0011350 54800	PROMOTIONAL	13,000.00	38,000.00	9,284.34	3,766.34	0.00	28,715.66	24.4%
0011350 55100	OFFICE SUPPLIES	2,000.00	2,000.00	1,025.53	42.49	0.00	974.47	51.3%
0011350 55200	OPERATING SUPPLIES	4,965.00	4,965.00	4,893.20	0.00	15.36	56.44	98.9%
0011350 55400	BOOKS/SUBS/DUES	2,525.00	2,525.00	2,459.00	0.00	0.00	66.00	97.4%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011350 HUMAN RESOURCES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011350 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 56400 MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 56401 EQUIP-NON CAPITAL	4,000.00	4,000.00	3,824.66	0.00	0.00	175.34	95.6%
TOTAL HUMAN RESOURCES	475,097.00	508,797.00	383,722.13	38,270.99	15.36	125,059.51	75.4%
TOTAL EXPENSES	475,097.00	508,797.00	383,722.13	38,270.99	15.36	125,059.51	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011400 CITY ATTORNEY

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011400 51200	SALARIES	364,598.00	343,598.00	286,349.68	13,249.53	0.00	57,248.32	83.3%
0011400 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 52100	FICA	32,669.00	32,669.00	20,371.57	881.61	0.00	12,297.43	62.4%
0011400 52200	RETIREMENT	55,281.00	55,281.00	41,807.66	2,807.58	0.00	13,473.34	75.6%
0011400 52300	HEALTH INSUR	71,882.00	71,882.00	49,494.54	3,355.24	0.00	22,387.46	68.9%
0011400 52301	LIFE INSUR	1,370.00	1,370.00	970.84	43.50	0.00	399.16	70.9%
0011400 52400	WORKERS' COMP	272.00	272.00	226.66	22.67	0.00	45.34	83.3%
0011400 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 53100	PROFESSIONAL SERVICES	2,250.00	2,250.00	0.00	0.00	0.00	2,250.00	.0%
0011400 53400	CONTRACTUAL	34,425.00	37,925.00	12,942.39	556.86	24,688.13	294.48	99.2%
0011400 54000	TRAINING/TRAVEL	10,750.00	7,250.00	1,265.28	554.00	0.00	5,984.72	17.5%
0011400 54100	COMM - PHONE/FAX/ALARM	523.00	523.00	523.00	0.00	0.00	0.00	100.0%
0011400 54101	COMMUNICATIONS-CELLULAR	660.00	660.00	242.59	0.00	0.00	417.41	36.8%
0011400 54200	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 54700	PRINTING	100.00	100.00	72.60	48.60	0.00	27.40	72.6%
0011400 54930	COLLECTIONS/LITIGATION COSTS	3,000.00	383,000.00	381,671.95	380,000.00	0.00	1,328.05	99.7%
0011400 54934	LEGAL/CONTRACTUAL	165,000.00	186,000.00	161,867.40	19,178.70	0.00	24,132.60	87.0%
0011400 55100	OFFICE SUPPLIES	400.00	400.00	36.48	0.00	0.00	363.52	9.1%
0011400 55200	OPERATING SUPPLIES	1,860.00	1,860.00	862.41	0.00	0.00	997.59	46.4%
0011400 55210	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011400 CITY ATTORNEY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011400 55220	JANITORIAL SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 55400	BOOKS/SUBS/DUES						
	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00	.0%
0011400 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL CITY ATTORNEY							
	746,340.00	1,126,340.00	958,705.05	420,698.29	24,688.13	142,946.82	87.3%
TOTAL EXPENSES							
	746,340.00	1,126,340.00	958,705.05	420,698.29	24,688.13	142,946.82	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011500 PLANNING

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011500 51200	SALARIES	411,272.00	409,152.00	315,589.60	32,550.77	0.00	93,562.40	77.1%
0011500 51300	SEASONAL/TEMPORARY	3,000.00	5,470.00	5,879.81	0.00	0.00	-409.81	107.5%
0011500 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 52100	FICA	31,130.00	31,130.00	24,622.29	2,490.18	0.00	6,507.71	79.1%
0011500 52200	RETIREMENT	84,357.00	84,357.00	67,018.69	6,897.53	0.00	17,338.31	79.4%
0011500 52300	HEALTH INSUR	48,605.00	48,605.00	43,923.97	4,390.44	0.00	4,681.03	90.4%
0011500 52301	LIFE INSUR	1,049.00	1,049.00	976.34	106.48	0.00	72.66	93.1%
0011500 52400	WORKERS' COMP	1,614.00	1,614.00	1,345.00	134.50	0.00	269.00	83.3%
0011500 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100	PROFESSIONAL SERVICES	255,410.00	110,410.00	33,743.26	31,218.26	11,756.74	64,910.00	41.2%
0011500 53100 23061	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100 23062	PROJECT 23062 PROF SVC	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
0011500 53100 25050	PLANNING ADAPTATION PLAN	0.00	95,000.00	91,250.00	33,250.00	3,750.00	0.00	100.0%
0011500 53100 25075	DOWNTOWN CIRCULATION STUDY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53400	CONTRACTUAL	258,843.00	258,843.00	53,421.69	2,564.51	21,910.00	183,511.31	29.1%
0011500 54000	TRAINING/TRAVEL	10,600.00	10,600.00	2,266.13	858.16	0.00	8,333.87	21.4%
0011500 54100	COMM - PHONE/FAX/ALARM	914.00	914.00	914.00	0.00	0.00	0.00	100.0%
0011500 54101	COMMUNICATIONS-CELLULAR	1,250.00	1,250.00	586.59	103.03	0.00	663.41	46.9%
0011500 54500	INSURANCE	14,223.00	14,223.00	11,852.50	1,185.25	0.00	2,370.50	83.3%
0011500 54610	R/M BLDG & GROUNDS	10,000.00	9,650.00	2,408.41	0.00	0.00	7,241.59	25.0%
0011500 54630	R/M VEHICLES-LABOR	600.00	600.00	500.00	50.00	0.00	100.00	83.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011500 PLANNING

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011500 54640	R/M VEHICLES-PARTS						
	1,500.00	1,500.00	1,221.25	61.41	0.00	278.75	81.4%
0011500 54700	PRINTING						
	9,000.00	9,000.00	5,838.97	2,352.22	0.00	3,161.03	64.9%
0011500 55100	OFFICE SUPPLIES						
	2,500.00	2,500.00	1,423.73	198.45	0.00	1,076.27	56.9%
0011500 55200	OPERATING SUPPLIES						
	730.00	730.00	548.75	0.00	0.00	181.25	75.2%
0011500 55210	UNIFORMS						
	1,375.00	1,375.00	370.05	54.20	0.00	1,004.95	26.9%
0011500 55230	GAS/OIL						
	1,500.00	1,500.00	858.30	96.87	0.00	641.70	57.2%
0011500 55400	BOOKS/SUBS/DUES						
	4,970.00	4,970.00	2,964.92	1,413.87	0.00	2,005.08	59.7%
0011500 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 56400	MACH/EQUIP						
	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	.0%
0011500 56401	EQUIP-NON CAPITAL						
	7,750.00	7,750.00	0.00	-3,285.01	0.00	7,750.00	.0%
TOTAL PLANNING							
	1,216,192.00	1,166,192.00	669,524.25	116,691.12	37,416.74	459,251.01	60.6%
TOTAL EXPENSES							
	1,216,192.00	1,166,192.00	669,524.25	116,691.12	37,416.74	459,251.01	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011501 PLANNING GREENWAY

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011501 51200	SALARIES	82,481.00	82,481.00	62,835.34	6,008.09	0.00	19,645.66	76.2%
0011501 51300	SEASONAL/TEMPORARY	6,000.00	6,000.00	4,059.01	929.25	0.00	1,940.99	67.7%
0011501 51350	PART TIME SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 52100	FICA	6,278.00	6,278.00	5,123.14	529.14	0.00	1,154.86	81.6%
0011501 52200	RETIREMENT	16,551.00	16,551.00	13,195.71	1,161.32	0.00	3,355.29	79.7%
0011501 52300	HEALTH INSUR	12,607.00	12,607.00	9,612.00	961.20	0.00	2,995.00	76.2%
0011501 52301	LIFE INSUR	293.00	293.00	196.75	19.75	0.00	96.25	67.2%
0011501 52400	WORKERS' COMP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 53400	CONTRACTUAL	79,880.00	79,880.00	34,971.49	7,237.49	21,510.00	23,398.51	70.7%
0011501 54000	TRAINING/TRAVEL	1,600.00	950.00	11.00	0.00	0.00	939.00	1.2%
0011501 54100	COMM - PHONE/FAX/ALARM	131.00	781.00	448.42	72.14	0.00	332.58	57.4%
0011501 54610	R/M BLDG & GROUNDS	11,600.00	11,600.00	2,242.64	549.96	0.00	9,357.36	19.3%
0011501 54611	R/M FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54941	SIGNAGE COSTS	6,000.00	6,000.00	2,411.37	1,798.69	0.00	3,588.63	40.2%
0011501 54970	PROGRAM COSTS	2,400.00	2,400.00	1,492.19	1,000.00	0.00	907.81	62.2%
0011501 54970 34701	PROGRAM COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54970 34702	PROGRAM COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54970 34703	PROGRAM COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 55200	OPERATING SUPPLIES	2,465.00	3,165.00	2,406.48	346.26	0.00	758.52	76.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011501 PLANNING GREENWAY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011501 55210	UNIFORMS						
	0.00	300.00	257.10	0.00	0.00	42.90	85.7%
0011501 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 55240	CHEMICALS						
	1,200.00	1,200.00	482.84	467.89	0.00	717.16	40.2%
0011501 55400	BOOKS/SUBS/DUES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56300 25061	EGANS CREEK BRIDGE REPAIR						
	0.00	200,000.00	1,449.13	0.00	182,000.00	16,550.87	91.7%
0011501 56400	EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56400 25425	PLANNING ADA VAN						
	70,000.00	45,000.00	0.00	0.00	0.00	45,000.00	.0%
0011501 56401	NON CAP EQUIP						
	8,570.00	7,570.00	3,285.01	3,285.01	0.00	4,284.99	43.4%
TOTAL PLANNING GREENWAY							
	308,056.00	483,056.00	144,479.62	24,366.19	203,510.00	135,066.38	72.0%
TOTAL EXPENSES							
	308,056.00	483,056.00	144,479.62	24,366.19	203,510.00	135,066.38	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011910 NON DEPARTMENTAL

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011910 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 53200	AUDITING	7,389.00	7,389.00	6,157.50	615.75	0.00	1,231.50	83.3%
0011910 53400	CONTRACTUAL	179,004.00	179,004.00	146,022.70	668.50	0.00	32,981.30	81.6%
0011910 54100	COMM - PHONE/FAX/ALARM	1,144.00	1,144.00	869.47	67.47	0.00	274.53	76.0%
0011910 54103	COMMUNICATIONS-INTERNET	3,175.00	3,175.00	2,233.57	0.00	0.00	941.43	70.3%
0011910 54200	POSTAGE	7,500.00	14,500.00	12,440.46	4,016.07	0.00	2,059.54	85.8%
0011910 54300	UTILITIES ELECTRIC	20,000.00	20,000.00	12,612.53	0.00	0.00	7,387.47	63.1%
0011910 54310	UTILITIES-WATER & WASTEWATER	3,000.00	3,000.00	2,140.35	260.99	0.00	859.65	71.3%
0011910 54500	INSURANCE	69,880.00	69,880.00	58,233.34	5,823.33	0.00	11,646.66	83.3%
0011910 54610	R/M BLDG & GROUNDS	5,000.00	4,068.00	464.65	0.00	0.00	3,603.35	11.4%
0011910 54611	R/M FACILITIES	42,000.00	32,500.00	22,912.94	144.33	0.00	9,587.06	70.5%
0011910 54620	R/M EQUIPMENT	5,000.00	5,000.00	4,538.91	778.87	0.00	461.09	90.8%
0011910 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54700	PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54910	BILLING COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 55100	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 55200	OPERATING SUPPLIES	1,800.00	5,232.00	1,834.02	10.60	2,587.23	810.75	84.5%
0011910 55220	JANITORIAL SUPPLIES	1,750.00	1,750.00	1,053.18	0.00	0.00	696.82	60.2%
0011910 55230	GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 55400	BOOKS/SUBS/DUES	180.00	180.00	0.00	0.00	0.00	180.00	.0%
0011910 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011910 NON DEPARTMENTAL	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011910 56400 MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 56400 24004 CITY HALL ELEVATOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 56401 EQUIP-NON CAPITAL	0.00	0.00	1,226.76	0.00	0.00	-1,226.76	100.0%
TOTAL NON DEPARTMENTAL	346,822.00	346,822.00	272,740.38	12,385.91	2,587.23	71,494.39	79.4%
TOTAL EXPENSES	346,822.00	346,822.00	272,740.38	12,385.91	2,587.23	71,494.39	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011930 FACILITIES MAINTENANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011930 51200	SALARIES						
	588,959.00	588,959.00	419,408.55	40,438.89	0.00	169,550.45	71.2%
0011930 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 51400	OVERTIME						
	10,000.00	10,000.00	6,304.29	352.24	0.00	3,695.71	63.0%
0011930 52100	FICA						
	44,753.00	44,753.00	31,783.80	3,019.03	0.00	12,969.20	71.0%
0011930 52200	RETIREMENT						
	105,925.00	105,925.00	74,933.58	7,250.10	0.00	30,991.42	70.7%
0011930 52300	HEALTH INSUR						
	113,765.00	113,765.00	76,995.18	8,451.58	0.00	36,769.82	67.7%
0011930 52301	LIFE INSUR						
	2,482.00	2,482.00	1,293.84	132.37	0.00	1,188.16	52.1%
0011930 52400	WORKERS' COMP						
	8,575.00	8,575.00	7,145.84	714.58	0.00	1,429.16	83.3%
0011930 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 53100	PROFESSIONAL SERVICES						
	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	.0%
0011930 53400	CONTRACTUAL						
	7,528.00	8,324.00	7,433.79	459.61	0.00	890.21	89.3%
0011930 54000	TRAINING/TRAVEL						
	7,200.00	6,601.00	1,913.84	0.00	0.00	4,687.16	29.0%
0011930 54100	COMM - PHONE/FAX/ALARM						
	262.00	262.00	262.00	0.00	0.00	0.00	100.0%
0011930 54101	COMMUNICATIONS-CELLULAR						
	4,600.00	4,600.00	3,213.61	325.85	0.00	1,386.39	69.9%
0011930 54103	COMMUNICATIONS-INTERNET						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 54200	POSTAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 54300	UTILITIES ELECTRIC						
	2,200.00	2,200.00	1,698.97	222.15	0.00	501.03	77.2%
0011930 54310	UTILITIES-WATER & WASTEWATER						
	1,200.00	1,200.00	516.30	51.80	0.00	683.70	43.0%
0011930 54400	RENTALS/LEASES						
	1,000.00	1,000.00	568.18	0.00	0.00	431.82	56.8%
0011930 54500	INSURANCE						
	8,468.00	8,468.00	7,056.66	705.67	0.00	1,411.34	83.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0011930 FACILITIES MAINTENANCE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011930 54610	R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 54611	R/M FACILITIES	17,750.00	17,750.00	7,243.12	175.44	0.00	10,506.88	40.8%
0011930 54620	R/M EQUIPMENT	11,500.00	11,500.00	5,625.00	0.00	0.00	5,875.00	48.9%
0011930 54630	R/M VEHICLES-LABOR	7,500.00	7,500.00	6,250.00	625.00	0.00	1,250.00	83.3%
0011930 54640	R/M VEHICLES-PARTS	7,500.00	7,500.00	5,637.15	281.63	0.00	1,862.85	75.2%
0011930 55100	OFFICE SUPPLIES	250.00	168.00	167.74	0.00	0.00	0.26	99.8%
0011930 55200	OPERATING SUPPLIES	17,930.00	17,930.00	11,388.50	1,051.45	877.77	5,663.73	68.4%
0011930 55210	UNIFORMS	3,650.00	3,650.00	2,987.95	0.00	0.00	662.05	81.9%
0011930 55220	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 55230	GAS/OIL	15,000.00	15,000.00	10,132.69	1,262.23	0.00	4,867.31	67.6%
0011930 55240	CHEMICALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 55400	BOOKS/SUBS/DUES	200.00	85.00	85.00	0.00	0.00	0.00	100.0%
0011930 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 56400	MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 56400 25419	FACITLITIES MAINT F-250 TRUCK	60,000.00	60,000.00	59,882.00	0.00	0.00	118.00	99.8%
0011930 56401	EQUIP-NON CAPITAL	2,000.00	2,000.00	0.00	0.00	1,990.98	9.02	99.5%
0011930 56415	SUBSCRIPTION BASED IT AGREEMNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 57100	PRINCIPAL	14,378.00	14,378.00	14,377.20	0.00	0.00	0.80	100.0%
0011930 57199	CONTRA PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 57200	INTEREST	2,117.00	2,117.00	2,116.82	0.00	0.00	0.18	100.0%
TOTAL FACILITIES MAINTENANCE		1,069,192.00	1,069,192.00	766,421.60	65,519.62	2,868.75	299,901.65	72.0%
TOTAL EXPENSES		1,069,192.00	1,069,192.00	766,421.60	65,519.62	2,868.75	299,901.65	

City of Fernandina Beach
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ACCOUNTS FOR: 0012100 POLICE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012100 51200	SALARIES						
	3,658,082.00	3,658,082.00	2,872,447.62	271,652.25	0.00	785,634.38	78.5%
0012100 51210	WC REIMB						
	0.00	0.00	-3,373.75	0.00	0.00	3,373.75	100.0%
0012100 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 51350	PART-TIME						
	121,104.00	121,104.00	23,218.56	1,361.56	0.00	97,885.44	19.2%
0012100 51400	OVERTIME						
	191,600.00	191,600.00	146,244.75	15,460.41	0.00	45,355.25	76.3%
0012100 51500	INCENTIVE						
	24,482.00	24,482.00	18,267.14	1,726.09	0.00	6,214.86	74.6%
0012100 52100	FICA						
	279,008.00	279,008.00	223,391.52	21,086.08	0.00	55,616.48	80.1%
0012100 52200	RETIREMENT						
	1,114,601.00	1,114,601.00	851,198.52	81,614.69	0.00	263,402.48	76.4%
0012100 52300	HEALTH INSUR						
	798,313.00	798,313.00	525,502.20	51,066.16	0.00	272,810.80	65.8%
0012100 52301	LIFE INSUR						
	13,245.00	13,245.00	8,449.07	853.50	0.00	4,795.93	63.8%
0012100 52400	WORKERS' COMP						
	75,412.00	75,412.00	62,843.34	6,284.33	0.00	12,568.66	83.3%
0012100 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 53100	PROFESSIONAL SERVICES						
	750.00	750.00	0.00	0.00	0.00	750.00	.0%
0012100 53400	CONTRACTUAL						
	181,307.00	181,307.00	134,055.74	6,520.59	7,525.00	39,726.26	78.1%
0012100 53500	INVESTIGATIONS						
	4,000.00	3,600.00	194.00	194.00	0.00	3,406.00	5.4%
0012100 54000	TRAINING/TRAVEL						
	33,000.00	33,000.00	30,229.07	5,359.78	0.00	2,770.93	91.6%
0012100 54100	COMM - PHONE/FAX/ALARM						
	8,454.00	8,454.00	7,818.39	157.43	0.00	635.61	92.5%
0012100 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 54103	COMMUNICATIONS-INTERNET						
	11,593.00	11,593.00	8,566.10	726.66	0.00	3,026.90	73.9%
0012100 54104	COMMUNICATIONS-MOBILE						
	44,420.00	44,420.00	30,416.89	4,926.83	0.00	14,003.11	68.5%
0012100 54105	COMMUNICATIONS-911 SYSTEM						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 54200	POSTAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

ACCOUNTS FOR: 0012100 POLICE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012100 54300	UTILITIES ELECTRIC	41,000.00	41,000.00	23,274.55	362.89	0.00	17,725.45	56.8%
0012100 54310	UTILITIES-WATER & WASTEWATER	5,700.00	5,700.00	4,942.16	415.64	0.00	757.84	86.7%
0012100 54320	UTILITIES-PROPANE/OTHER	1,500.00	1,900.00	1,653.52	155.47	0.00	246.48	87.0%
0012100 54400	RENTALS/LEASES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 54500	INSURANCE	112,713.00	112,713.00	93,927.50	9,392.75	0.00	18,785.50	83.3%
0012100 54610	R/M BLDG & GROUNDS	42,000.00	42,000.00	10,237.02	43.20	0.00	31,762.98	24.4%
0012100 54611	R/M FACILITIES	47,500.00	47,500.00	23,428.34	2,779.29	0.00	24,071.66	49.3%
0012100 54620	R/M EQUIPMENT	12,000.00	12,000.00	3,053.86	570.00	0.00	8,946.14	25.4%
0012100 54630	R/M VEHICLES-LABOR	45,000.00	45,000.00	37,500.00	3,750.00	0.00	7,500.00	83.3%
0012100 54640	R/M VEHICLES-PARTS	60,000.00	60,000.00	43,937.74	5,132.26	0.00	16,062.26	73.2%
0012100 54700	PRINTING	2,500.00	2,500.00	293.35	293.35	0.00	2,206.65	11.7%
0012100 54800	PROMOTIONAL	4,500.00	4,500.00	3,109.93	0.00	0.00	1,390.07	69.1%
0012100 54900	MISC EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 55100	OFFICE SUPPLIES	6,000.00	6,000.00	1,977.60	626.70	0.00	4,022.40	33.0%
0012100 55200	OPERATING SUPPLIES	44,425.00	44,425.00	34,579.03	2,852.18	0.00	9,845.97	77.8%
0012100 55210	UNIFORMS	68,777.00	68,777.00	52,436.99	7,734.40	0.00	16,340.01	76.2%
0012100 55220	JANITORIAL SUPPLIES	5,000.00	5,000.00	2,060.41	263.96	0.00	2,939.59	41.2%
0012100 55230	GAS/OIL	150,000.00	150,000.00	118,724.61	13,058.44	0.00	31,275.39	79.1%
0012100 55400	BOOKS/SUBS/DUES	2,700.00	2,700.00	1,313.95	0.00	0.00	1,386.05	48.7%
0012100 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56300 23026	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
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ACCOUNTS FOR: 0012100 POLICE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012100 56300 24006	PD CARPORT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56400	MACH/EQUIP						
	32,000.00	29,000.00	25,448.79	2,706.27	0.00	3,551.21	87.8%
0012100 56400 25413	POLICE SERVICE VEHICLE (RE#95)						
	78,000.00	78,000.00	10,517.30	0.00	66,006.30	1,476.40	98.1%
0012100 56400 25414	POLICE SERV VEHICLE (RE#1802)						
	78,000.00	81,000.00	80,432.60	0.00	0.00	567.40	99.3%
0012100 56401	EQUIP-NON CAPITAL						
	52,350.00	52,350.00	6,223.08	0.00	0.00	46,126.92	11.9%
0012100 56415	SUBSCRIPTION BASED IT AGREEMNT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 57100	PRINCIPAL						
	9,127.00	9,127.00	9,126.99	0.00	0.00	0.01	100.0%
0012100 57199	CONTRA PRINCIPAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 57200	INTEREST						
	874.00	874.00	873.01	0.00	0.00	0.99	99.9%
TOTAL POLICE							
	7,461,037.00	7,461,037.00	5,528,541.49	519,127.16	73,531.30	1,858,964.21	75.1%
TOTAL EXPENSES							
	7,461,037.00	7,461,037.00	5,528,541.49	519,127.16	73,531.30	1,858,964.21	

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FOR 2025 10

ACCOUNTS FOR: 0012101 POLICE RANGERS

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

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YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 0012200 FIRE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200 51200	SALARIES	3,030,238.00	3,110,118.00	2,414,841.67	243,603.75	0.00	695,276.33	77.6%
0012200 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 51400	OVERTIME	273,149.00	278,732.00	304,307.44	18,443.72	0.00	-25,575.44	109.2%
0012200 51500	INCENTIVE	12,852.00	12,852.00	9,097.71	858.48	0.00	3,754.29	70.8%
0012200 52100	FICA	215,055.00	221,097.00	200,647.59	19,128.04	0.00	20,449.41	90.8%
0012200 52200	RETIREMENT	952,491.00	977,267.00	809,827.50	75,831.53	0.00	167,439.50	82.9%
0012200 52300	HEALTH INSUR	535,787.00	566,952.00	429,992.14	47,173.70	0.00	136,959.86	75.8%
0012200 52301	LIFE INSUR	10,326.00	10,326.00	6,976.00	759.50	0.00	3,350.00	67.6%
0012200 52400	WORKERS' COMP	101,134.00	104,134.00	84,278.34	8,427.83	0.00	19,855.66	80.9%
0012200 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 53100	PROFESSIONAL SERVICES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
0012200 53400	CONTRACTUAL	358,232.00	358,232.00	294,218.24	8,095.03	0.00	64,013.76	82.1%
0012200 53500	INVESTIGATIONS	800.00	800.00	664.00	0.00	0.00	136.00	83.0%
0012200 53910	HOUSING ALLOWANCE	0.00	0.00	5,000.00	0.00	0.00	-5,000.00	100.0%
0012200 54000	TRAINING/TRAVEL	53,393.00	53,393.00	29,385.60	14,808.29	0.00	24,007.40	55.0%
0012200 54100	COMM - PHONE/FAX/ALARM	1,045.00	1,045.00	1,045.00	0.00	0.00	0.00	100.0%
0012200 54101	COMMUNICATIONS-CELLULAR	10,800.00	10,800.00	8,115.65	780.32	0.00	2,684.35	75.1%
0012200 54103	COMMUNICATIONS-INTERNET	32,715.00	32,715.00	10,786.08	1,321.07	0.00	21,928.92	33.0%
0012200 54200	POSTAGE	800.00	800.00	293.55	0.00	0.00	506.45	36.7%
0012200 54300	UTILITIES ELECTRIC	32,500.00	32,500.00	17,820.26	2,198.34	0.00	14,679.74	54.8%

City of Fernandina Beach
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ACCOUNTS FOR: 0012200 FIRE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200	54310	UTILITIES-WATER & WASTEWATER						
		8,400.00	8,400.00	5,213.10	816.15	0.00	3,186.90	62.1%
0012200	54320	UTILITIES-PROPANE/OTHER						
		4,500.00	4,500.00	3,813.55	301.55	0.00	686.45	84.7%
0012200	54440	LAND RENT						
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
0012200	54500	INSURANCE						
		106,436.00	106,436.00	88,696.66	8,869.67	0.00	17,739.34	83.3%
0012200	54610	R/M BLDG & GROUNDS						
		25,208.00	25,208.00	5,004.34	175.00	0.00	20,203.66	19.9%
0012200	54611	R/M FACILITIES						
		109,500.00	109,500.00	106,140.39	15,288.55	0.00	3,359.61	96.9%
0012200	54620	R/M EQUIPMENT						
		28,751.00	28,751.00	28,297.94	569.22	0.00	453.06	98.4%
0012200	54630	R/M VEHICLES-LABOR						
		40,000.00	40,000.00	33,333.34	3,333.33	0.00	6,666.66	83.3%
0012200	54640	R/M VEHICLES-PARTS						
		60,000.00	60,000.00	82,911.74	4,745.21	0.00	-22,911.74	138.2%
0012200	54650	OUTSIDE R/M VEHICLES						
		0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200	54700	PRINTING						
		1,000.00	1,000.00	50.04	0.00	0.00	949.96	5.0%
0012200	54800	PROMOTIONAL						
		6,800.00	6,800.00	5,625.23	347.55	0.00	1,174.77	82.7%
0012200	54922	AMBULANCE BILLING/COLLEC FEE						
		57,809.00	57,809.00	25,610.01	5,610.01	0.00	32,198.99	44.3%
0012200	54970	PROGRAM COSTS						
		4,400.00	4,050.00	1,306.68	165.00	0.00	2,743.32	32.3%
0012200	55100	OFFICE SUPPLIES						
		2,500.00	2,500.00	1,528.87	89.94	0.00	971.13	61.2%
0012200	55200	OPERATING SUPPLIES						
		56,580.00	56,580.00	27,321.65	1,945.32	15.36	29,242.99	48.3%
0012200	55210	UNIFORMS						
		68,703.00	68,703.00	51,636.23	242.45	0.00	17,066.77	75.2%
0012200	55220	JANITORIAL SUPPLIES						
		7,000.00	7,000.00	6,466.75	653.79	0.00	533.25	92.4%
0012200	55230	GAS/OIL						
		50,000.00	50,000.00	36,321.25	4,107.09	0.00	13,678.75	72.6%
0012200	55245	MEDICAL SUPPLIES						
		123,500.00	123,500.00	83,115.84	10,553.96	0.00	40,384.16	67.3%
0012200	55400	BOOKS/SUBS/DUES						
		8,400.00	8,400.00	3,206.68	235.95	0.00	5,193.32	38.2%
0012200	56200	BUILDING						
		0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
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ACCOUNTS FOR: 0012200 FIRE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 56400 MACH/EQUIP	26,406.00	26,406.00	0.00	0.00	8,803.20	17,602.80	33.3%
0012200 56401 EQUIP-NON CAPITAL	34,177.00	34,527.00	35,209.65	690.65	0.00	-682.65	102.0%
0012200 56415 SUBSCRIPTION BASED IT AGREEMNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 57100 PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 57200 INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRE	6,466,387.00	6,616,833.00	5,258,106.71	500,169.99	8,818.56	1,349,907.73	79.6%
TOTAL EXPENSES	6,466,387.00	6,616,833.00	5,258,106.71	500,169.99	8,818.56	1,349,907.73	

City of Fernandina Beach
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ACCOUNTS FOR: 0012201 FIRE OCEAN RESCUE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012201 51200	SALARIES						
	175,574.00	175,574.00	129,860.54	9,860.13	0.00	45,713.46	74.0%
0012201 51210	WC REIMB						
	0.00	0.00	-682.75	0.00	0.00	682.75	100.0%
0012201 51300	SEASONAL/TEMPORARY						
	269,634.00	269,634.00	151,253.38	58,675.18	0.00	118,380.62	56.1%
0012201 51350	PART TIME SALARIES						
	98,689.00	98,689.00	53,567.76	9,228.23	0.00	45,121.24	54.3%
0012201 51400	OVERTIME						
	42,126.00	42,126.00	21,987.85	7,319.49	0.00	20,138.15	52.2%
0012201 52100	FICA						
	44,690.00	44,690.00	27,164.11	6,497.98	0.00	17,525.89	60.8%
0012201 52200	RETIREMENT						
	36,360.00	36,360.00	27,507.92	2,071.16	0.00	8,852.08	75.7%
0012201 52300	HEALTH INSUR						
	50,966.00	47,294.00	25,497.18	1,922.40	0.00	21,796.82	53.9%
0012201 52301	LIFE INSUR						
	666.00	666.00	396.50	32.00	0.00	269.50	59.5%
0012201 52400	WORKERS' COMP						
	7,034.00	7,034.00	5,861.66	586.17	0.00	1,172.34	83.3%
0012201 53400	CONTRACTUAL						
	13,455.00	13,455.00	10,357.53	984.22	0.00	3,097.47	77.0%
0012201 54000	TRAINING/TRAVEL						
	7,000.00	2,200.00	2,169.80	0.00	0.00	30.20	98.6%
0012201 54100	COMM - PHONE/FAX/ALARM						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 54101	COMMUNICATIONS-CELLULAR						
	4,260.00	4,260.00	3,004.50	300.64	0.00	1,255.50	70.5%
0012201 54103	COMMUNICATIONS-INTERNET						
	1,200.00	1,200.00	1,170.19	331.24	0.00	29.81	97.5%
0012201 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 54310	UTILITIES-WATER & WASTEWATER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 54500	INSURANCE						
	13,647.00	13,647.00	11,372.50	1,137.25	0.00	2,274.50	83.3%
0012201 54610	R/M BLDG & GROUNDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 54611	R/M FACILITIES						
	17,500.00	17,500.00	17,434.02	4,307.36	0.00	65.98	99.6%
0012201 54620	R/M EQUIPMENT						
	9,000.00	9,000.00	5,345.96	0.00	0.00	3,654.04	59.4%

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ACCOUNTS FOR: 0012201 FIRE OCEAN RESCUE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012201 54630	R/M VEHICLES-LABOR						
	12,000.00	12,000.00	10,000.00	1,000.00	0.00	2,000.00	83.3%
0012201 54640	R/M VEHICLES-PARTS						
	10,000.00	10,000.00	10,706.04	1,273.88	0.00	-706.04	107.1%
0012201 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 54800	PROMOTIONAL						
	3,000.00	3,000.00	2,083.44	0.00	0.00	916.56	69.4%
0012201 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 55200	OPERATING SUPPLIES						
	21,095.00	15,095.00	7,787.22	265.02	862.41	6,445.37	57.3%
0012201 55210	UNIFORMS						
	11,625.00	11,625.00	2,933.69	0.00	0.00	8,691.31	25.2%
0012201 55230	GAS/OIL						
	12,000.00	12,000.00	6,772.57	1,216.50	0.00	5,227.43	56.4%
0012201 55245	MEDICAL SUPPLIES						
	2,000.00	2,000.00	1,478.49	0.00	0.00	521.51	73.9%
0012201 55400	BOOKS/SUBS/DUES						
	2,600.00	2,600.00	916.00	0.00	0.00	1,684.00	35.2%
0012201 56400	EQUIPMENT						
	0.00	10,800.00	0.00	0.00	8,259.93	2,540.07	76.5%
0012201 56400 25400	OCEAN RESCUE F-150 (RE#145)						
	50,000.00	53,672.00	53,671.81	0.00	0.00	0.19	100.0%
0012201 56401	NON CAP EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRE OCEAN RESCUE							
	916,121.00	916,121.00	589,617.91	107,008.85	9,122.34	317,380.75	65.4%
TOTAL EXPENSES							
	916,121.00	916,121.00	589,617.91	107,008.85	9,122.34	317,380.75	

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ACCOUNTS FOR: 0012202 FIRE BEACH RANGERS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012202 51350	PART TIME SALARIES	82,696.00	82,696.00	30,832.22	7,919.55	0.00	51,863.78	37.3%
0012202 51400	OVERTIME	3,291.00	3,291.00	2,511.47	1,341.22	0.00	779.53	76.3%
0012202 52100	FICA	6,578.00	6,578.00	2,550.77	708.44	0.00	4,027.23	38.8%
0012202 52400	WORKERS' COMP	917.00	917.00	764.16	76.42	0.00	152.84	83.3%
0012202 53400	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54000	TRAINING/TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54101	COMMUNICATIONS-CELLULAR	1,378.00	1,378.00	581.06	82.34	0.00	796.94	42.2%
0012202 54500	INSURANCE	1,891.00	1,891.00	1,575.84	157.58	0.00	315.16	83.3%
0012202 54620	R/M EQUIPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
0012202 54630	R/M VEHICLES-LABOR	7,000.00	7,000.00	5,833.34	583.33	0.00	1,166.66	83.3%
0012202 54640	R/M VEHICLES-PARTS	6,500.00	6,500.00	1,343.19	388.36	0.00	5,156.81	20.7%
0012202 54700	PRINTING	500.00	500.00	0.00	0.00	0.00	500.00	.0%
0012202 54800	PROMOTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 55200	OPERATING SUPPLIES	1,000.00	1,000.00	329.05	0.00	0.00	670.95	32.9%
0012202 55210	UNIFORMS	1,800.00	1,800.00	38.00	0.00	0.00	1,762.00	2.1%
0012202 55230	GAS/OIL	6,000.00	6,000.00	457.94	141.57	0.00	5,542.06	7.6%
0012202 56400	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 56401	NON CAP EQUIP	2,930.00	2,930.00	2,899.98	0.00	0.00	30.02	99.0%
TOTAL FIRE BEACH RANGERS		123,481.00	123,481.00	49,717.02	11,398.81	0.00	73,763.98	40.3%
TOTAL EXPENSES		123,481.00	123,481.00	49,717.02	11,398.81	0.00	73,763.98	

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ACCOUNTS FOR: 0012400 BUILDING / PERMITTING

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012400 51200	SALARIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52100	FICA						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52400	WORKERS' COMP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 53400	CONTRACTUAL						
	11,878.00	11,878.00	0.00	0.00	0.00	11,878.00	.0%
0012400 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54100	COMM - PHONE/FAX/ALARM						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54500	INSURANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54610	R/M BLDG & GROUNDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0012400 BUILDING / PERMITTING	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012400 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55200	OPERATING SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55210	UNIFORMS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55400	BOOKS/SUBS/DUES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 59140	TRANSFER TO BUILDING FUND						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL BUILDING / PERMITTING							
	11,878.00	11,878.00	0.00	0.00	0.00	11,878.00	.0%
TOTAL EXPENSES							
	11,878.00	11,878.00	0.00	0.00	0.00	11,878.00	

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ACCOUNTS FOR: 0012420 CODE ENFORCEMENT

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012420 51200	SALARIES						
	211,485.00	211,485.00	177,372.74	16,883.25	0.00	34,112.26	83.9%
0012420 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 52100	FICA						
	15,915.00	15,915.00	13,391.89	1,266.22	0.00	2,523.11	84.1%
0012420 52200	RETIREMENT						
	44,187.00	44,187.00	36,902.89	3,577.57	0.00	7,284.11	83.5%
0012420 52300	HEALTH INSUR						
	38,978.00	38,978.00	28,381.02	2,838.10	0.00	10,596.98	72.8%
0012420 52301	LIFE INSUR						
	1,853.00	1,853.00	538.50	54.25	0.00	1,314.50	29.1%
0012420 52400	WORKERS' COMP						
	1,642.00	1,642.00	1,368.34	136.83	0.00	273.66	83.3%
0012420 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 53400	CONTRACTUAL						
	75,320.00	73,820.00	32,305.28	79.90	0.00	41,514.72	43.8%
0012420 54000	TRAINING/TRAVEL						
	11,350.00	11,350.00	5,477.14	1,821.00	0.00	5,872.86	48.3%
0012420 54100	COMM - PHONE/FAX/ALARM						
	523.00	523.00	523.00	0.00	0.00	0.00	100.0%
0012420 54101	COMMUNICATIONS-CELLULAR						
	3,000.00	3,000.00	1,849.01	365.32	0.00	1,150.99	61.6%
0012420 54500	INSURANCE						
	6,659.00	6,659.00	5,549.16	554.92	0.00	1,109.84	83.3%
0012420 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 54630	R/M VEHICLES-LABOR						
	2,000.00	2,000.00	1,666.66	166.67	0.00	333.34	83.3%
0012420 54640	R/M VEHICLES-PARTS						
	2,000.00	2,000.00	2,568.74	18.51	0.00	-568.74	128.4%
0012420 54700	PRINTING						
	1,500.00	1,500.00	421.39	0.00	0.00	1,078.61	28.1%
0012420 54930	COLLECTIONS/LITIGATION COSTS						
	600.00	600.00	0.00	0.00	0.00	600.00	.0%
0012420 55100	OFFICE SUPPLIES						
	1,500.00	1,500.00	520.04	242.80	0.00	979.96	34.7%
0012420 55200	OPERATING SUPPLIES						
	2,960.00	2,960.00	1,754.77	14.58	15.36	1,189.87	59.8%
0012420 55210	UNIFORMS						
	1,200.00	1,200.00	855.30	0.00	0.00	344.70	71.3%

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ACCOUNTS FOR: 0012420 CODE ENFORCEMENT

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012420 55230	GAS/OIL						
	2,800.00	2,800.00	1,715.37	224.20	0.00	1,084.63	61.3%
0012420 55400	BOOKS/SUBS/DUES						
	1,025.00	1,025.00	651.65	0.00	0.00	373.35	63.6%
0012420 56400	EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 56401	NON CAP EQUIP						
	1,000.00	2,500.00	1,709.98	0.00	0.00	790.02	68.4%
TOTAL CODE ENFORCEMENT							
	427,497.00	427,497.00	315,522.87	28,244.12	15.36	111,958.77	73.8%
TOTAL EXPENSES							
	427,497.00	427,497.00	315,522.87	28,244.12	15.36	111,958.77	

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ACCOUNTS FOR: 0014100 STREETS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0014100 51200	SALARIES	591,910.00	591,910.00	452,297.44	44,877.41	0.00	139,612.56	76.4%
0014100 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 51400	OVERTIME	40,000.00	43,294.00	37,338.61	2,035.64	0.00	5,955.39	86.2%
0014100 52100	FICA	47,118.00	47,118.00	36,619.61	3,517.28	0.00	10,498.39	77.7%
0014100 52200	RETIREMENT	133,405.00	133,405.00	104,113.44	9,940.87	0.00	29,291.56	78.0%
0014100 52300	HEALTH INSUR	148,076.00	148,076.00	98,893.93	9,314.00	0.00	49,182.07	66.8%
0014100 52301	LIFE INSUR	2,186.00	2,186.00	1,412.55	147.00	0.00	773.45	64.6%
0014100 52400	WORKERS' COMP	34,891.00	34,891.00	29,075.84	2,907.58	0.00	5,815.16	83.3%
0014100 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 53100	PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
0014100 53400	CONTRACTUAL	67,104.00	67,104.00	22,059.26	3,422.98	0.00	45,044.74	32.9%
0014100 54000	TRAINING/TRAVEL	13,150.00	12,870.00	5,626.31	838.19	0.00	7,243.69	43.7%
0014100 54100	COMM - PHONE/FAX/ALARM	262.00	262.00	262.00	0.00	0.00	0.00	100.0%
0014100 54101	COMMUNICATIONS-CELLULAR	3,400.00	3,400.00	2,016.13	75.61	0.00	1,383.87	59.3%
0014100 54103	COMMUNICATIONS-INTERNET	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 54200	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 54300	UTILITIES ELECTRIC	437,500.00	437,500.00	314,554.50	37,056.25	0.00	122,945.50	71.9%
0014100 54310	UTILITIES-WATER & WASTEWATER	3,200.00	3,200.00	2,286.68	257.72	0.00	913.32	71.5%
0014100 54400	RENTALS/LEASES	7,500.00	7,500.00	3,584.40	259.90	0.00	3,915.60	47.8%
0014100 54500	INSURANCE	30,501.00	30,501.00	25,417.50	2,541.75	0.00	5,083.50	83.3%

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ACCOUNTS FOR: 0014100 STREETS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0014100 54610	R/M BLDG & GROUNDS	5,000.00	5,000.00	207.98	0.00	0.00	4,792.02	4.2%
0014100 54611	R/M FACILITIES	10,250.00	10,250.00	9,589.82	235.97	0.00	660.18	93.6%
0014100 54612	R/M STREETS	100,000.00	100,000.00	86,511.10	2,137.20	0.00	13,488.90	86.5%
0014100 54620	R/M EQUIPMENT	2,000.00	2,000.00	1,742.82	0.00	0.00	257.18	87.1%
0014100 54630	R/M VEHICLES-LABOR	60,000.00	60,000.00	50,000.00	5,000.00	0.00	10,000.00	83.3%
0014100 54640	R/M VEHICLES-PARTS	80,000.00	80,000.00	55,806.64	2,691.29	0.00	24,193.36	69.8%
0014100 54941	SIGNAGE COSTS	40,000.00	40,000.00	18,356.68	4,226.26	0.00	21,643.32	45.9%
0014100 55100	OFFICE SUPPLIES	250.00	250.00	226.48	0.00	0.00	23.52	90.6%
0014100 55200	OPERATING SUPPLIES	24,965.00	24,965.00	13,969.62	1,238.44	15.36	10,980.02	56.0%
0014100 55210	UNIFORMS	5,200.00	5,200.00	4,755.50	0.00	0.00	444.50	91.5%
0014100 55220	JANITORIAL SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	.0%
0014100 55230	GAS/OIL	70,000.00	70,000.00	39,460.27	4,064.92	0.00	30,539.73	56.4%
0014100 55240	CHEMICALS	5,000.00	1,706.00	1,705.09	1,705.09	0.00	0.91	99.9%
0014100 55300	ROAD MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 55400	BOOKS/SUBS/DUES	250.00	530.00	507.17	285.37	0.00	22.83	95.7%
0014100 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56300 22016	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56300 24007	STREETS OFFICE EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56400	MACH/EQUIP	7,500.00	746.00	0.00	0.00	0.00	746.00	.0%
0014100 56400 25417	STREET ROLLER MACHINE	15,000.00	21,754.00	21,000.00	0.00	0.00	754.00	96.5%
0014100 56400 25418	STREETS BUMP MILL ATTACHMENT	23,000.00	23,000.00	20,861.00	0.00	0.00	2,139.00	90.7%

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ACCOUNTS FOR: 0014100 STREETS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0014100 56401 EQUIP-NON CAPITAL	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
0014100 57100 PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 57200 INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL STREETS	2,026,618.00	2,026,618.00	1,460,258.37	138,776.72	15.36	566,344.27	72.1%
TOTAL EXPENSES	2,026,618.00	2,026,618.00	1,460,258.37	138,776.72	15.36	566,344.27	

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ACCOUNTS FOR: 0015200 DOWNTOWN

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0015200 51200	SALARIES	85,000.00	76,300.00	43,509.62	6,961.54	0.00	32,790.38	57.0%
0015200 52100	FICA	6,503.00	6,503.00	3,273.41	518.03	0.00	3,229.59	50.3%
0015200 52200	RETIREMENT	18,207.00	18,207.00	9,219.75	1,475.16	0.00	8,987.25	50.6%
0015200 52300	HEALTH INSUR	23,478.00	23,478.00	4,335.10	867.02	0.00	19,142.90	18.5%
0015200 52301	LIFE INSUR	325.00	325.00	136.50	22.75	0.00	188.50	42.0%
0015200 52400	WORKERS' COMP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 53400	CONTRACTUAL	104,300.00	104,300.00	55,575.15	10,609.25	0.00	48,724.85	53.3%
0015200 53405	CONTRACTUAL - PAID PARKING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 54100	COMM - PHONE/FAX/ALARM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 54101	COMMUNICATIONS-CELLULAR	0.00	425.00	300.00	50.00	0.00	125.00	70.6%
0015200 54300	UTILITIES ELECTRIC	28,000.00	28,000.00	21,659.35	2,335.11	0.00	6,340.65	77.4%
0015200 54310	UTILITIES-WATER & WASTEWATER	18,000.00	18,000.00	12,768.98	1,421.12	0.00	5,231.02	70.9%
0015200 54400	RENTALS/LEASES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 54500	INSURANCE	16,753.00	16,753.00	13,960.84	1,396.08	0.00	2,792.16	83.3%
0015200 54610	R/M BLDG & GROUNDS	45,000.00	45,000.00	17,203.55	5,514.47	0.00	27,796.45	38.2%
0015200 54611	R/M FACILITIES	12,750.00	12,750.00	4,061.38	23.00	0.00	8,688.62	31.9%
0015200 54620	R/M EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	.0%
0015200 54800	PROMOTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 55200	OPERATING SUPPLIES	17,200.00	16,065.00	4,836.79	0.00	0.00	11,228.21	30.1%
0015200 55220	JANITORIAL SUPPLIES	7,000.00	7,000.00	3,144.01	0.00	0.00	3,855.99	44.9%
0015200 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 56400	MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0015200 DOWNTOWN	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0015200 56401 EQUIP-NON CAPITAL	1,000.00	1,710.00	1,709.98	0.00	0.00	0.02	100.0%
TOTAL DOWNTOWN	387,516.00	378,816.00	195,694.41	31,193.53	0.00	183,121.59	51.7%
TOTAL EXPENSES	387,516.00	378,816.00	195,694.41	31,193.53	0.00	183,121.59	

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ACCOUNTS FOR: 0015640 PUBLIC ASSISTANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0015640 55600	UTILITY EXEMPTION (AGED/POOR)						
	30,000.00	31,600.00	0.00	0.00	0.00	31,600.00	.0%
0015640 55601	COUNCIL ON AGING						
	50,000.00	50,000.00	37,500.00	0.00	0.00	12,500.00	75.0%
0015640 55602	NON PROFIT EPISCOPAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55603	BOYS AND GIRLS CLUB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55604	NON PROFIT BARNABAS						
	30,000.00	30,000.00	22,495.37	0.00	0.00	7,504.63	75.0%
0015640 55605	NON PROFIT MICAH'S PLACE						
	5,000.00	5,000.00	3,869.61	0.00	0.00	1,130.39	77.4%
0015640 55606	NON PROFIT NASSU MENTAL HEALTH						
	15,000.00	15,000.00	11,875.00	0.00	0.00	3,125.00	79.2%
0015640 55607	NON PROFIT FAMILY SUPPORT SVCS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55608	NON PROFIT AMERICA'S YOUTH						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55609	NON PROFIT CW VISION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55610	NON PROFIT SALVATION ARMY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55612	NON PROFIT THE ARC NASSAU						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55613	AME CHURCH						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55614	NON PROFIT TRINITY UMC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55615	NON PROFIT RISE AGAINST HUNGER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55616	NONPROFIT ECONOMIC DEVELOPMENT						
	2,500.00	2,500.00	1,250.00	0.00	0.00	1,250.00	50.0%
0015640 55620	NON PROFIT GRANT FUNDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55674	JULY 4TH FIREWORKS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL PUBLIC ASSISTANCE							
	132,500.00	134,100.00	76,989.98	0.00	0.00	57,110.02	57.4%
TOTAL EXPENSES							
	132,500.00	134,100.00	76,989.98	0.00	0.00	57,110.02	

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ACCOUNTS FOR: 0017100 LIBRARY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017100 53400	CONTRACTUAL						
	1,250.00	1,250.00	474.00	0.00	0.00	776.00	37.9%
0017100 54500	INSURANCE						
	8,961.00	8,961.00	7,467.50	746.75	0.00	1,493.50	83.3%
0017100 54610	R/M BLDG & GROUNDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 54611	R/M FACILITIES						
	13,500.00	13,500.00	6,071.62	130.00	0.00	7,428.38	45.0%
0017100 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 55200	OPERATING SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 56400	MACH/EQUIP						
	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
TOTAL LIBRARY							
	33,711.00	33,711.00	14,013.12	876.75	0.00	19,697.88	41.6%
TOTAL EXPENSES							
	33,711.00	33,711.00	14,013.12	876.75	0.00	19,697.88	

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ACCOUNTS FOR: 0017200 RECREATION

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017200 51200	SALARIES						
	561,845.00	561,845.00	472,931.53	42,781.49	0.00	88,913.47	84.2%
0017200 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 51350	PART-TIME						
	79,652.00	63,552.00	32,247.28	2,989.84	0.00	31,304.72	50.7%
0017200 51400	OVERTIME						
	4,000.00	4,000.00	2,414.02	975.50	0.00	1,585.98	60.4%
0017200 52100	FICA						
	49,534.00	49,534.00	38,101.32	3,492.05	0.00	11,432.68	76.9%
0017200 52200	RETIREMENT						
	119,103.00	119,103.00	98,800.07	8,704.42	0.00	20,302.93	83.0%
0017200 52300	HEALTH INSUR						
	149,826.00	149,826.00	81,326.35	6,640.00	0.00	68,499.65	54.3%
0017200 52301	LIFE INSUR						
	2,019.00	2,019.00	1,609.20	126.45	0.00	409.80	79.7%
0017200 52400	WORKERS' COMP						
	8,642.00	8,642.00	7,201.66	720.17	0.00	1,440.34	83.3%
0017200 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 53400	CONTRACTUAL						
	38,058.00	53,058.00	47,078.59	22,400.77	0.00	5,979.41	88.7%
0017200 53910	HOUSING ALLOWANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 54000	TRAINING/TRAVEL						
	3,100.00	3,100.00	477.42	0.00	0.00	2,622.58	15.4%
0017200 54100	COMM - PHONE/FAX/ALARM						
	2,221.00	2,221.00	1,786.22	67.47	0.00	434.78	80.4%
0017200 54101	COMMUNICATIONS-CELLULAR						
	2,100.00	2,100.00	1,568.77	90.44	0.00	531.23	74.7%
0017200 54103	COMMUNICATIONS-INTERNET						
	3,323.00	3,823.00	3,590.92	0.00	0.00	232.08	93.9%
0017200 54200	POSTAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 54300	UTILITIES ELECTRIC						
	65,000.00	65,000.00	28,218.34	293.67	0.00	36,781.66	43.4%
0017200 54310	UTILITIES-WATER & WASTEWATER						
	11,000.00	11,000.00	10,783.20	2,134.94	0.00	216.80	98.0%
0017200 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0017200 RECREATION

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017200 54400	RENTALS/LEASES	1,975.00	1,975.00	1,380.00	420.00	0.00	595.00	69.9%
0017200 54500	INSURANCE	30,067.00	30,067.00	25,055.84	2,505.58	0.00	5,011.16	83.3%
0017200 54610	R/M BLDG & GROUNDS	9,000.00	9,000.00	398.40	0.00	0.00	8,601.60	4.4%
0017200 54611	R/M FACILITIES	26,300.00	26,300.00	15,968.68	1,198.08	0.00	10,331.32	60.7%
0017200 54620	R/M EQUIPMENT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
0017200 54630	R/M VEHICLES-LABOR	12,000.00	12,000.00	10,000.00	1,000.00	0.00	2,000.00	83.3%
0017200 54640	R/M VEHICLES-PARTS	12,000.00	12,000.00	6,388.06	1,292.88	0.00	5,611.94	53.2%
0017200 54700	PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 54800	PROMOTIONAL	3,000.00	3,000.00	558.45	101.14	0.00	2,441.55	18.6%
0017200 54901	SPECIAL EVENTS	5,000.00	5,000.00	4,499.84	384.37	0.00	500.16	90.0%
0017200 54970	PROGRAM COSTS	263,500.00	263,500.00	133,787.29	12,646.40	0.00	129,712.71	50.8%
0017200 55100	OFFICE SUPPLIES	2,500.00	3,100.00	2,469.47	42.07	0.00	630.53	79.7%
0017200 55200	OPERATING SUPPLIES	21,095.00	21,095.00	10,097.38	955.11	3,511.08	7,486.54	64.5%
0017200 55210	UNIFORMS	3,000.00	3,000.00	2,064.17	807.65	0.00	935.83	68.8%
0017200 55220	JANITORIAL SUPPLIES	5,500.00	5,500.00	2,982.68	0.00	0.00	2,517.32	54.2%
0017200 55230	GAS/OIL	12,000.00	12,000.00	6,688.42	628.97	0.00	5,311.58	55.7%
0017200 55240	CHEMICALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 55400	BOOKS/SUBS/DUES	4,250.00	4,250.00	2,255.82	0.00	0.00	1,994.18	53.1%
0017200 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56300 23009	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56300 24008	BABE RUTH ROOF COATING	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0017200 RECREATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017200 56400 MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56401 EQUIP-NON CAPITAL	5,000.00	5,000.00	4,744.00	0.00	0.00	256.00	94.9%
TOTAL RECREATION	1,520,610.00	1,520,610.00	1,057,473.39	113,399.46	3,511.08	459,625.53	69.8%
TOTAL EXPENSES	1,520,610.00	1,520,610.00	1,057,473.39	113,399.46	3,511.08	459,625.53	

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ACCOUNTS FOR: 0017210 PARKS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017210 51200	SALARIES						
	517,367.00	517,367.00	359,802.30	36,591.00	0.00	157,564.70	69.5%
0017210 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 51400	OVERTIME						
	15,000.00	15,000.00	8,457.28	287.12	0.00	6,542.72	56.4%
0017210 52100	FICA						
	39,792.00	39,792.00	27,431.05	2,718.00	0.00	12,360.95	68.9%
0017210 52200	RETIREMENT						
	112,853.00	112,853.00	78,663.71	7,814.50	0.00	34,189.29	69.7%
0017210 52300	HEALTH INSUR						
	143,929.00	143,929.00	88,859.94	9,804.92	0.00	55,069.06	61.7%
0017210 52301	LIFE INSUR						
	1,947.00	1,947.00	1,017.44	121.55	0.00	929.56	52.3%
0017210 52400	WORKERS' COMP						
	12,391.00	12,391.00	10,325.84	1,032.58	0.00	2,065.16	83.3%
0017210 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 53400	CONTRACTUAL						
	266,792.00	171,792.00	132,064.30	11,116.09	13,750.69	25,977.01	84.9%
0017210 54000	TRAINING/TRAVEL						
	5,500.00	5,500.00	291.25	0.00	0.00	5,208.75	5.3%
0017210 54100	COMM - PHONE/FAX/ALARM						
	262.00	262.00	262.00	0.00	0.00	0.00	100.0%
0017210 54101	COMMUNICATIONS-CELLULAR						
	3,300.00	3,300.00	818.80	80.88	0.00	2,481.20	24.8%
0017210 54300	UTILITIES ELECTRIC						
	84,000.00	84,000.00	57,014.67	6,283.43	0.00	26,985.33	67.9%
0017210 54310	UTILITIES-WATER & WASTEWATER						
	35,000.00	35,000.00	25,143.30	2,546.98	0.00	9,856.70	71.8%
0017210 54400	RENTALS/LEASES						
	35,300.00	35,300.00	17,013.98	0.00	0.00	18,286.02	48.2%
0017210 54500	INSURANCE						
	26,390.00	26,390.00	21,991.66	2,199.17	0.00	4,398.34	83.3%
0017210 54610	R/M BLDG & GROUNDS						
	81,500.00	214,500.00	157,291.87	23,800.93	0.00	57,208.13	73.3%
0017210 54611	R/M FACILITIES						
	66,500.00	66,500.00	56,822.57	969.35	0.00	9,677.43	85.4%
0017210 54620	R/M EQUIPMENT						
	10,000.00	10,000.00	3,163.45	0.00	0.00	6,836.55	31.6%
0017210 54630	R/M VEHICLES-LABOR						
	22,000.00	22,000.00	18,333.34	1,833.33	0.00	3,666.66	83.3%

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ACCOUNTS FOR: 0017210 PARKS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017210 54640	R/M VEHICLES-PARTS						
	22,000.00	22,000.00	17,099.19	483.46	0.00	4,900.81	77.7%
0017210 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 54900	MISC EXPENSE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 55100	OFFICE SUPPLIES						
	400.00	400.00	400.00	0.00	0.00	0.00	100.0%
0017210 55200	OPERATING SUPPLIES						
	60,565.00	60,565.00	33,090.91	8,680.16	0.00	27,474.09	54.6%
0017210 55210	UNIFORMS						
	6,050.00	6,050.00	5,716.40	298.50	0.00	333.60	94.5%
0017210 55220	JANITORIAL SUPPLIES						
	8,000.00	8,000.00	6,962.50	0.00	0.00	1,037.50	87.0%
0017210 55230	GAS/OIL						
	27,000.00	27,000.00	12,708.01	1,634.59	0.00	14,291.99	47.1%
0017210 55240	CHEMICALS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 55400	BOOKS/SUBS/DUES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56300	IMPROVEMENTS						
	65,000.00	3,061.00	0.00	0.00	0.00	3,061.00	.0%
0017210 56300 25053	MLK POOL FENCE REPLACEMENT						
	0.00	12,389.00	12,389.00	0.00	0.00	0.00	100.0%
0017210 56300 25063	HICKORY ST PARK FENCE REPLACEM						
	0.00	49,550.00	46,734.84	0.00	0.00	2,815.16	94.3%
0017210 56400	MACH/EQUIP						
	41,000.00	11,000.00	10,018.95	0.00	0.00	981.05	91.1%
0017210 56400 25407	PARKS UTILITY TRUCK (RE#260)						
	60,000.00	60,000.00	59,882.00	0.00	0.00	118.00	99.8%
0017210 56401	EQUIP-NON CAPITAL						
	11,600.00	11,600.00	5,279.25	0.00	0.00	6,320.75	45.5%
TOTAL PARKS							
	1,781,438.00	1,789,438.00	1,275,049.80	118,296.54	13,750.69	500,637.51	72.0%
TOTAL EXPENSES							
	1,781,438.00	1,789,438.00	1,275,049.80	118,296.54	13,750.69	500,637.51	

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ACCOUNTS FOR: 0017220 PECK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 51200	SALARIES						
	97,522.00	97,522.00	81,431.24	7,530.89	0.00	16,090.76	83.5%
0017220 51300	SEASONAL/TEMPORARY						
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
0017220 51350	PART-TIME						
	77,284.00	77,284.00	35,925.79	3,327.64	0.00	41,358.21	46.5%
0017220 51400	OVERTIME						
	1,000.00	1,000.00	253.97	106.31	0.00	746.03	25.4%
0017220 52100	FICA						
	13,131.00	13,131.00	8,686.39	805.39	0.00	4,444.61	66.2%
0017220 52200	RETIREMENT						
	20,889.00	20,889.00	6,658.84	639.70	0.00	14,230.16	31.9%
0017220 52300	HEALTH INSUR						
	41,909.00	41,909.00	22,001.43	2,315.94	0.00	19,907.57	52.5%
0017220 52301	LIFE INSUR						
	541.00	541.00	222.25	24.75	0.00	318.75	41.1%
0017220 52400	WORKERS' COMP						
	3,761.00	3,761.00	3,134.16	313.42	0.00	626.84	83.3%
0017220 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 53400	CONTRACTUAL						
	60,697.00	60,697.00	36,715.20	2,884.26	0.00	23,981.80	60.5%
0017220 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54100	COMM - PHONE/FAX/ALARM						
	1,144.00	1,144.00	865.73	67.47	0.00	278.27	75.7%
0017220 54101	COMMUNICATIONS-CELLULAR						
	200.00	200.00	19.89	2.21	0.00	180.11	9.9%
0017220 54103	COMMUNICATIONS-INTERNET						
	3,442.00	5,942.00	4,119.73	472.27	0.00	1,822.27	69.3%
0017220 54300	UTILITIES ELECTRIC						
	46,000.00	46,000.00	35,884.91	4,490.01	0.00	10,115.09	78.0%
0017220 54310	UTILITIES-WATER & WASTEWATER						
	16,000.00	16,000.00	11,627.53	1,164.49	0.00	4,372.47	72.7%
0017220 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54400	RENTALS/LEASES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54500	INSURANCE						
	9,619.00	9,619.00	8,015.84	801.58	0.00	1,603.16	83.3%
0017220 54610	R/M BLDG & GROUNDS						
	8,500.00	8,500.00	2,552.68	1,100.00	0.00	5,947.32	30.0%

City of Fernandina Beach
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ACCOUNTS FOR: 0017220 PECK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 54611	R/M FACILITIES						
	128,500.00	114,500.00	65,056.08	80.17	5,774.60	43,669.32	61.9%
0017220 54620	R/M EQUIPMENT						
	4,000.00	4,000.00	428.25	0.00	0.00	3,571.75	10.7%
0017220 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54970	PROGRAM COSTS						
	26,000.00	23,500.00	8,559.35	2,446.89	0.00	14,940.65	36.4%
0017220 55100	OFFICE SUPPLIES						
	150.00	150.00	131.05	0.00	0.00	18.95	87.4%
0017220 55200	OPERATING SUPPLIES						
	18,865.00	18,865.00	4,943.39	206.13	30.72	13,890.89	26.4%
0017220 55210	UNIFORMS						
	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00	.0%
0017220 55220	JANITORIAL SUPPLIES						
	4,100.00	4,100.00	1,566.28	0.00	0.00	2,533.72	38.2%
0017220 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 55400	BOOKS/SUBS/DUES						
	275.00	275.00	0.00	0.00	0.00	275.00	.0%
0017220 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 56401	EQUIP-NON CAPITAL						
	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
TOTAL PECK							
	590,779.00	576,779.00	338,799.98	28,779.52	5,805.32	232,173.70	59.7%
TOTAL EXPENSES							
	590,779.00	576,779.00	338,799.98	28,779.52	5,805.32	232,173.70	

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ACCOUNTS FOR: 0017225 MLK CENTER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017225 51200	SALARIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 51350	PART-TIME						
	26,910.00	26,910.00	20,329.76	2,310.90	0.00	6,580.24	75.5%
0017225 51400	OVERTIME						
	0.00	528.00	180.67	0.00	0.00	347.33	34.2%
0017225 52100	FICA						
	2,060.00	2,060.00	1,569.04	176.78	0.00	490.96	76.2%
0017225 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 52400	WORKERS' COMP						
	1,707.00	1,707.00	1,422.50	142.25	0.00	284.50	83.3%
0017225 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 53400	CONTRACTUAL						
	7,069.00	7,069.00	3,332.95	347.17	0.00	3,736.05	47.1%
0017225 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54100	COMM - PHONE/FAX/ALARM						
	131.00	131.00	131.00	0.00	0.00	0.00	100.0%
0017225 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54103	COMMUNICATIONS-INTERNET						
	3,323.00	3,323.00	2,790.05	279.95	0.00	532.95	84.0%
0017225 54200	POSTAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54300	UTILITIES ELECTRIC						
	27,000.00	27,000.00	26,406.20	3,033.43	0.00	593.80	97.8%
0017225 54310	UTILITIES-WATER & WASTEWATER						
	6,000.00	11,000.00	8,644.92	1,128.32	0.00	2,355.08	78.6%
0017225 54400	RENTALS/LEASES						
	1,400.00	1,900.00	1,575.00	175.00	0.00	325.00	82.9%
0017225 54500	INSURANCE						
	1,973.00	1,973.00	1,644.16	164.42	0.00	328.84	83.3%

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ACCOUNTS FOR: 0017225 MLK CENTER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017225 54610	R/M BLDG & GROUNDS						
	10,000.00	10,000.00	185.00	0.00	0.00	9,815.00	1.9%
0017225 54611	R/M FACILITIES						
	11,800.00	11,800.00	7,753.49	52.69	0.00	4,046.51	65.7%
0017225 54620	R/M EQUIPMENT						
	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
0017225 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54970	PROGRAM COSTS						
	14,000.00	8,472.00	2,388.96	0.00	0.00	6,083.04	28.2%
0017225 55100	OFFICE SUPPLIES						
	275.00	275.00	267.53	87.67	0.00	7.47	97.3%
0017225 55200	OPERATING SUPPLIES						
	10,565.00	10,065.00	2,441.40	0.00	0.00	7,623.60	24.3%
0017225 55210	UNIFORMS						
	250.00	250.00	0.00	0.00	0.00	250.00	.0%
0017225 55220	JANITORIAL SUPPLIES						
	1,750.00	1,750.00	814.48	0.00	0.00	935.52	46.5%
0017225 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 55400	BOOKS/SUBS/DUES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL MLK CENTER							
	131,213.00	131,213.00	81,877.11	7,898.58	0.00	49,335.89	62.4%
TOTAL EXPENSES							
	131,213.00	131,213.00	81,877.11	7,898.58	0.00	49,335.89	

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ACCOUNTS FOR: 0017230 YOUTH

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017230 51200	SALARIES	88,379.00	88,379.00	77,424.02	7,530.88	0.00	10,954.98	87.6%
0017230 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 51300	SEASONAL/TEMPORARY	60,000.00	60,000.00	22,772.14	10,805.20	0.00	37,227.86	38.0%
0017230 51350	PART-TIME	209,447.00	209,447.00	43,133.12	6,261.79	0.00	166,313.88	20.6%
0017230 51400	OVERTIME	1,000.00	1,000.00	929.42	43.79	0.00	70.58	92.9%
0017230 52100	FICA	29,294.00	29,294.00	11,010.04	1,883.94	0.00	18,283.96	37.6%
0017230 52200	RETIREMENT	18,750.00	18,750.00	16,423.96	1,595.80	0.00	2,326.04	87.6%
0017230 52300	HEALTH INSUR	23,478.00	23,478.00	9,131.40	961.20	0.00	14,346.60	38.9%
0017230 52301	LIFE INSUR	514.00	514.00	220.75	24.75	0.00	293.25	42.9%
0017230 52400	WORKERS' COMP	4,330.00	4,330.00	3,608.34	360.83	0.00	721.66	83.3%
0017230 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 53100	PROFESSIONAL SERVICES	600.00	600.00	125.00	0.00	0.00	475.00	20.8%
0017230 53400	CONTRACTUAL	3,780.00	3,780.00	375.60	105.60	0.00	3,404.40	9.9%
0017230 54000	TRAINING/TRAVEL	1,125.00	1,125.00	152.00	66.00	0.00	973.00	13.5%
0017230 54100	COMM - PHONE/FAX/ALARM	131.00	131.00	131.00	0.00	0.00	0.00	100.0%
0017230 54101	COMMUNICATIONS-CELLULAR	750.00	750.00	463.65	51.52	0.00	286.35	61.8%
0017230 54300	UTILITIES ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54440	LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54500	INSURANCE	17,173.00	17,173.00	14,310.84	1,431.08	0.00	2,862.16	83.3%
0017230 54610	R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

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ACCOUNTS FOR: 0017230 YOUTH	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017230 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54970	PROGRAM COSTS						
	14,500.00	14,500.00	11,419.67	9,239.28	0.00	3,080.33	78.8%
0017230 55100	OFFICE SUPPLIES						
	300.00	300.00	299.42	0.00	0.00	0.58	99.8%
0017230 55200	OPERATING SUPPLIES						
	39,565.00	39,565.00	27,681.64	4,435.29	15.36	11,868.00	70.0%
0017230 55210	UNIFORMS						
	1,500.00	1,500.00	229.20	229.20	0.00	1,270.80	15.3%
0017230 55220	JANITORIAL SUPPLIES						
	600.00	600.00	198.79	0.00	0.00	401.21	33.1%
0017230 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 55400	BOOKS/SUBS/DUES						
	600.00	600.00	151.00	0.00	0.00	449.00	25.2%
0017230 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL YOUTH							
	515,816.00	515,816.00	240,191.00	45,026.15	15.36	275,609.64	46.6%
TOTAL EXPENSES							
	515,816.00	515,816.00	240,191.00	45,026.15	15.36	275,609.64	

City of Fernandina Beach
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ACCOUNTS FOR: 0017240 AQUATICS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017240 51200	SALARIES						
	49,855.00	49,855.00	30,745.76	2,970.55	0.00	19,109.24	61.7%
0017240 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 51300	SEASONAL/TEMPORARY						
	50,000.00	50,000.00	30,688.75	12,989.54	0.00	19,311.25	61.4%
0017240 51350	PART-TIME						
	243,095.00	241,095.00	97,389.21	13,252.65	0.00	143,705.79	40.4%
0017240 51400	OVERTIME						
	5,000.00	7,000.00	5,939.72	1,440.20	0.00	1,060.28	84.9%
0017240 52100	FICA						
	27,430.00	27,430.00	12,535.37	2,339.16	0.00	14,894.63	45.7%
0017240 52200	RETIREMENT						
	10,565.00	10,565.00	6,554.57	618.06	0.00	4,010.43	62.0%
0017240 52300	HEALTH INSUR						
	12,607.00	12,607.00	7,833.62	961.20	0.00	4,773.38	62.1%
0017240 52301	LIFE INSUR						
	189.00	189.00	86.77	9.50	0.00	102.23	45.9%
0017240 52400	WORKERS' COMP						
	6,351.00	6,351.00	5,292.50	529.25	0.00	1,058.50	83.3%
0017240 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 53400	CONTRACTUAL						
	16,180.00	6,180.00	376.20	166.20	0.00	5,803.80	6.1%
0017240 54000	TRAINING/TRAVEL						
	2,600.00	2,600.00	282.00	0.00	0.00	2,318.00	10.8%
0017240 54100	COMM - PHONE/FAX/ALARM						
	262.00	262.00	262.00	0.00	0.00	0.00	100.0%
0017240 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54320	UTILITIES-PROPANE/OTHER						
	20,000.00	20,000.00	10,643.67	153.23	0.00	9,356.33	53.2%
0017240 54500	INSURANCE						
	8,961.00	8,961.00	7,467.50	746.75	0.00	1,493.50	83.3%
0017240 54610	R/M BLDG & GROUNDS						
	9,500.00	9,500.00	1,630.88	0.00	0.00	7,869.12	17.2%
0017240 54611	R/M FACILITIES						
	2,600.00	2,600.00	0.00	0.00	0.00	2,600.00	.0%
0017240 54620	R/M EQUIPMENT						
	5,000.00	10,000.00	4,155.68	0.00	0.00	5,844.32	41.6%

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ACCOUNTS FOR: 0017240 AQUATICS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017240 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54800	PROMOTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54970	PROGRAM COSTS	49,000.00	49,000.00	32,150.18	3,060.00	0.00	16,849.82	65.6%
0017240 55100	OFFICE SUPPLIES	250.00	250.00	180.42	0.00	0.00	69.58	72.2%
0017240 55200	OPERATING SUPPLIES	19,365.00	19,365.00	15,761.56	3,725.86	877.77	2,725.67	85.9%
0017240 55210	UNIFORMS	1,750.00	1,750.00	611.40	202.45	0.00	1,138.60	34.9%
0017240 55230	GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 55240	CHEMICALS	17,000.00	27,000.00	24,337.21	3,506.79	0.00	2,662.79	90.1%
0017240 55400	BOOKS/SUBS/DUES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 56400	MACH/EQUIP	42,000.00	27,000.00	18,034.00	0.00	0.00	8,966.00	66.8%
0017240 56401	EQUIP-NON CAPITAL	1,500.00	11,500.00	4,189.22	0.00	0.00	7,310.78	36.4%
TOTAL AQUATICS		601,060.00	601,060.00	317,148.19	46,671.39	877.77	283,034.04	52.9%
TOTAL EXPENSES		601,060.00	601,060.00	317,148.19	46,671.39	877.77	283,034.04	

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ACCOUNTS FOR: 0018100 INTERFUND TRANSFERS OUT

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018100 59126	TRANSFER TO SPECIAL REV	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59135	TRANSFER TO LAND CONSERVATION	50,000.00	75,000.00	66,666.66	4,166.67	0.00	8,333.34	88.9%
0018100 59140	TRANSFER TO BUILDING FUND	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59170	TRANSFER TO CEMETERY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59220	TRANSFER TO GO DS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59300	TRANSFER TO CAP IMP	1,990,772.00	1,990,772.00	1,658,976.66	165,897.67	0.00	331,795.34	83.3%
0018100 59310	TRANSFER TO CAPITAL EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59315	TRANSFER TO ARPA CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59410	TRANSFER TO GOLF	890,000.00	890,000.00	741,666.66	74,166.67	0.00	148,333.34	83.3%
0018100 59411	TRANSF TO GOLF LOAN FORGIVNESS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59420	TRANSFER TO AIRPORT	296,475.00	296,475.00	247,062.50	24,706.25	0.00	49,412.50	83.3%
0018100 59440	TRANSFER TO SANITATION	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59470	TRANSFER TO STORMWATER	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59480	TRANSFER TO MARINA	770,062.00	770,062.00	641,718.34	64,171.83	0.00	128,343.66	83.3%
0018100 59500	TRANSFER TO ECONOMIC DEV	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59510	TRANSFER TO FLEET	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL INTERFUND TRANSFERS OUT		3,997,309.00	4,022,309.00	3,356,090.82	333,109.09	0.00	666,218.18	83.4%
TOTAL EXPENSES		3,997,309.00	4,022,309.00	3,356,090.82	333,109.09	0.00	666,218.18	

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FOR 2025 10

ACCOUNTS FOR: 0018200 CONTINGENCIES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018200 59900 CONTINGENCY	486,616.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL CONTINGENCIES	486,616.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL EXPENSES	486,616.00	0.00	0.00	0.00	0.00	0.00	

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FOR 2025 10

ACCOUNTS FOR: 0018300 RESERVES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018300 59990 RESERVE	6,249,353.00	6,249,353.00	0.00	0.00	0.00	6,249,353.00	.0%
TOTAL RESERVES	6,249,353.00	6,249,353.00	0.00	0.00	0.00	6,249,353.00	.0%
TOTAL EXPENSES	6,249,353.00	6,249,353.00	0.00	0.00	0.00	6,249,353.00	

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ACCOUNTS FOR: 0018301 REST'D RESERVES

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

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ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
42,066,455.00	42,249,455.00	26,364,412.72	2,984,565.94	413,405.61	15,471,636.67	63.4%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011100	CITY COMMISSION						
	282,968.00	282,968.00	195,551.97	9,968.33	862.41	86,553.62	69.4%
0011200	CITY CLERK						
	912,680.00	912,680.00	717,425.92	54,900.10	0.00	195,254.08	78.6%
0011210	CITY MANAGER						
	621,413.00	635,413.00	437,373.60	57,888.77	0.00	198,039.40	68.8%
0011300	FINANCE						
	1,002,858.00	1,002,858.00	773,688.68	67,285.67	237.96	228,931.36	77.2%
0011310	INFORMATION TECHNOLOGY						
	1,223,897.00	1,178,467.00	889,687.35	86,614.29	25,755.89	263,023.76	77.7%
0011350	HUMAN RESOURCES						
	475,097.00	508,797.00	383,722.13	38,270.99	15.36	125,059.51	75.4%
0011400	CITY ATTORNEY						
	746,340.00	1,126,340.00	958,705.05	420,698.29	24,688.13	142,946.82	87.3%
0011500	PLANNING						
	1,216,192.00	1,166,192.00	669,524.25	116,691.12	37,416.74	459,251.01	60.6%
0011501	PLANNING GREENWAY						
	308,056.00	483,056.00	144,479.62	24,366.19	203,510.00	135,066.38	72.0%
0011910	NON DEPARTMENTAL						
	346,822.00	346,822.00	272,740.38	12,385.91	2,587.23	71,494.39	79.4%
0011930	FACILITIES MAINTENANCE						
	1,069,192.00	1,069,192.00	766,421.60	65,519.62	2,868.75	299,901.65	72.0%
0012100	POLICE						
	7,461,037.00	7,461,037.00	5,528,541.49	519,127.16	73,531.30	1,858,964.21	75.1%
0012200	FIRE						
	6,466,387.00	6,616,833.00	5,258,106.71	500,169.99	8,818.56	1,349,907.73	79.6%
0012201	FIRE OCEAN RESCUE						
	916,121.00	916,121.00	589,617.91	107,008.85	9,122.34	317,380.75	65.4%
0012202	FIRE BEACH RANGERS						
	123,481.00	123,481.00	49,717.02	11,398.81	0.00	73,763.98	40.3%
0012400	BUILDING / PERMITTING						
	11,878.00	11,878.00	0.00	0.00	0.00	11,878.00	.0%
0012420	CODE ENFORCEMENT						
	427,497.00	427,497.00	315,522.87	28,244.12	15.36	111,958.77	73.8%
0014100	STREETS						
	2,026,618.00	2,026,618.00	1,460,258.37	138,776.72	15.36	566,344.27	72.1%
0015200	DOWNTOWN						
	387,516.00	378,816.00	195,694.41	31,193.53	0.00	183,121.59	51.7%
0015640	PUBLIC ASSISTANCE						
	132,500.00	134,100.00	76,989.98	0.00	0.00	57,110.02	57.4%
0017100	LIBRARY						
	33,711.00	33,711.00	14,013.12	876.75	0.00	19,697.88	41.6%
0017200	RECREATION						
	1,520,610.00	1,520,610.00	1,057,473.39	113,399.46	3,511.08	459,625.53	69.8%

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0017210 PARKS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017210 PARKS	1,781,438.00	1,789,438.00	1,275,049.80	118,296.54	13,750.69	500,637.51	72.0%
0017220 PECK	590,779.00	576,779.00	338,799.98	28,779.52	5,805.32	232,173.70	59.7%
0017225 MLK CENTER	131,213.00	131,213.00	81,877.11	7,898.58	0.00	49,335.89	62.4%
0017230 YOUTH	515,816.00	515,816.00	240,191.00	45,026.15	15.36	275,609.64	46.6%
0017240 AQUATICS	601,060.00	601,060.00	317,148.19	46,671.39	877.77	283,034.04	52.9%
0018100 INTERFUND TRANSFERS OUT	3,997,309.00	4,022,309.00	3,356,090.82	333,109.09	0.00	666,218.18	83.4%
0018200 CONTINGENCIES	486,616.00	0.00	0.00	0.00	0.00	0.00	.0%
0018300 RESERVES	6,249,353.00	6,249,353.00	0.00	0.00	0.00	6,249,353.00	.0%
GRAND TOTAL	42,066,455.00	42,249,455.00	26,364,412.72	2,984,565.94	413,405.61	15,471,636.67	63.4%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND								
001 31110	PROPERTY TAXES	-19,288,395.00	-19,288,395.00	-19,352,497.94	0.00	0.00	64,102.94	100.3%
001 31240	LOCAL OPTION GAS TAX	-489,253.00	-489,253.00	-347,786.36	-34,083.72	0.00	-141,466.64	71.1%
001 31251	STATE/FIRE INSURANCE TAX	-115,000.00	-115,000.00	-27,999.06	0.00	0.00	-87,000.94	24.3%
001 31252	STATE/POLICE INSURANCE TAX	-110,000.00	-110,000.00	0.00	0.00	0.00	-110,000.00	.0%
001 31260	SMALL COUNTY SURTAX	-2,471,596.00	-2,471,596.00	-2,233,476.67	-190,336.14	0.00	-238,119.33	90.4%
001 31610	LOCAL BUSINESS TAX	-302,000.00	-302,000.00	-245,521.00	-20,405.65	0.00	-56,479.00	81.3%
001 31620	LOCAL BUSINESS TAX - PENALTIES	-200.00	-200.00	-1,933.87	-750.00	0.00	1,733.87	966.9%
001 31630	LOCAL BUSINESS TAX-OTHER FEES	-3,000.00	-3,000.00	-2,633.75	-1,050.00	0.00	-366.25	87.8%
001 31640	LOCAL BUSINESS TAX-PAST DUE FE	-2,000.00	-2,000.00	-176.48	0.00	0.00	-1,823.52	8.8%
001 32204	BUILDING PERMIT-DRIVEWAY	-3,500.00	-3,500.00	-665.00	0.00	0.00	-2,835.00	19.0%
001 32218	CLEARING/EXCAVATE-PERMITS	-25,000.00	-25,000.00	-23,645.00	-7,871.00	0.00	-1,355.00	94.6%
001 32310	FRANCHISE FEES ELECTRIC	-1,400,000.00	-1,400,000.00	-1,355,705.38	-171,978.67	0.00	-44,294.62	96.8%
001 32340	FRANCHISE FEES GAS	-25,000.00	-25,000.00	-17,548.35	-3,999.45	0.00	-7,451.65	70.2%
001 32370	FRANCHISE FEES - SOLD WASTE	-162,000.00	-162,000.00	-143,389.41	-16,861.70	0.00	-18,610.59	88.5%
001 32900	CODE ENFORCEMENT FEES & FINES	-25,000.00	-25,000.00	-12,309.71	0.00	0.00	-12,690.29	49.2%
001 32901	ZONING PLAN REVIEW	-45,000.00	-45,000.00	-73,470.00	-8,375.00	0.00	28,470.00	163.3%
001 32915	ANNEXATION APP FEE	-4,000.00	-4,000.00	-2,400.00	-300.00	0.00	-1,600.00	60.0%
001 32916	BOA APP FEES-COMMERCIAL	-3,500.00	-3,500.00	0.00	0.00	0.00	-3,500.00	.0%
001 32917	BOA APP FEES-RESIDENTIAL	-7,500.00	-7,500.00	-8,039.76	-500.00	0.00	539.76	107.2%
001 32918	ZONING CERTIFICATION FEE	-1,500.00	-1,500.00	-2,700.00	-300.00	0.00	1,200.00	180.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 32922	CONCURRENCY REVIEW APP FEE						
	0.00	0.00	-2,500.00	0.00	0.00	2,500.00	100.0%
001 32926	PLAT APPROVAL APP FEE						
	-3,000.00	-3,000.00	-9,000.00	0.00	0.00	6,000.00	300.0%
001 32928	REZONING APP FEE						
	-5,000.00	-5,000.00	-5,000.00	0.00	0.00	0.00	100.0%
001 32929	SITE PLAN REVIEW APP FEE						
	-22,000.00	-22,000.00	-37,950.00	-400.00	0.00	15,950.00	172.5%
001 32932	DUE DILIGENCE						
	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
001 32934	CHANGE OF USE						
	0.00	0.00	250.00	0.00	0.00	-250.00	100.0%
001 32935	ADMINISTRATIVE WAIVER						
	-900.00	-900.00	-400.00	0.00	0.00	-500.00	44.4%
001 32937	LOT LINE ADJUSTMENTS						
	-2,400.00	-2,400.00	-2,900.00	-100.00	0.00	500.00	120.8%
001 32980	OTHER MISC PERMITS						
	0.00	0.00	-28,744.00	0.00	0.00	28,744.00	100.0%
001 32981	SPECIAL EVENT PERMITS						
	-4,000.00	-4,000.00	-3,100.00	-100.00	0.00	-900.00	77.5%
001 32982	SPECIAL BANNER PERMITS						
	-4,000.00	-4,000.00	-1,562.50	-150.00	0.00	-2,437.50	39.1%
001 32992	FIRE MARSHAL FEES						
	-35,000.00	-35,000.00	-87,815.19	-8,130.93	0.00	52,815.19	250.9%
001 32995	ADDRESS ASSIGNMENT						
	-300.00	-300.00	-820.00	-160.00	0.00	520.00	273.3%
001 33125	JUSTICE ASSISTANCE GRANT (JAG)						
	-1,424.00	-1,424.00	0.00	0.00	0.00	-1,424.00	.0%
001 33170	DOS PRESERVATION						
	0.00	0.00	-490,321.84	-271,720.95	0.00	490,321.84	100.0%
001 33350	HALF-CENT SALES TAX						
	-1,076,502.00	-1,076,502.00	-936,627.10	-102,453.66	0.00	-139,874.90	87.0%
001 33400	STATE GRANT						
	-95,000.00	-245,000.00	-67,549.13	-8,100.00	0.00	-177,450.87	27.6%
001 33512	STATE REVENUE SHARING PROCEED						
	-374,462.00	-374,462.00	-282,337.62	-31,798.65	0.00	-92,124.38	75.4%
001 33514	MOBILE HOME TAX						
	-800.00	-800.00	-1,172.75	-103.50	0.00	372.75	146.6%
001 33515	ALCOHOLIC BEV LICENSE						
	-23,000.00	-23,000.00	-29,750.96	0.00	0.00	6,750.96	129.4%
001 33522	FIREFIGHTERS SUPPLEMENT						
	-10,000.00	-10,000.00	-6,075.00	0.00	0.00	-3,925.00	60.8%
001 33720	SCHOOL RESOURCE OFFICER						
	-178,346.00	-178,346.00	-154,623.43	0.00	0.00	-23,722.57	86.7%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 33721	DEA REIMBURSEMENT						
	-13,125.00	-13,125.00	0.00	0.00	0.00	-13,125.00	.0%
001 33722	NASSAU COUNTY OCEAN RESCUE						
	-201,000.00	-201,000.00	-214,791.99	0.00	0.00	13,791.99	106.9%
001 33910	OCEAN,HIGHWAY AND PRT AUTHORIT						
	-187,000.00	-187,000.00	-187,000.00	0.00	0.00	0.00	100.0%
001 34140	REIMBURSEMENT FOR LEGAL EXP						
	-10,500.00	-10,500.00	0.00	0.00	0.00	-10,500.00	.0%
001 34260	AMBULANCE SERVICES						
	-664,003.00	-664,003.00	-1,093,313.18	-107,886.96	0.00	429,310.18	164.7%
001 34290	SHRIMP FESTIVAL REIMBURSEMENT						
	0.00	0.00	-550.00	0.00	0.00	550.00	100.0%
001 34490	STREET SWEEPING CHARGES						
	0.00	0.00	-3,000.00	-750.00	0.00	3,000.00	100.0%
001 34700	TRUST ACTIVITIES NON-TAXABLE						
	-350,000.00	-350,000.00	-188,332.93	-23,912.25	0.00	-161,667.07	53.8%
001 34701	TRUST ACTIVITIES TAXABLE						
	-75,000.00	-75,000.00	-76,223.17	-5,517.19	0.00	1,223.17	101.6%
001 34702	PARKS TRUST NON-TAXABLE						
	-12,000.00	-12,000.00	-11,256.36	-330.00	0.00	-743.64	93.8%
001 34703	PARKS TRUST TAXABLE						
	-15,000.00	-15,000.00	-9,665.52	-353.00	0.00	-5,334.48	64.4%
001 34704	RENTALS NON-TAXABLE						
	-4,000.00	-4,000.00	-3,815.00	-710.00	0.00	-185.00	95.4%
001 34705	SOFTBALL COMPLEX						
	-100.00	-100.00	0.00	0.00	0.00	-100.00	.0%
001 34720	RENTALS						
	-15,000.00	-15,000.00	-4,101.00	325.00	0.00	-10,899.00	27.3%
001 34721	PECK RENTS						
	-5,000.00	-5,000.00	-1,742.00	-210.00	0.00	-3,258.00	34.8%
001 34722	PECK RENTS NON-TAXABLE						
	-25,000.00	-25,000.00	-24,926.09	-2,195.33	0.00	-73.91	99.7%
001 34723	PECK TRUST TAXABLE						
	-10,000.00	-10,000.00	-6,050.01	-619.03	0.00	-3,949.99	60.5%
001 34724	PECK TRUST NON-TAXABLE						
	-10,000.00	-10,000.00	-8,231.50	514.00	0.00	-1,768.50	82.3%
001 34725	MLK RENTS						
	-4,500.00	-4,500.00	-5,217.50	-1,102.50	0.00	717.50	115.9%
001 34726	MLK RENTS NON-TAXABLE						
	-1,000.00	-1,000.00	-450.00	0.00	0.00	-550.00	45.0%
001 34728	MLK TRUST NON-TAXABLE						
	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00	.0%
001 34730	YOUTH TRUST ACTIVITIES						
	-15,000.00	-15,000.00	-11,097.00	0.00	0.00	-3,903.00	74.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 34731	YOUTH CAMPS						
	-290,000.00	-290,000.00	-155,980.50	-6,546.00	0.00	-134,019.50	53.8%
001 34739	SWIMMING POOL RENTALS						
	0.00	0.00	-300.00	0.00	0.00	300.00	100.0%
001 34740	AQUATICS TRUST TAXABLE						
	-12,000.00	-12,000.00	0.00	0.00	0.00	-12,000.00	.0%
001 34741	AQUATICS TRUST NON-TAXABLE						
	-100,000.00	-100,000.00	-78,123.75	-6,313.00	0.00	-21,876.25	78.1%
001 34742	SWIMMING POOLS						
	-60,000.00	-60,000.00	-57,465.31	-10,434.53	0.00	-2,534.69	95.8%
001 34743	SWIMMING POOLS NON-TAXABLE						
	-12,000.00	-12,000.00	-29,773.00	-12,701.00	0.00	17,773.00	248.1%
001 34745	GREENWAY						
	-500.00	-500.00	-710.00	0.00	0.00	210.00	142.0%
001 35100	COURT CASES GENERAL FUND						
	-8,500.00	-8,500.00	-13,455.20	-577.85	0.00	4,955.20	158.3%
001 35115	PARKING TICKETS						
	-15,000.00	-15,000.00	-16,695.00	-1,025.00	0.00	1,695.00	111.3%
001 35116	POLICE CITATIONS						
	0.00	0.00	-400.00	0.00	0.00	400.00	100.0%
001 35120	POLICE EDUCATION						
	-1,200.00	-1,200.00	-1,256.72	-106.13	0.00	56.72	104.7%
001 35911	FINGERPRINT-ACCI-INC REPORT						
	-4,800.00	-4,800.00	-5,310.15	-830.00	0.00	510.15	110.6%
001 36110	INTEREST						
	-210,000.00	-210,000.00	-414,980.65	-58,292.44	0.00	204,980.65	197.6%
001 36120	UNREALIZED GAIN						
	0.00	0.00	7,436.77	1,625.47	0.00	-7,436.77	100.0%
001 36210	RENTS						
	-3,500.00	-3,500.00	-4,993.90	-373.90	0.00	1,493.90	142.7%
001 36215	RENTS NON-TAXABLE						
	-23,800.00	-23,800.00	-23,647.72	-2,281.31	0.00	-152.28	99.4%
001 36990	OTHER REVENUE						
	-35,851.00	-60,851.00	-83,876.20	-5,495.41	0.00	23,025.20	137.8%
001 36992	GAIN ON SALE OF ASSET						
	0.00	0.00	-23,200.00	0.00	0.00	23,200.00	100.0%
001 36993	DONATIONS/CONTRIBUTIONS						
	0.00	-8,000.00	-8,000.00	0.00	0.00	0.00	100.0%
001 36996	REVENUE-GARNISHMENT FEE						
	-100.00	-100.00	-44.00	-4.00	0.00	-56.00	44.0%
001 36998	STATE OF FLORIDA - FDOT						
	-72,677.00	-72,677.00	-75,240.76	-42,557.76	0.00	2,563.76	103.5%
001 38215	FROM UTILITY TAX						
	-2,500,000.00	-2,500,000.00	-2,083,333.34	-208,333.33	0.00	-416,666.66	83.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 38244		FROM SANITATION					
	-40,000.00	-40,000.00	-33,333.34	-3,333.33	0.00	-6,666.66	83.3%
001 38245		FROM WASTEWATER OPERATIONS					
	-360,000.00	-360,000.00	-300,000.00	-30,000.00	0.00	-60,000.00	83.3%
001 38246		FROM WATER OPERATIONS					
	-120,000.00	-120,000.00	-100,000.00	-10,000.00	0.00	-20,000.00	83.3%
001 38910		CASH BALANCE FORWARD					
	-10,239,721.00	-10,239,721.00	0.00	0.00	0.00	-10,239,721.00	.0%
TOTAL GENERAL FUND							
	-42,055,455.00	-42,238,455.00	-31,352,343.28	-1,420,355.80	0.00	-10,886,111.72	74.2%
TOTAL REVENUES							
	-42,055,455.00	-42,238,455.00	-31,352,343.28	-1,420,355.80	0.00	-10,886,111.72	
0011200 CITY CLERK							
0011200 36993		YOUTH ADVISORY COMM DONATIONS					
	-4,000.00	-4,000.00	-2,045.70	0.00	0.00	-1,954.30	51.1%
TOTAL CITY CLERK							
	-4,000.00	-4,000.00	-2,045.70	0.00	0.00	-1,954.30	51.1%
TOTAL REVENUES							
	-4,000.00	-4,000.00	-2,045.70	0.00	0.00	-1,954.30	
0011501 PLANNING GREENWAY							
0011501 36993		DONATIONS/CONTRIBUTIONS					
	0.00	0.00	-260.00	0.00	0.00	260.00	100.0%
TOTAL PLANNING GREENWAY							
	0.00	0.00	-260.00	0.00	0.00	260.00	100.0%
TOTAL REVENUES							
	0.00	0.00	-260.00	0.00	0.00	260.00	
0012200 FIRE							
0012200 36993		DONATIONS/CONTRIBUTIONS					
	-7,000.00	-7,000.00	0.00	0.00	0.00	-7,000.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

0012200 FIRE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FIRE	-7,000.00	-7,000.00	0.00	0.00	0.00	-7,000.00	.0%
TOTAL REVENUES	-7,000.00	-7,000.00	0.00	0.00	0.00	-7,000.00	
0017210 PARKS							
0017210 36993 DONATIONS/CONTRIBUTIONS	0.00	0.00	-1,250.00	0.00	0.00	1,250.00	100.0%
TOTAL PARKS	0.00	0.00	-1,250.00	0.00	0.00	1,250.00	100.0%
TOTAL REVENUES	0.00	0.00	-1,250.00	0.00	0.00	1,250.00	
GRAND TOTAL	-42,066,455.00	-42,249,455.00	-31,355,898.98	-1,420,355.80	0.00	-10,893,556.02	74.2%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
100 LAW ENFORCEMENT TRUST							
100 36110 INTEREST	-25.00	-25.00	-61.03	-6.11	0.00	36.03	244.1%
100 38910 CASH BALANCE FORWARD	-4,052.00	-4,052.00	0.00	0.00	0.00	-4,052.00	.0%
100 59990 RESERVE	4,077.00	4,077.00	0.00	0.00	0.00	4,077.00	.0%
TOTAL LAW ENFORCEMENT TRUST	0.00	0.00	-61.03	-6.11	0.00	61.03	100.0%
TOTAL REVENUES	-4,077.00	-4,077.00	-61.03	-6.11	0.00	-4,015.97	
TOTAL EXPENSES	4,077.00	4,077.00	0.00	0.00	0.00	4,077.00	
GRAND TOTAL	0.00	0.00	-61.03	-6.11	0.00	61.03	100.0%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
110 FEDERAL FORFEITURE							
110 35121 SEIZED CONTRABAND	-2,500.00	-2,500.00	-21,504.85	-8,316.24	0.00	19,004.85	860.2%
110 36110 INTEREST	-300.00	-300.00	-1,517.68	-159.95	0.00	1,217.68	505.9%
110 38910 CASH BALANCE FORWARD	-58,819.00	-58,819.00	0.00	0.00	0.00	-58,819.00	.0%
110 55200 OPERATING SUPPLIES	15,000.00	22,471.00	13,045.30	13,045.30	0.00	9,425.70	58.1%
110 59990 RESERVE	46,619.00	39,148.00	0.00	0.00	0.00	39,148.00	.0%
TOTAL FEDERAL FORFEITURE	0.00	0.00	-9,977.23	4,569.11	0.00	9,977.23	100.0%
TOTAL REVENUES	-61,619.00	-61,619.00	-23,022.53	-8,476.19	0.00	-38,596.47	
TOTAL EXPENSES	61,619.00	61,619.00	13,045.30	13,045.30	0.00	48,573.70	
GRAND TOTAL	0.00	0.00	-9,977.23	4,569.11	0.00	9,977.23	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	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	-91,700.00	-21,750.00	0.00	16,700.00	122.3%
125 36110 INTEREST	-5,000.00	-5,000.00	-8,035.32	-817.14	0.00	3,035.32	160.7%
125 38910 CASH BALANCE FORWARD	-428,427.00	-428,427.00	0.00	0.00	0.00	-428,427.00	.0%
125 51200 SALARIES	24,983.00	24,983.00	20,016.92	1,921.75	0.00	4,966.08	80.1%
125 52100 FICA	1,783.00	1,783.00	1,435.25	136.12	0.00	347.75	80.5%
125 52200 RETIREMENT	5,294.00	5,294.00	4,257.06	407.22	0.00	1,036.94	80.4%
125 52300 HEALTH INSUR	5,661.00	5,661.00	4,263.07	426.74	0.00	1,397.93	75.3%
125 52301 LIFE INSUR	94.00	94.00	62.41	6.27	0.00	31.59	66.4%
125 52400 WORKERS' COMP	613.00	613.00	510.84	51.08	0.00	102.16	83.3%
125 53100 PROFESSIONAL SERVICES	117,000.00	117,000.00	0.00	0.00	0.00	117,000.00	.0%
125 54970 PROGRAM COSTS	124,350.00	124,350.00	36,042.16	0.00	0.00	88,307.84	29.0%
125 55200 OPERATING SUPPLIES	50,250.00	50,250.00	1,054.46	0.00	0.00	49,195.54	2.1%
125 59990 RESERVE	178,399.00	178,399.00	0.00	0.00	0.00	178,399.00	.0%
TOTAL TREE TRUST SPECIAL REV FUND	0.00	0.00	-32,093.15	-19,617.96	0.00	32,093.15	100.0%
TOTAL REVENUES	-508,427.00	-508,427.00	-99,735.32	-22,567.14	0.00	-408,691.68	
TOTAL EXPENSES	508,427.00	508,427.00	67,642.17	2,949.18	0.00	440,784.83	
GRAND TOTAL	0.00	0.00	-32,093.15	-19,617.96	0.00	32,093.15	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
126 HDC SPECIAL REVENUE FUND							
126 32924 HDC APPLICATION FEE	-7,500.00	-7,500.00	-6,905.00	-1,255.00	0.00	-595.00	92.1%
126 32931 HDC VARIANCE	-1,200.00	-1,200.00	-1,500.00	0.00	0.00	300.00	125.0%
126 36110 INTEREST	0.00	0.00	-1,732.31	-173.49	0.00	1,732.31	100.0%
126 38910 CASH BALANCE FORWARD	-94,188.00	-94,188.00	0.00	0.00	0.00	-94,188.00	.0%
126 53100 PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
126 54970 PROGRAM COSTS	57,000.00	57,000.00	6,691.71	750.00	0.00	50,308.29	11.7%
126 59990 RESERVE	43,888.00	43,888.00	0.00	0.00	0.00	43,888.00	.0%
TOTAL HDC SPECIAL REVENUE FUND	0.00	0.00	-3,445.60	-678.49	0.00	3,445.60	100.0%
TOTAL REVENUES	-102,888.00	-102,888.00	-10,137.31	-1,428.49	0.00	-92,750.69	
TOTAL EXPENSES	102,888.00	102,888.00	6,691.71	750.00	0.00	96,196.29	
GRAND TOTAL	0.00	0.00	-3,445.60	-678.49	0.00	3,445.60	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
135 LAND CONSERVATION TRUST							
135 36110 INTEREST	-400.00	-400.00	-2,986.32	-361.79	0.00	2,586.32	746.6%
135 36601 DONATIONS/LAND CONSERVATION	0.00	-125,000.00	-91,413.05	0.00	0.00	-33,586.95	73.1%
135 38101 FROM GENERAL FUND	-50,000.00	-75,000.00	-66,666.66	-4,166.67	0.00	-8,333.34	88.9%
135 38910 CASH BALANCE FORWARD	-38,177.00	-38,177.00	0.00	0.00	0.00	-38,177.00	.0%
135 56100 LAND	88,577.00	238,577.00	1,294.02	0.00	0.00	237,282.98	.5%
TOTAL LAND CONSERVATION TRUST	0.00	0.00	-159,772.01	-4,528.46	0.00	159,772.01	100.0%
TOTAL REVENUES	-88,577.00	-238,577.00	-161,066.03	-4,528.46	0.00	-77,510.97	
TOTAL EXPENSES	88,577.00	238,577.00	1,294.02	0.00	0.00	237,282.98	
GRAND TOTAL	0.00	0.00	-159,772.01	-4,528.46	0.00	159,772.01	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 BUILDING FEES FUND								
140 32200	BUILDING PERMITS	-650,000.00	-650,000.00	-874,816.91	-140,028.08	0.00	224,816.91	134.6%
140 32202	BUILDING PERMIT-CONSTRUCTION	-230,000.00	-230,000.00	-4,915.00	-440.00	0.00	-225,085.00	2.1%
140 32203	BUILDING PERMIT-DEMOLITION	-2,000.00	-2,000.00	0.00	0.00	0.00	-2,000.00	.0%
140 32206	BUILDING PERMIT-AFTER THE FACT	-2,000.00	-2,000.00	-11,270.88	-200.00	0.00	9,270.88	563.5%
140 32207	BUILDING PERMIT-REINSPECTION	-10,000.00	-10,000.00	-7,100.00	-2,550.00	0.00	-2,900.00	71.0%
140 32208	BUILDING PERMIT-2ND REINSPECT	-1,000.00	-1,000.00	-50.00	0.00	0.00	-950.00	5.0%
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	-2,000.00	-2,000.00	-2,966.00	-209.00	0.00	966.00	148.3%
140 32905	ELECTRICAL PERMITS-GENERAL	-40,000.00	-40,000.00	0.00	0.00	0.00	-40,000.00	.0%
140 32906	ELECTRICAL PERMITS-TEMPORARY P	-8,500.00	-8,500.00	0.00	0.00	0.00	-8,500.00	.0%
140 32908	GAS PERMITS-GENERAL	-14,000.00	-14,000.00	-12,048.24	-503.84	0.00	-1,951.76	86.1%
140 32909	GAS PERMITS-LP INSTALLATION	-5,000.00	-5,000.00	-2,625.00	-150.00	0.00	-2,375.00	52.5%
140 32911	MECHANICAL	-38,000.00	-38,000.00	-11,530.00	-1,150.00	0.00	-26,470.00	30.3%
140 32912	PLUMBING PERMITS	-20,000.00	-20,000.00	-4,400.00	-950.00	0.00	-15,600.00	22.0%
140 32960	ADMINISTRATION COST BLDING SU	-6,000.00	-6,000.00	-2,784.74	-668.02	0.00	-3,215.26	46.4%
140 32980	OTHER MISC PERMITS	-25,000.00	-25,000.00	-34,440.00	-3,505.00	0.00	9,440.00	137.8%
140 36110	INTEREST	-30,000.00	-30,000.00	-27,723.57	-2,653.66	0.00	-2,276.43	92.4%
140 36990	OTHER REVENUE	0.00	0.00	-643.08	0.00	0.00	643.08	100.0%
140 38910	CASH BALANCE FORWARD	-1,713,571.00	-1,713,571.00	0.00	0.00	0.00	-1,713,571.00	.0%
140 51200	SALARIES	564,773.00	564,773.00	466,946.40	44,811.55	0.00	97,826.60	82.7%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 51350	PART-TIME						
	29,736.00	29,736.00	14,584.82	1,584.19	0.00	15,151.18	49.0%
140 51400	OVERTIME						
	14,000.00	14,000.00	2,522.74	27.23	0.00	11,477.26	18.0%
140 52100	FICA						
	44,188.00	44,188.00	35,910.69	3,427.69	0.00	8,277.31	81.3%
140 52200	RETIREMENT						
	116,478.00	116,478.00	97,587.24	9,501.35	0.00	18,890.76	83.8%
140 52300	HEALTH INSUR						
	119,187.00	119,187.00	83,971.71	8,417.30	0.00	35,215.29	70.5%
140 52301	LIFE INSUR						
	2,098.00	2,098.00	1,409.36	146.35	0.00	688.64	67.2%
140 52400	WORKERS' COMP						
	8,469.00	8,469.00	7,057.50	705.75	0.00	1,411.50	83.3%
140 53100	PROFESSIONAL SERVICES						
	611,200.00	611,200.00	237,687.26	21,059.12	49,002.13	324,510.61	46.9%
140 53400	CONTRACTUAL						
	282,619.00	282,619.00	76,248.96	3,928.51	0.00	206,370.04	27.0%
140 54000	TRAINING/TRAVEL						
	46,014.00	46,014.00	14,999.32	4,255.20	0.00	31,014.68	32.6%
140 54100	COMM - PHONE/FAX/ALARM						
	914.00	914.00	914.00	0.00	0.00	0.00	100.0%
140 54101	COMMUNICATIONS-CELLULAR						
	9,000.00	9,000.00	6,442.74	1,286.54	0.00	2,557.26	71.6%
140 54500	INSURANCE						
	30,501.00	30,501.00	25,417.50	2,541.75	0.00	5,083.50	83.3%
140 54611	R/M FACILITIES						
	5,100.00	5,100.00	175.00	0.00	0.00	4,925.00	3.4%
140 54620	R/M EQUIPMENT						
	685.00	685.00	0.00	0.00	0.00	685.00	.0%
140 54630	R/M VEHICLES-LABOR						
	1,000.00	1,000.00	562.50	0.00	0.00	437.50	56.3%
140 54640	R/M VEHICLES-PARTS						
	1,500.00	1,500.00	1,439.82	0.00	0.00	60.18	96.0%
140 54700	PRINTING						
	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	.0%
140 54934	LEGAL/CONTRACTUAL						
	20,825.00	20,825.00	0.00	0.00	0.00	20,825.00	.0%
140 55100	OFFICE SUPPLIES						
	8,000.00	8,000.00	1,731.50	117.34	0.00	6,268.50	21.6%
140 55200	OPERATING SUPPLIES						
	11,560.00	11,560.00	7,049.75	77.50	30.72	4,479.53	61.2%
140 55210	UNIFORMS						
	3,400.00	3,400.00	1,476.19	0.00	0.00	1,923.81	43.4%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 55230	GAS/OIL						
	4,500.00	4,500.00	2,359.05	318.94	0.00	2,140.95	52.4%
140 55400	BOOKS/SUBS/DUES						
	25,000.00	25,000.00	5,043.14	2,844.14	0.00	19,956.86	20.2%
140 56300 24009	CH WINDOWS REPLACEMENT						
	44,500.00	44,500.00	27,277.04	0.00	0.00	17,222.96	61.3%
140 56400 25408	BUILDING FORD EXPLORER						
	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	.0%
140 56401	NON CAP EQUIP						
	9,150.00	9,150.00	0.00	0.00	2,232.18	6,917.82	24.4%
140 56410 23041	SOFTWARE PROJECT 23041						
	283,825.00	283,825.00	29,106.00	0.00	254,719.00	0.00	100.0%
140 59990	RESERVE						
	446,849.00	446,849.00	0.00	0.00	0.00	446,849.00	.0%
TOTAL BUILDING FEES FUND							
	0.00	0.00	150,606.81	-47,957.15	305,984.03	-456,590.84	100.0%
TOTAL REVENUES							
	-2,798,071.00	-2,798,071.00	-997,313.42	-153,007.60	0.00	-1,800,757.58	
TOTAL EXPENSES							
	2,798,071.00	2,798,071.00	1,147,920.23	105,050.45	305,984.03	1,344,166.74	
GRAND TOTAL							
	0.00	0.00	150,606.81	-47,957.15	305,984.03	-456,590.84	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
145 WASTEWATER CAPACITY							
145 36110 INTEREST	-10,800.00	-10,800.00	-16,868.72	-1,556.23	0.00	6,068.72	156.2%
145 36310 IMPACT FEES- INCORPORATED AREA	-196,612.00	-196,612.00	-364,047.45	-15,211.76	0.00	167,435.45	185.2%
145 36311 IMPACT FEES- UNINCORPORATED	-111,772.00	-111,772.00	-26,954.02	-301.39	0.00	-84,817.98	24.1%
145 38910 CASH BALANCE FORWARD	-1,022,565.00	-1,022,565.00	0.00	0.00	0.00	-1,022,565.00	.0%
145 59230 TRANSFER TO UTIL ACQ DS	500,000.00	500,000.00	416,666.66	41,666.67	0.00	83,333.34	83.3%
145 59990 RESERVE	841,749.00	841,749.00	0.00	0.00	0.00	841,749.00	.0%
TOTAL WASTEWATER CAPACITY	0.00	0.00	8,796.47	24,597.29	0.00	-8,796.47	100.0%
TOTAL REVENUES	-1,341,749.00	-1,341,749.00	-407,870.19	-17,069.38	0.00	-933,878.81	
TOTAL EXPENSES	1,341,749.00	1,341,749.00	416,666.66	41,666.67	0.00	925,082.34	
GRAND TOTAL	0.00	0.00	8,796.47	24,597.29	0.00	-8,796.47	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
146 WATER CAPACITY							
146 36110 INTEREST	-500.00	-500.00	-1,305.85	-150.20	0.00	805.85	261.2%
146 36310 IMPACT FEES- INCORPORATED AREA	-78,778.00	-78,778.00	-76,233.26	-2,474.61	0.00	-2,544.74	96.8%
146 36311 IMPACT FEES- UNINCORPORATED	-30,284.00	-30,284.00	-7,473.66	-56.10	0.00	-22,810.34	24.7%
146 38910 CASH BALANCE FORWARD	-55,076.00	-55,076.00	0.00	0.00	0.00	-55,076.00	.0%
146 59230 TRANSFER TO UTIL ACQ DS	25,000.00	25,000.00	20,833.34	2,083.33	0.00	4,166.66	83.3%
146 59990 RESERVE	139,638.00	139,638.00	0.00	0.00	0.00	139,638.00	.0%
TOTAL WATER CAPACITY	0.00	0.00	-64,179.43	-597.58	0.00	64,179.43	100.0%
TOTAL REVENUES	-164,638.00	-164,638.00	-85,012.77	-2,680.91	0.00	-79,625.23	
TOTAL EXPENSES	164,638.00	164,638.00	20,833.34	2,083.33	0.00	143,804.66	
GRAND TOTAL	0.00	0.00	-64,179.43	-597.58	0.00	64,179.43	100.0%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
150 UTILITY TAX							
150 31410 ELECTRIC MUNICIPAL TAX	-1,080,000.00	-1,080,000.00	-1,065,059.15	-133,085.36	0.00	-14,940.85	98.6%
150 31420 TELEPHONE MUNICIPAL TAX	-1,010,818.00	-1,010,818.00	-863,148.61	-75,011.66	0.00	-147,669.39	85.4%
150 31440 GAS MUNICIPAL TAX	-180,000.00	-180,000.00	-180,252.49	-15,935.28	0.00	252.49	100.1%
150 36110 INTEREST	-9,500.00	-9,500.00	-11,908.30	-1,244.48	0.00	2,408.30	125.4%
150 38910 CASH BALANCE FORWARD	-609,935.00	-609,935.00	0.00	0.00	0.00	-609,935.00	.0%
150 59100 TRANSFER TO GENERAL FUND	2,500,000.00	2,500,000.00	2,083,333.34	208,333.33	0.00	416,666.66	83.3%
150 59990 RESERVE	390,253.00	390,253.00	0.00	0.00	0.00	390,253.00	.0%
TOTAL UTILITY TAX	0.00	0.00	-37,035.21	-16,943.45	0.00	37,035.21	100.0%
TOTAL REVENUES	-2,890,253.00	-2,890,253.00	-2,120,368.55	-225,276.78	0.00	-769,884.45	
TOTAL EXPENSES	2,890,253.00	2,890,253.00	2,083,333.34	208,333.33	0.00	806,919.66	
GRAND TOTAL	0.00	0.00	-37,035.21	-16,943.45	0.00	37,035.21	100.0%

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

City of Fernandina Beach
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FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
170 CEMETERY							
170 32970 BURIAL PERMITS	-4,300.00	-4,300.00	-3,630.00	-200.00	0.00	-670.00	84.4%
170 34560 MARKER SETTING FEES	-5,200.00	-5,200.00	-3,295.00	-600.00	0.00	-1,905.00	63.4%
170 34570 PERPETUAL CARE	-65,000.00	-65,000.00	-42,298.21	-3,724.31	0.00	-22,701.79	65.1%
170 34580 SALE OF LOTS	-115,000.00	-115,000.00	-87,048.43	-6,916.59	0.00	-27,951.57	75.7%
170 36110 INTEREST	-13,000.00	-13,000.00	-46,610.36	-3,008.91	0.00	33,610.36	358.5%
170 36120 UNREALIZED GAIN	0.00	0.00	-867.97	1,827.32	0.00	867.97	100.0%
170 36990 OTHER REVENUE	0.00	0.00	-412.47	0.00	0.00	412.47	100.0%
170 38910 CASH BALANCE FORWARD	-253,974.00	-253,974.00	0.00	0.00	0.00	-253,974.00	.0%
170 38913 CASH BAL FOR RESTD CEMET	-1,316,246.00	-1,316,246.00	0.00	0.00	0.00	-1,316,246.00	.0%
170 53200 AUDITING	2,463.00	2,463.00	2,052.50	205.25	0.00	410.50	83.3%
170 53400 CONTRACTUAL	139,911.00	139,911.00	109,267.89	19,284.99	0.00	30,643.11	78.1%
170 54300 UTILITIES ELECTRIC	2,000.00	2,000.00	728.45	90.60	0.00	1,271.55	36.4%
170 54310 UTILITIES-WATER & WASTEWATER	1,000.00	1,000.00	124.74	13.82	0.00	875.26	12.5%
170 54610 R/M BLDG & GROUNDS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	.0%
170 54611 R/M FACILITIES	2,600.00	2,600.00	0.00	0.00	0.00	2,600.00	.0%
170 55200 OPERATING SUPPLIES	5,000.00	5,000.00	1,682.37	137.04	0.00	3,317.63	33.6%
170 59990 RESERVE	233,500.00	233,500.00	0.00	0.00	0.00	233,500.00	.0%
170 59997 RESERVE REST'D FOR CEMETERY	1,379,246.00	1,379,246.00	0.00	0.00	0.00	1,379,246.00	.0%
TOTAL CEMETERY	0.00	0.00	-70,306.49	7,109.21	0.00	70,306.49	100.0%
TOTAL REVENUES	-1,772,720.00	-1,772,720.00	-184,162.44	-12,622.49	0.00	-1,588,557.56	
TOTAL EXPENSES	1,772,720.00	1,772,720.00	113,855.95	19,731.70	0.00	1,658,864.05	

City of Fernandina Beach
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FOR 2025 10

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
0.00	0.00	-70,306.49	7,109.21	0.00	70,306.49	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
180 COMM DEVELOP AREA							
180 31110 PROPERTY TAXES	-125,952.00	-125,952.00	0.00	0.00	0.00	-125,952.00	.0%
180 31117 PROPERTY TAXES-COUNTY	-190,451.00	-190,451.00	-185,025.86	-185,025.86	0.00	-5,425.14	97.2%
180 36110 INTEREST	-4,500.00	-4,500.00	-14,093.95	-1,049.91	0.00	9,593.95	313.2%
180 38910 CASH BALANCE FORWARD	-1,070,825.00	-1,070,825.00	0.00	0.00	0.00	-1,070,825.00	.0%
180 53200 AUDITING	5,900.00	5,900.00	4,916.66	491.67	0.00	983.34	83.3%
180 53400 CONTRACTUAL	0.00	720.00	720.00	0.00	0.00	0.00	100.0%
180 56300 24003 ALACHUA ST EXTENSION	709,150.00	709,150.00	573,609.83	251,903.85	178,883.27	-43,343.10	106.1%
180 56300 25073 NORTH 2ND STREET STREETSCAPE	0.00	222,779.00	0.00	0.00	0.00	222,779.00	.0%
180 57100 PRINCIPAL	51,264.00	51,264.00	0.00	0.00	0.00	51,264.00	.0%
180 57200 INTEREST	19,185.00	19,185.00	9,519.10	0.00	0.00	9,665.90	49.6%
180 59990 RESERVE	606,229.00	382,730.00	0.00	0.00	0.00	382,730.00	.0%
TOTAL COMM DEVELOP AREA	0.00	0.00	389,645.78	66,319.75	178,883.27	-568,529.05	100.0%
TOTAL REVENUES	-1,391,728.00	-1,391,728.00	-199,119.81	-186,075.77	0.00	-1,192,608.19	
TOTAL EXPENSES	1,391,728.00	1,391,728.00	588,765.59	252,395.52	178,883.27	624,079.14	
GRAND TOTAL	0.00	0.00	389,645.78	66,319.75	178,883.27	-568,529.05	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
190 LAW ENFORCE RECOVERY							
190 34210 FEDERAL LAW ENFORCEMENT SUPP	-337,976.00	-482,178.00	-271,498.60	-23,090.66	0.00	-210,679.40	56.3%
190 36110 INTEREST	0.00	0.00	-5,227.32	-701.67	0.00	5,227.32	100.0%
190 36992 GAIN ON SALE OF ASSET	0.00	0.00	-7,660.00	0.00	0.00	7,660.00	100.0%
190 38910 CASH BALANCE FORWARD	-191,342.00	-191,342.00	0.00	0.00	0.00	-191,342.00	.0%
190 54000 TRAINING/TRAVEL	12,000.00	12,000.00	3,892.00	0.00	0.00	8,108.00	32.4%
190 54921 UNDERCOVER	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	.0%
190 55200 OPERATING SUPPLIES	18,000.00	18,000.00	10,831.04	0.00	0.00	7,168.96	60.2%
190 56400 MACH/EQUIP	5,000.00	149,202.00	4,965.64	0.00	0.00	144,236.36	3.3%
190 56400 25411 POLICE SERVICE VEHICLE (RE#5)	67,000.00	67,000.00	371.79	0.00	64,480.60	2,147.61	96.8%
190 56400 25412 POLICE SERVICE VEHICLE (RE#90)	67,000.00	67,000.00	371.79	0.00	64,480.60	2,147.61	96.8%
190 59990 RESERVE	356,318.00	356,318.00	0.00	0.00	0.00	356,318.00	.0%
TOTAL LAW ENFORCE RECOVERY	0.00	0.00	-263,953.66	-23,792.33	128,961.20	134,992.46	100.0%
TOTAL REVENUES	-529,318.00	-673,520.00	-284,385.92	-23,792.33	0.00	-389,134.08	
TOTAL EXPENSES	529,318.00	673,520.00	20,432.26	0.00	128,961.20	524,126.54	
GRAND TOTAL	0.00	0.00	-263,953.66	-23,792.33	128,961.20	134,992.46	100.0%

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YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
230 UTILITY DEBT SERVICE							
230 36110 INTEREST	-8,000.00	-8,000.00	-13,756.79	-2,477.17	0.00	5,756.79	172.0%
230 38140 FROM WW IMPACT FEES	-500,000.00	-500,000.00	-416,666.66	-41,666.67	0.00	-83,333.34	83.3%
230 38141 FROM WATER IMPACT FEES	-25,000.00	-25,000.00	-20,833.34	-2,083.33	0.00	-4,166.66	83.3%
230 38145 FROM WASTEWATER	-428,588.00	-428,588.00	-357,156.66	-35,715.67	0.00	-71,431.34	83.3%
230 38146 FROM WATER	-1,515,912.00	-1,515,912.00	-1,263,260.00	-126,326.00	0.00	-252,652.00	83.3%
230 38910 CASH BALANCE FORWARD	-139,642.00	-139,642.00	0.00	0.00	0.00	-139,642.00	.0%
230 57100 PRINCIPAL	1,655,000.00	1,655,000.00	0.00	0.00	0.00	1,655,000.00	.0%
230 57200 INTEREST	839,500.00	839,500.00	419,750.00	0.00	0.00	419,750.00	50.0%
230 59990 RESERVE	122,642.00	122,642.00	0.00	0.00	0.00	122,642.00	.0%
TOTAL UTILITY DEBT SERVICE	0.00	0.00	-1,651,923.45	-208,268.84	0.00	1,651,923.45	100.0%
TOTAL REVENUES	-2,617,142.00	-2,617,142.00	-2,071,673.45	-208,268.84	0.00	-545,468.55	
TOTAL EXPENSES	2,617,142.00	2,617,142.00	419,750.00	0.00	0.00	2,197,392.00	
GRAND TOTAL	0.00	0.00	-1,651,923.45	-208,268.84	0.00	1,651,923.45	100.0%

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YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3001000 GENERAL GOVERNMENT							
3001000 56200 25001	CITY HALL WINDOW REPLACEMENT						
	125,000.00	125,000.00	64,828.00	64,828.00	38,467.00	21,705.00	82.6%
3001000 56300 23050	IMPROVEMENTS						
	330,000.00	330,000.00	0.00	0.00	0.00	330,000.00	.0%
3001000 56300 24010	DOWNTOWN STREETSCAPES						
	50,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3001000 56300 24011	DOWNTOWN REVITALIZATION						
	750,543.00	734,040.00	114,589.60	5,962.50	37,095.40	582,355.00	20.7%
3001000 56300 25002	DOWNTOWN BOLLARDS						
	100,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3001000 56300 25003	RESILIENCY SEAWALL CONSTRUCTIO						
	2,000,000.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	.0%
3001000 56300 25073	NORTH 2ND STREET STREETSCAPE						
	0.00	77,221.00	0.00	0.00	0.00	77,221.00	.0%
3001000 56410 22018	SOFTWARE						
	2,500.00	2,500.00	1,600.00	0.00	43,099.96	-42,199.96	1788.0%
3001000 57100	PRINCIPAL						
	404,974.00	404,974.00	194,267.67	0.00	0.00	210,706.33	48.0%
3001000 57200	INTEREST						
	98,761.00	98,761.00	50,510.75	0.00	0.00	48,250.25	51.1%
3001000 59990	RESERVE						
	27,817.00	27,817.00	0.00	0.00	0.00	27,817.00	.0%
TOTAL GENERAL GOVERNMENT							
	3,889,595.00	3,800,313.00	425,796.02	70,790.50	118,662.36	3,255,854.62	14.3%
TOTAL EXPENSES							
	3,889,595.00	3,800,313.00	425,796.02	70,790.50	118,662.36	3,255,854.62	
3001310 CAP IMP IT							
3001310 56400	EQUIPMENT						
	150,000.00	150,000.00	141,568.06	0.00	0.00	8,431.94	94.4%
TOTAL CAP IMP IT							
	150,000.00	150,000.00	141,568.06	0.00	0.00	8,431.94	94.4%
TOTAL EXPENSES							
	150,000.00	150,000.00	141,568.06	0.00	0.00	8,431.94	
3002100 CAP IMP POLICE							
3002100 56400 25005	PORTABLE RADIOS - POLICE						

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3002100 CAP IMP POLICE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	488,115.00	488,115.00	488,114.49	0.00	0.00	0.51	100.0%
TOTAL CAP IMP POLICE	488,115.00	488,115.00	488,114.49	0.00	0.00	0.51	100.0%
TOTAL EXPENSES	488,115.00	488,115.00	488,114.49	0.00	0.00	0.51	
3002200 CAP IMP FIRE							
3002200 56400 25006 PORTABLE RADIOS - FIRE	447,173.00	447,173.00	447,172.49	0.00	0.00	0.51	100.0%
TOTAL CAP IMP FIRE	447,173.00	447,173.00	447,172.49	0.00	0.00	0.51	100.0%
TOTAL EXPENSES	447,173.00	447,173.00	447,172.49	0.00	0.00	0.51	
3004100 CAP IMP STREETS							
3004100 56300 24014 BEACH ST TRAILS	119,400.00	119,400.00	0.00	0.00	0.00	119,400.00	.0%
3004100 56311 25007 STREETS SIDEWALKS-GENL/MISC	150,000.00	122,779.00	76,484.47	16,427.80	23,299.00	22,995.53	81.3%
3004100 56320 24003 ALACHUA ST EXTENSION	20,000.00	20,000.00	18,913.28	0.00	1,086.72	0.00	100.0%
3004100 56320 25008 STREET PAVING/RESURFACING-CAPI	626,000.00	631,894.00	559,923.80	0.00	12,087.78	59,882.42	90.5%
3004100 56400 25415 STREETS BUCKET TRUCK-RE#15490	230,000.00	226,206.00	226,205.67	0.00	0.00	0.33	100.0%
3004100 56400 25416 STREETS ASPHALT ZIPPER-MILLING	305,000.00	302,900.00	302,900.00	0.00	0.00	0.00	100.0%
3004100 56500 20022 INFRASTRUCTURE	175,000.00	175,000.00	171,816.00	0.00	0.00	3,184.00	98.2%
TOTAL CAP IMP STREETS	1,625,400.00	1,598,179.00	1,356,243.22	16,427.80	36,473.50	205,462.28	87.1%
TOTAL EXPENSES	1,625,400.00	1,598,179.00	1,356,243.22	16,427.80	36,473.50	205,462.28	
3007200 CAP IMP REC							
3007200 56300 IMPROVEMENTS	209,682.00	68,290.00	0.00	0.00	0.00	68,290.00	.0%

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FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3007200 CAP IMP REC							
3007200 56300 23036 IMPROVEMENTS	9,766.00	15,030.00	6,626.41	0.00	8,403.59	0.00	100.0%
3007200 56300 23037 IMPROVEMENTS	0.00	33,645.00	2,093.70	0.00	31,551.30	0.00	100.0%
3007200 56300 23038 IMPROVEMENTS	21,392.00	103,385.00	3,335.54	0.00	124,049.46	-24,000.00	123.2%
3007200 56300 23039 IMPROVEMENTS	121,990.00	165,812.00	7,784.49	0.00	158,027.51	0.00	100.0%
3007200 56300 23040 IMPROVEMENTS	122,151.00	73,930.00	4,679.86	0.00	69,248.14	2.00	100.0%
3007200 56300 24052 ARC MEN'S LOCKER ROOM IMPROVEM	120,000.00	145,200.00	101,050.73	87,895.00	37,000.00	7,149.27	95.1%
3007200 56300 25009 PUTT-PUTT BUILDING	125,000.00	167,800.00	112,800.00	60,000.00	45,000.00	10,000.00	94.0%
3007200 56300 25010 ARC WINDOW REPLACEMENT-PH II	70,000.00	69,100.00	66,144.00	0.00	0.00	2,956.00	95.7%
3007200 56300 25011 ARC FACADE REPOINTING	125,000.00	125,000.00	124,454.17	0.00	0.00	545.83	99.6%
3007200 56300 25068 IMPROVEMENTS	0.00	16,500.00	7,597.00	0.00	7,597.00	1,306.00	92.1%
3007200 56315 DUNE WALKOVERS	100,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3007200 56315 25012 DUNE WALKOVER-ACCESS 28	0.00	34,743.00	34,742.62	0.00	0.00	0.38	100.0%
3007200 56315 25052 DUNE WALKOVER-ACCESS 30	0.00	37,839.00	37,838.61	0.00	0.00	0.39	100.0%
3007200 56315 25072 DUNE WALKOVERS	0.00	32,418.00	14,850.84	14,850.84	14,850.83	2,716.33	91.6%
3007200 56327 25013 BEACH MONITORING/REPORTING	55,000.00	55,900.00	39,000.10	7,237.06	8,278.40	8,621.50	84.6%
3007200 56331 22029 BEACH RENOUR / ENGINEERING	45,000.00	45,000.00	45,000.00	17,602.94	0.00	0.00	100.0%
TOTAL CAP IMP REC	1,124,981.00	1,189,592.00	607,998.07	187,585.84	504,006.23	77,587.70	93.5%
TOTAL EXPENSES	1,124,981.00	1,189,592.00	607,998.07	187,585.84	504,006.23	77,587.70	
3007210 PARKS IMPROVEMENTS							
3007210 56300 IMPROVEMENTS	137,000.00	6,500.00	0.00	0.00	0.00	6,500.00	.0%

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3007210 PARKS IMPROVEMENTS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3007210 56300 23012	IMPROVEMENTS						
	21,000.00	21,000.00	21,000.00	0.00	0.00	0.00	100.0%
3007210 56300 24019	LIGHTHOUSE						
	630,000.00	681,892.00	612,902.30	339,651.19	68,989.14	0.56	100.0%
3007210 56300 25054	TENNIS COURT LED LIGHTS						
	0.00	75,000.00	62,010.35	0.00	0.00	12,989.65	82.7%
3007210 56300 25055	CENTRAL PARK BATTING CAGES						
	0.00	139,635.00	45,000.00	0.00	94,635.00	0.00	100.0%
3007210 56300 25057	BUCCANEER FIELD PORTABLE SHED						
	0.00	5,500.00	5,500.00	0.00	0.00	0.00	100.0%
TOTAL PARKS IMPROVEMENTS							
	788,000.00	929,527.00	746,412.65	339,651.19	163,624.14	19,490.21	97.9%
TOTAL EXPENSES							
	788,000.00	929,527.00	746,412.65	339,651.19	163,624.14	19,490.21	
3007220 CAP IMP PECK							
3007220 56300 25014	PECK CENTER ELEVATOR						
	30,000.00	30,000.00	29,835.88	0.00	0.00	164.12	99.5%
TOTAL CAP IMP PECK							
	30,000.00	30,000.00	29,835.88	0.00	0.00	164.12	99.5%
TOTAL EXPENSES							
	30,000.00	30,000.00	29,835.88	0.00	0.00	164.12	
3007225 MLK CENTER							
3007225 56300	IMPROVEMENTS						
	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	.0%
TOTAL MLK CENTER							
	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	.0%
TOTAL EXPENSES							
	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	
3007400 CAP IMP AQUATICS							
3007400 56300 24021	MLK POOL MODIFICATIONS						
	88,000.00	88,000.00	77,035.26	0.00	0.00	10,964.74	87.5%

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3007400 CAP IMP AQUATICS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL CAP IMP AQUATICS	88,000.00	88,000.00	77,035.26	0.00	0.00	10,964.74	87.5%
TOTAL EXPENSES	88,000.00	88,000.00	77,035.26	0.00	0.00	10,964.74	
GRAND TOTAL	8,716,264.00	8,805,899.00	4,320,176.14	614,455.33	822,766.23	3,662,956.63	58.4%

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

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
300 CAPITAL IMPROVEMENT							
300 33400	STATE GRANT						
	-2,800,600.00	-2,800,600.00	-1,115,316.72	-7,237.06	0.00	-1,685,283.28	39.8%
300 33544	8TH CENT GAS TAX						
	-82,199.00	-82,199.00	-61,694.88	-6,698.50	0.00	-20,504.12	75.1%
300 33710	COUNTY GRANT						
	-224,700.00	-224,700.00	-95,000.00	0.00	0.00	-129,700.00	42.3%
300 36110	INTEREST						
	-8,000.00	-8,000.00	-26,178.33	-1,435.32	0.00	18,178.33	327.2%
300 36993	DONATIONS/CONTRIBUTIONS						
	0.00	-89,635.00	-89,635.00	-89,635.00	0.00	0.00	100.0%
300 38101	FROM GENERAL FUND						
	-1,990,772.00	-1,990,772.00	-1,658,976.66	-165,897.67	0.00	-331,795.34	83.3%
300 38410	LOAN PROCEEDS						
	-935,288.00	-935,288.00	-912,086.98	0.00	0.00	-23,201.02	97.5%
300 38910	CASH BALANCE FORWARD						
	-2,674,705.00	-2,674,705.00	0.00	0.00	0.00	-2,674,705.00	.0%
TOTAL CAPITAL IMPROVEMENT							
	-8,716,264.00	-8,805,899.00	-3,958,888.57	-270,903.55	0.00	-4,847,010.43	45.0%
TOTAL REVENUES							
	-8,716,264.00	-8,805,899.00	-3,958,888.57	-270,903.55	0.00	-4,847,010.43	
GRAND TOTAL							
	-8,716,264.00	-8,805,899.00	-3,958,888.57	-270,903.55	0.00	-4,847,010.43	45.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3101000 CAP EXP ADMIN							
3101000 56500 INFRASTRUCTURE	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
3101000 59990 RESERVE	1,719,888.00	1,719,888.00	0.00	0.00	0.00	1,719,888.00	.0%
TOTAL CAP EXP ADMIN	1,769,888.00	1,769,888.00	0.00	0.00	0.00	1,769,888.00	.0%
TOTAL EXPENSES	1,769,888.00	1,769,888.00	0.00	0.00	0.00	1,769,888.00	
3102100 CAP EXP POLICE							
3102100 56400 MACH/EQUIP	30,000.00	30,000.00	1,657.82	1,657.82	0.00	28,342.18	5.5%
3102100 56400 25409 POLICE SERVICE VEHICLE-NEW	95,000.00	95,000.00	90,123.03	0.00	0.00	4,876.97	94.9%
3102100 56400 25410 POLICE SERVICE VEHICLE-NEW	95,000.00	95,000.00	90,083.03	0.00	0.00	4,916.97	94.8%
3102100 59990 RESERVE	442,623.00	442,623.00	0.00	0.00	0.00	442,623.00	.0%
TOTAL CAP EXP POLICE	662,623.00	662,623.00	181,863.88	1,657.82	0.00	480,759.12	27.4%
TOTAL EXPENSES	662,623.00	662,623.00	181,863.88	1,657.82	0.00	480,759.12	
3102200 CAP EXP FIRE							
3102200 59990 RESERVE	476,029.00	476,029.00	0.00	0.00	0.00	476,029.00	.0%
TOTAL CAP EXP FIRE	476,029.00	476,029.00	0.00	0.00	0.00	476,029.00	.0%
TOTAL EXPENSES	476,029.00	476,029.00	0.00	0.00	0.00	476,029.00	
3107200 CAP EXP RECREATION							
3107200 56100 24043 YBOR ALVAREZ SOCCER COMPLEX							

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3107200 CAP EXP RECREATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	3,500,000.00	3,053,754.00	4,085.00	0.00	55,843.50	2,993,825.50	2.0%
3107200 56300 24047 MLK SOFTBALL	600,000.00	600,000.00	13,537.50	5,087.50	10,912.50	575,550.00	4.1%
3107200 56300 24050 WATERFRONT PARK	2,000,000.00	2,446,246.00	960,921.13	274,858.46	1,164,898.98	320,425.89	86.9%
3107200 56300 25015 HICKORY STREET RESTROOMS	150,000.00	174,000.00	173,952.26	0.00	0.00	47.74	100.0%
3107200 56300 25016 SKATE PARK EXPANSION	90,000.00	90,000.00	30,000.00	0.00	0.00	60,000.00	33.3%
3107200 59990 RESERVE	382,029.00	358,029.00	0.00	0.00	0.00	358,029.00	.0%
TOTAL CAP EXP RECREATION	6,722,029.00	6,722,029.00	1,182,495.89	279,945.96	1,231,654.98	4,307,878.13	35.9%
TOTAL EXPENSES	6,722,029.00	6,722,029.00	1,182,495.89	279,945.96	1,231,654.98	4,307,878.13	
GRAND TOTAL	9,630,569.00	9,630,569.00	1,364,359.77	281,603.78	1,231,654.98	7,034,554.25	27.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
310 CAPITAL EXPANSION							
310 33710 COUNTY GRANT	-1,700,000.00	-1,700,000.00	0.00	0.00	0.00	-1,700,000.00	.0%
310 36110 INTEREST	-50,000.00	-50,000.00	-122,848.81	-11,476.51	0.00	72,848.81	245.7%
TOTAL CAPITAL EXPANSION	-1,750,000.00	-1,750,000.00	-122,848.81	-11,476.51	0.00	-1,627,151.19	7.0%
TOTAL REVENUES	-1,750,000.00	-1,750,000.00	-122,848.81	-11,476.51	0.00	-1,627,151.19	
3101000 CAP EXP ADMIN							
3101000 32410 IMPACT FEES ADMIN	-100,000.00	-100,000.00	-124,802.62	-17,437.20	0.00	24,802.62	124.8%
3101000 38910 CASH BALANCE FORWARD	-1,658,029.00	-1,658,029.00	0.00	0.00	0.00	-1,658,029.00	.0%
TOTAL CAP EXP ADMIN	-1,758,029.00	-1,758,029.00	-124,802.62	-17,437.20	0.00	-1,633,226.38	7.1%
TOTAL REVENUES	-1,758,029.00	-1,758,029.00	-124,802.62	-17,437.20	0.00	-1,633,226.38	
3102100 CAP EXP POLICE							
3102100 32421 IMPACT FEES POLICE	-60,000.00	-60,000.00	-73,523.96	-10,303.80	0.00	13,523.96	122.5%
3102100 38910 CASH BALANCE FORWARD	-598,343.00	-598,343.00	0.00	0.00	0.00	-598,343.00	.0%
TOTAL CAP EXP POLICE	-658,343.00	-658,343.00	-73,523.96	-10,303.80	0.00	-584,819.04	11.2%
TOTAL REVENUES	-658,343.00	-658,343.00	-73,523.96	-10,303.80	0.00	-584,819.04	
3102200 CAP EXP FIRE							
3102200 32422 IMPACT FEES FIRE	-80,000.00	-80,000.00	-101,141.26	-13,490.16	0.00	21,141.26	126.4%

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3102200 CAP EXP FIRE ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3102200 38910 CASH BALANCE FORWARD						
-393,217.00	-393,217.00	0.00	0.00	0.00	-393,217.00	.0%
TOTAL CAP EXP FIRE						
-473,217.00	-473,217.00	-101,141.26	-13,490.16	0.00	-372,075.74	21.4%
TOTAL REVENUES						
-473,217.00	-473,217.00	-101,141.26	-13,490.16	0.00	-372,075.74	
3107200 CAP EXP RECREATION						
3107200 32470 IMPACT FEES RECREATION						
-650,000.00	-650,000.00	-506,492.98	-105,282.70	0.00	-143,507.02	77.9%
3107200 38910 CASH BALANCE FORWARD						
-4,340,980.00	-4,340,980.00	0.00	0.00	0.00	-4,340,980.00	.0%
TOTAL CAP EXP RECREATION						
-4,990,980.00	-4,990,980.00	-506,492.98	-105,282.70	0.00	-4,484,487.02	10.1%
TOTAL REVENUES						
-4,990,980.00	-4,990,980.00	-506,492.98	-105,282.70	0.00	-4,484,487.02	
GRAND TOTAL						
-9,630,569.00	-9,630,569.00	-928,809.63	-157,990.37	0.00	-8,701,759.37	9.6%

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

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YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
315 OTHER CAPITAL IMPROVEMENTS							
315 36110	INTEREST						
	-15,000.00	-15,000.00	-48,578.54	-4,217.44	0.00	33,578.54	323.9%
315 38910	CASH BALANCE FORWARD						
	-3,456,903.00	-3,456,903.00	0.00	0.00	0.00	-3,456,903.00	.0%
315 59470	TRANSFER TO STORMWATER						
	0.00	119,266.00	119,265.73	119,265.73	0.00	0.27	100.0%
315 59470 18002	TRANSFER TO STORMWATER						
	0.00	0.00	0.00	-119,265.73	0.00	0.00	.0%
TOTAL OTHER CAPITAL IMPROVEMENTS							
	-3,471,903.00	-3,352,637.00	70,687.19	-4,217.44	0.00	-3,423,324.19	-2.1%
TOTAL REVENUES							
	-3,471,903.00	-3,471,903.00	-48,578.54	-4,217.44	0.00	-3,423,324.46	
TOTAL EXPENSES							
	0.00	119,266.00	119,265.73	0.00	0.00	0.27	
3151000 OTHER CAPITAL IMPROVEMENTS							
3151000 56300 18002	IMPROVEMENTS						
	3,471,903.00	3,352,637.00	610,410.35	97,412.60	135,156.13	2,607,070.52	22.2%
TOTAL OTHER CAPITAL IMPROVEMENTS							
	3,471,903.00	3,352,637.00	610,410.35	97,412.60	135,156.13	2,607,070.52	22.2%
TOTAL EXPENSES							
	3,471,903.00	3,352,637.00	610,410.35	97,412.60	135,156.13	2,607,070.52	
GRAND TOTAL							
	0.00	0.00	681,097.54	93,195.16	135,156.13	-816,253.67	100.0%

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City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
330 WASTEWATER IMPROVEMENT							
330 36110 INTEREST	-175,500.00	-175,500.00	-204,550.22	-22,502.01	0.00	29,050.22	116.6%
330 36120 UNREALIZED GAIN	0.00	0.00	1,849.23	182.33	0.00	-1,849.23	100.0%
330 38145 FROM WASTEWATER	-500,000.00	-500,000.00	-416,666.66	-41,666.67	0.00	-83,333.34	83.3%
330 38910 CASH BALANCE FORWARD	-10,416,605.00	-10,416,605.00	0.00	0.00	0.00	-10,416,605.00	.0%
330 56300 23005 IMPROVEMENTS	400,000.00	400,000.00	264,332.00	0.00	0.00	135,668.00	66.1%
330 56300 25017 WASTEWATER PLANT AUTOMATION	100,000.00	100,000.00	17,387.41	0.00	58,830.00	23,782.59	76.2%
330 56300 25018 WW DIGESTER BLOWER SYSTEM	2,000,000.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	.0%
330 59990 RESERVE	8,592,105.00	8,592,105.00	0.00	0.00	0.00	8,592,105.00	.0%
TOTAL WASTEWATER IMPROVEMENT	0.00	0.00	-337,648.24	-63,986.35	58,830.00	278,818.24	100.0%
TOTAL REVENUES	-11,092,105.00	-11,092,105.00	-619,367.65	-63,986.35	0.00	-10,472,737.35	
TOTAL EXPENSES	11,092,105.00	11,092,105.00	281,719.41	0.00	58,830.00	10,751,555.59	
GRAND TOTAL	0.00	0.00	-337,648.24	-63,986.35	58,830.00	278,818.24	100.0%

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		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF COURSE								
0000 UNDEFINED								
410 GOLF								
410 34710	GREEN FEES	-710,000.00	-710,000.00	-743,072.53	-102,925.36	0.00	33,072.53	104.7%
410 34713	GOLF CARTS	-400,000.00	-400,000.00	-432,096.15	-57,031.73	0.00	32,096.15	108.0%
410 34714	RANGE FEES	-70,000.00	-70,000.00	-49,919.58	-17,778.00	0.00	-20,080.42	71.3%
410 34718	FACILITY RENTAL	-40,000.00	-40,000.00	0.00	0.00	0.00	-40,000.00	.0%
410 34733	MEMBERSHIPS	-275,063.00	-275,063.00	-237,012.53	0.00	0.00	-38,050.47	86.2%
410 36420	INSURANCE PROCEEDS	0.00	0.00	-38,066.80	-2,929.00	0.00	38,066.80	100.0%
410 36990	OTHER REVENUE	0.00	0.00	-712.37	336.86	0.00	712.37	100.0%
410 36992	GAIN ON SALE OF ASSET	0.00	0.00	-2,197.50	5,637.50	0.00	2,197.50	100.0%
410 38101	FROM GENERAL FUND	-890,000.00	-890,000.00	-741,666.66	-74,166.67	0.00	-148,333.34	83.3%
410 38910	CASH BALANCE FORWARD	153,680.00	153,680.00	0.00	0.00	0.00	153,680.00	.0%
410 51200	SALARIES	446,456.00	446,456.00	332,678.15	29,039.91	0.00	113,777.85	74.5%
410 51350	PART-TIME	334,411.00	334,411.00	316,518.60	31,331.09	0.00	17,892.40	94.6%
410 51400	OVERTIME	13,000.00	13,000.00	9,340.97	1,459.20	0.00	3,659.03	71.9%
410 52100	FICA	62,235.00	62,235.00	49,335.78	4,576.25	0.00	12,899.22	79.3%
410 52200	RETIREMENT	95,104.00	95,104.00	70,797.36	6,153.54	0.00	24,306.64	74.4%
410 52300	HEALTH INSUR	63,618.00	63,618.00	38,419.31	3,698.14	0.00	25,198.69	60.4%
410 52301	LIFE INSUR	1,557.00	1,557.00	1,050.41	95.00	0.00	506.59	67.5%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 52350	OPEB COSTS						
	794.00	794.00	661.66	66.17	0.00	132.34	83.3%
410 52400	WORKERS' COMP						
	9,671.00	9,671.00	8,059.16	805.92	0.00	1,611.84	83.3%
410 53100	PROFESSIONAL SERVICES						
	2,000.00	2,000.00	1,942.47	250.00	0.00	57.53	97.1%
410 53200	AUDITING						
	7,389.00	7,389.00	6,157.50	615.75	0.00	1,231.50	83.3%
410 53400	CONTRACTUAL						
	23,807.00	23,807.00	20,477.35	1,198.82	0.00	3,329.65	86.0%
410 54000	TRAINING/TRAVEL						
	1,160.00	1,160.00	1,025.42	0.00	0.00	134.58	88.4%
410 54100	COMM - PHONE/FAX/ALARM						
	2,744.00	2,744.00	1,840.98	44.98	0.00	903.02	67.1%
410 54101	COMMUNICATIONS-CELLULAR						
	600.00	600.00	357.93	40.44	0.00	242.07	59.7%
410 54103	COMMUNICATIONS-INTERNET						
	1,840.00	4,840.00	2,956.19	182.88	0.00	1,883.81	61.1%
410 54200	POSTAGE						
	100.00	100.00	0.00	0.00	0.00	100.00	.0%
410 54300	UTILITIES ELECTRIC						
	72,000.00	72,000.00	45,391.31	5,665.72	0.00	26,608.69	63.0%
410 54310	UTILITIES-WATER & WASTEWATER						
	12,000.00	12,000.00	1,407.48	1,160.72	0.00	10,592.52	11.7%
410 54500	INSURANCE						
	39,991.00	39,991.00	33,325.84	3,332.58	0.00	6,665.16	83.3%
410 54610	R/M BLDG & GROUNDS						
	10,000.00	51,180.00	16,090.78	0.00	31,685.00	3,404.22	93.3%
410 54611	R/M FACILITIES						
	13,800.00	14,194.00	14,107.98	569.05	0.00	86.02	99.4%
410 54620	R/M EQUIPMENT						
	18,000.00	34,700.00	32,146.32	1,661.51	0.00	2,553.68	92.6%
410 54630	R/M VEHICLES-LABOR						
	1,000.00	1,000.00	262.50	0.00	0.00	737.50	26.3%
410 54640	R/M VEHICLES-PARTS						
	750.00	750.00	592.63	0.00	0.00	157.37	79.0%
410 54800	PROMOTIONAL						
	15,400.00	15,400.00	14,309.25	472.00	0.00	1,090.75	92.9%
410 55100	OFFICE SUPPLIES						
	1,300.00	1,300.00	351.70	70.41	0.00	948.30	27.1%
410 55200	OPERATING SUPPLIES						
	193,065.00	137,505.00	108,433.87	12,151.11	0.00	29,071.13	78.9%
410 55210	UNIFORMS						
	2,000.00	2,000.00	771.30	0.00	0.00	1,228.70	38.6%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 55220		JANITORIAL SUPPLIES					
	1,000.00	1,000.00	287.85	17.86	0.00	712.15	28.8%
410 55230		GAS/OIL					
	20,000.00	20,000.00	17,677.39	3,539.58	0.00	2,322.61	88.4%
410 55240		CHEMICALS					
	180,000.00	169,900.00	132,887.97	11,753.40	10,074.00	26,938.03	84.1%
410 55400		BOOKS/SUBS/DUES					
	10,500.00	3,500.00	1,032.00	0.00	0.00	2,468.00	29.5%
410 56400		MACH/EQUIP					
	48,892.00	52,777.00	52,776.63	0.00	0.00	0.37	100.0%
410 56400 25401		GOLF TORO 3050 MOWER (RE#801)					
	45,000.00	43,537.00	43,536.25	43,536.25	0.00	0.75	100.0%
410 56400 25402		GOLF TORO 3050 MOWER (RE#802)					
	45,000.00	43,537.00	43,536.25	43,536.25	0.00	0.75	100.0%
410 56400 25403		GOLF TORO BUNK RAKE (RE#803)					
	35,000.00	34,041.00	31,206.85	0.00	0.00	2,834.15	91.7%
410 56400 25404		GOLF SALSCO ROLLER (RE#819)					
	22,000.00	22,000.00	21,685.00	0.00	0.00	315.00	98.6%
410 56400 25405		GOLF FAIRWAY MOWER					
	91,017.00	95,127.00	93,214.60	0.00	0.00	1,912.40	98.0%
410 56400 25406		GOLF FAIRWAY MOWER					
	91,017.00	86,907.00	84,337.02	0.00	0.00	2,569.98	97.0%
410 56400 25432		GOLF DRIVING RANGE NETTING					
	0.00	49,780.00	49,780.00	0.00	0.00	0.00	100.0%
410 57100		PRINCIPAL					
	138,000.00	138,000.00	103,000.00	0.00	0.00	35,000.00	74.6%
410 57200		INTEREST					
	26,206.00	26,206.00	20,281.80	0.00	0.00	5,924.20	77.4%
410 59990		RESERVE					
	-3,529.00	-3,529.00	0.00	0.00	0.00	-3,529.00	.0%
TOTAL GOLF							
	-35,488.00	2,906.00	-420,694.31	-41,831.87	41,759.00	381,841.31	-13039.8%
7260 GOLF COURSE							
4107260 GOLF TOPTRACER							
4107260 34714		RANGE FEES					
	-70,000.00	-70,000.00	-8.00	0.00	0.00	-69,992.00	.0%
4107260 34716		TT FOOD & BEVERAGE					
	-20,000.00	-20,000.00	0.00	0.00	0.00	-20,000.00	.0%

City of Fernandina Beach
YTD BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107260 34717	BAY RENTALS						
	-50,000.00	-50,000.00	0.00	0.00	0.00	-50,000.00	.0%
4107260 34790	TOPTRACER BAY SPONSORSHIP						
	-30,000.00	-30,000.00	-1,250.00	-125.00	0.00	-28,750.00	4.2%
4107260 51350	PART TIME SALARIES						
	54,056.00	19,056.00	3,963.11	0.00	0.00	15,092.89	20.8%
4107260 51400	OVERTIME						
	3,500.00	3,500.00	294.44	0.00	0.00	3,205.56	8.4%
4107260 52100	FICA						
	4,411.00	4,411.00	325.70	0.00	0.00	4,085.30	7.4%
4107260 52400	WORKERS' COMP						
	718.00	718.00	598.34	59.83	0.00	119.66	83.3%
4107260 54103	COMMUNICATIONS-INTERNET						
	8,300.00	5,300.00	223.44	0.00	0.00	5,076.56	4.2%
4107260 54400	RENTALS/LEASES						
	24,000.00	24,000.00	20,000.00	2,000.00	0.00	4,000.00	83.3%
4107260 54611	R/M FACILITIES						
	5,250.00	4,856.00	1,858.00	0.00	0.00	2,998.00	38.3%
4107260 54800	PROMOTIONAL						
	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	.0%
4107260 55200	OPERATING SUPPLIES						
	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	.0%
4107260 55550	F&B COST OF SALES						
	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	.0%
TOTAL GOLF TOPTRACER							
	-49,265.00	-87,659.00	26,005.03	1,934.83	0.00	-113,664.03	-29.7%
7261 GOLF PRO SHOP							
4107261 GOLF PRO SHOP							
4107261 34715	PRO SHOP SALES						
	-130,000.00	-130,000.00	-125,958.24	-15,918.26	0.00	-4,041.76	96.9%
4107261 34719	GOLF INSTRUCTION						
	-20,000.00	-20,000.00	-9,017.00	-3,640.00	0.00	-10,983.00	45.1%
4107261 51350	PART TIME SALARIES						
	100,917.00	100,917.00	67,980.14	6,752.63	0.00	32,936.86	67.4%
4107261 51400	OVERTIME						
	3,500.00	3,500.00	2,440.09	335.81	0.00	1,059.91	69.7%
4107261 52100	FICA						
	7,921.00	7,921.00	5,387.14	542.25	0.00	2,533.86	68.0%

City of Fernandina Beach
YTD BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107261 52400		WORKERS' COMP					
	976.00	976.00	813.34	81.33	0.00	162.66	83.3%
4107261 54970		PROGRAM COSTS					
	16,000.00	16,000.00	4,301.60	0.00	0.00	11,698.40	26.9%
4107261 55545		PRO SHOP COST OF SALES					
	70,000.00	70,000.00	65,903.77	7,806.81	0.00	4,096.23	94.1%
TOTAL GOLF PRO SHOP							
	49,314.00	49,314.00	11,850.84	-4,039.43	0.00	37,463.16	24.0%
7262 GOLF FOOD & BEVERAGE							
4107262 GOLF FOOD & BEVERAGE							
4107262 34716		FOOD AND BEVERAGE					
	-475,000.00	-475,000.00	-391,423.33	-40,043.63	0.00	-83,576.67	82.4%
4107262 34718		FACILITY RENTAL					
	-20,000.00	-20,000.00	-16,345.15	-1,071.78	0.00	-3,654.85	81.7%
4107262 51200		SALARIES					
	137,878.00	137,878.00	106,270.90	7,663.38	0.00	31,607.10	77.1%
4107262 51350		PART TIME SALARIES					
	88,120.00	88,120.00	70,166.78	7,181.32	0.00	17,953.22	79.6%
4107262 51400		OVERTIME					
	7,500.00	7,500.00	2,766.01	608.64	0.00	4,733.99	36.9%
4107262 52100		FICA					
	17,426.00	17,426.00	18,272.25	1,682.45	0.00	-846.25	104.9%
4107262 52200		RETIREMENT					
	28,426.00	28,426.00	24,685.11	1,894.74	0.00	3,740.89	86.8%
4107262 52300		HEALTH INSUR					
	30,510.00	30,510.00	22,749.35	2,326.14	0.00	7,760.65	74.6%
4107262 52301		LIFE INSUR					
	504.00	504.00	328.09	33.75	0.00	175.91	65.1%
4107262 52400		WORKERS' COMP					
	1,625.00	1,625.00	1,354.16	135.42	0.00	270.84	83.3%
4107262 53400		CONTRACTUAL					
	1,450.00	1,450.00	1,226.96	0.00	0.00	223.04	84.6%
4107262 54400		RENTALS/LEASES					
	2,000.00	2,000.00	1,750.00	175.00	0.00	250.00	87.5%
4107262 55200		OPERATING SUPPLIES					
	22,000.00	22,000.00	14,915.62	1,296.99	0.00	7,084.38	67.8%
4107262 55210		UNIFORMS					
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%

City of Fernandina Beach
YTD BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107262 55550	F&B COST OF SALES						
	182,000.00	182,000.00	124,899.58	7,871.72	0.00	57,100.42	68.6%
4107262 56400	EQUIPMENT						
	10,000.00	10,000.00	8,799.49	0.00	0.00	1,200.51	88.0%
TOTAL GOLF FOOD & BEVERAGE							
	35,439.00	35,439.00	-9,584.18	-10,245.86	0.00	45,023.18	-27.0%
TOTAL GOLF COURSE							
	0.00	0.00	-392,422.62	-54,182.33	41,759.00	350,663.62	100.0%
TOTAL REVENUES							
	-3,046,383.00	-3,046,383.00	-2,788,745.84	-309,655.07	0.00	-257,637.16	
TOTAL EXPENSES							
	3,046,383.00	3,046,383.00	2,396,323.22	255,472.74	41,759.00	608,300.78	
GRAND TOTAL							
	0.00	0.00	-392,422.62	-54,182.33	41,759.00	350,663.62	100.0%

** END OF REPORT - Generated by Susan Carless **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 AIRPORT							
420 33220 FAA GRANT	-2,998,234.00	-2,998,234.00	-1,479,019.31	0.00	0.00	-1,519,214.69	49.3%
420 33323 FDOT GRANT	-2,968,509.00	-3,468,509.00	-1,209,822.12	0.00	0.00	-2,258,686.88	34.9%
420 34704 RENTALS NON-TAXABLE	-800.00	-800.00	-1,584.00	0.00	0.00	784.00	198.0%
420 34720 RENTALS	-2,500.00	-2,500.00	-4,755.00	-70.00	0.00	2,255.00	190.2%
420 34970 FUEL FLOW FEES	-40,000.00	-40,000.00	-33,619.04	-3,775.68	0.00	-6,380.96	84.0%
420 34971 LEASE PAYMENTS-LAND LEASE	-120,810.00	-120,810.00	-197,948.38	-20,078.39	0.00	77,138.38	163.9%
420 34972 BUILDING LEASE	-800.00	-800.00	-4,872.14	-516.36	0.00	4,072.14	609.0%
420 34973 LAND LEASE- AMELIA RIVER	-215,197.00	-215,197.00	-213,219.33	-26,652.49	0.00	-1,977.67	99.1%
420 34974 LAND LEASE PAYMENTS-NON TAXABL	-74,959.00	-74,959.00	-65,445.26	-6,553.46	0.00	-9,513.74	87.3%
420 34975 RENT/LEASE PAYMENTS	-410,269.00	-410,269.00	-348,384.57	-34,851.21	0.00	-61,884.43	84.9%
420 34976 8 FLAGS RENT (TAXABLE)	-131,877.00	-131,877.00	0.00	0.00	0.00	-131,877.00	.0%
420 34977 FUEL FARM RENT	0.00	0.00	-3,644.40	-364.44	0.00	3,644.40	100.0%
420 34978 8 FLAGS RENT NON-TAXABLE	-5,000.00	-5,000.00	-6,612.89	-356.07	0.00	1,612.89	132.3%
420 34979 TRANSIENT REVENUE	-10,000.00	-10,000.00	-10,989.53	-3,560.00	0.00	989.53	109.9%
420 36110 INTEREST	0.00	0.00	-24,322.23	-2,969.11	0.00	24,322.23	100.0%
420 36990 OTHER REVENUE	-38,100.00	-38,100.00	-47,475.49	-2,058.25	0.00	9,375.49	124.6%
420 36991 AIRCRAFT PARKING REVENUE	-5,000.00	-5,000.00	-2,092.00	0.00	0.00	-2,908.00	41.8%
420 36995 LATE FEES	0.00	0.00	-1,301.30	-137.24	0.00	1,301.30	100.0%
420 38101 FROM GENERAL FUND	-296,475.00	-296,475.00	-247,062.50	-24,706.25	0.00	-49,412.50	83.3%
420 38910 CASH BALANCE FORWARD	-1,640,695.00	-1,795,669.00	0.00	0.00	0.00	-1,795,669.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 51200	SALARIES						
	200,301.00	110,301.00	61,698.77	5,525.58	0.00	48,602.23	55.9%
420 51350	PART-TIME						
	29,667.00	29,667.00	17,529.62	1,677.09	0.00	12,137.38	59.1%
420 52100	FICA						
	17,577.00	17,577.00	6,065.62	550.83	0.00	11,511.38	34.5%
420 52200	RETIREMENT						
	41,339.00	41,339.00	12,133.66	1,170.88	0.00	29,205.34	29.4%
420 52300	HEALTH INSUR						
	25,630.00	25,630.00	9,157.00	915.70	0.00	16,473.00	35.7%
420 52301	LIFE INSUR						
	732.00	732.00	178.00	18.00	0.00	554.00	24.3%
420 52350	OPEB COSTS						
	1,756.00	1,756.00	1,463.34	146.33	0.00	292.66	83.3%
420 52400	WORKERS' COMP						
	1,899.00	1,899.00	1,582.50	158.25	0.00	316.50	83.3%
420 53100	PROFESSIONAL SERVICES						
	625,000.00	625,000.00	114,170.00	33,500.00	0.00	510,830.00	18.3%
420 53100 25070	PROFESSIONAL SERVICES						
	0.00	215,520.00	8,255.50	8,255.50	207,264.50	0.00	100.0%
420 53200	AUDITING						
	7,389.00	7,389.00	6,157.50	615.75	0.00	1,231.50	83.3%
420 53400	CONTRACTUAL						
	80,721.00	170,721.00	32,740.01	483.81	0.00	137,980.99	19.2%
420 54000	TRAINING/TRAVEL						
	7,600.00	7,600.00	759.13	0.00	0.00	6,840.87	10.0%
420 54100	COMM - PHONE/FAX/ALARM						
	3,169.00	3,169.00	2,345.41	202.41	0.00	823.59	74.0%
420 54101	COMMUNICATIONS-CELLULAR						
	1,230.00	1,230.00	505.09	50.50	0.00	724.91	41.1%
420 54103	COMMUNICATIONS-INTERNET						
	6,726.00	6,726.00	6,156.96	0.00	0.00	569.04	91.5%
420 54200	POSTAGE						
	100.00	100.00	39.84	0.00	0.00	60.16	39.8%
420 54300	UTILITIES ELECTRIC						
	28,000.00	28,000.00	22,854.23	2,108.87	0.00	5,145.77	81.6%
420 54310	UTILITIES-WATER & WASTEWATER						
	12,200.00	12,200.00	7,201.55	1,357.67	0.00	4,998.45	59.0%
420 54500	INSURANCE						
	30,339.00	30,339.00	25,282.50	2,528.25	0.00	5,056.50	83.3%
420 54610	R/M BLDG & GROUNDS						
	120,000.00	117,700.00	41,814.06	1,352.82	0.00	75,885.94	35.5%
420 54611	R/M FACILITIES						
	19,500.00	19,500.00	2,694.70	1,280.30	0.00	16,805.30	13.8%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 54620	R/M EQUIPMENT						
	3,000.00	3,000.00	1,172.40	0.00	0.00	1,827.60	39.1%
420 54630	R/M VEHICLES-LABOR						
	5,000.00	5,000.00	2,675.00	225.00	0.00	2,325.00	53.5%
420 54640	R/M VEHICLES-PARTS						
	6,000.00	6,000.00	4,757.32	79.03	0.00	1,242.68	79.3%
420 54700	PRINTING						
	650.00	650.00	0.00	0.00	0.00	650.00	.0%
420 54800	PROMOTIONAL						
	750.00	750.00	0.00	0.00	0.00	750.00	.0%
420 54910	BILLING COSTS						
	10,000.00	10,000.00	8,343.34	833.33	0.00	1,656.66	83.4%
420 55100	OFFICE SUPPLIES						
	2,300.00	2,300.00	1,115.14	675.14	0.00	1,184.86	48.5%
420 55200	OPERATING SUPPLIES						
	265.00	265.00	67.99	0.00	0.00	197.01	25.7%
420 55210	UNIFORMS						
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
420 55230	GAS/OIL						
	12,000.00	12,000.00	5,391.04	377.54	0.00	6,608.96	44.9%
420 55400	BOOKS/SUBS/DUES						
	875.00	875.00	330.00	0.00	0.00	545.00	37.7%
420 56200 19051	BUILDING						
	0.00	578,156.00	149,625.38	80,854.27	217,986.58	210,544.04	63.6%
420 56300 23002	IMPROVEMENTS						
	1,820,000.00	1,604,480.00	8,860.00	0.00	145,610.00	1,450,010.00	9.6%
420 56300 24024	TAXIWAY A REHAB						
	2,649,598.00	2,649,598.00	2,501,607.72	5,829.91	145,440.28	2,550.00	99.9%
420 56300 24025	HANGAR B APRON REHAB						
	450,000.00	450,000.00	292,240.12	11,975.00	40,302.88	117,457.00	73.9%
420 56300 24026	AIRPORT STORMWATER PIPE RELINI						
	140,000.00	140,000.00	139,285.60	0.00	0.00	714.40	99.5%
420 56300 25023	AIRPORT SECURITY CAMERA SYSTEM						
	130,000.00	130,000.00	0.00	0.00	0.00	130,000.00	.0%
420 56300 25024	MAINTENANCE EQUIPMENT BARN						
	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
420 56300 25025	FLIGHT PLANNING BUILDING RENO						
	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
420 56300 25026	AIRPORT EDUCATION/VIEWING AREA						
	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	.0%
420 56300 25027	AIRPORT TAXILANE & ROADWAY DES						
	250,000.00	250,000.00	79,200.00	0.00	0.00	170,800.00	31.7%
420 56300 25028	AIRPORT RUNWAY 13/31 REHAB DES						
	385,000.00	385,000.00	0.00	0.00	0.00	385,000.00	.0%

City of Fernandina Beach
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FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 56300 25066	IMPROVEMENTS						
	0.00	500,000.00	0.00	0.00	0.00	500,000.00	.0%
420 56400	MACH/EQUIP						
	620,000.00	518,540.00	3,213.00	0.00	0.00	515,327.00	.6%
420 56400 25431	AIRPORT FUEL FARM GENERATOR						
	0.00	101,460.00	31,255.77	0.00	70,204.13	0.10	100.0%
420 56401	EQUIP-NON CAPITAL						
	0.00	2,300.00	2,271.00	2,271.00	0.00	29.00	98.7%
420 57100	PRINCIPAL						
	306,736.00	306,736.00	0.00	0.00	0.00	306,736.00	.0%
420 57200	INTEREST						
	104,206.00	104,206.00	51,792.94	0.00	0.00	52,413.06	49.7%
420 59900	CONTINGENCY						
	0.00	423,182.00	0.00	0.00	0.00	423,182.00	.0%
420 59990	RESERVE						
	651,470.00	-194,894.00	0.00	0.00	0.00	-194,894.00	.0%
TOTAL AIRPORT							
	0.00	0.00	-238,180.74	38,369.81	826,808.37	-588,627.63	100.0%
	TOTAL REVENUES						
	-8,959,225.00	-9,614,199.00	-3,902,169.49	-126,648.95	0.00	-5,712,029.51	
	TOTAL EXPENSES						
	8,959,225.00	9,614,199.00	3,663,988.75	165,018.76	826,808.37	5,123,401.88	
	GRAND TOTAL						
	0.00	0.00	-238,180.74	38,369.81	826,808.37	-588,627.63	100.0%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 SANITATION								
440 34340	GARBAGE FEES	-2,208,000.00	-2,208,000.00	-1,923,549.50	-192,430.74	0.00	-284,450.50	87.1%
440 34341	GARBAGE FEES - CITY OF FB	-468,000.00	-468,000.00	-404,649.17	-40,764.90	0.00	-63,350.83	86.5%
440 36110	INTEREST	0.00	0.00	-8,669.44	-833.94	0.00	8,669.44	100.0%
440 36990	OTHER REVENUE	-101,600.00	-101,600.00	-90,350.26	-1,955.99	0.00	-11,249.74	88.9%
440 38910	CASH BALANCE FORWARD	-538,828.00	-538,828.00	0.00	0.00	0.00	-538,828.00	.0%
440 51200	SALARIES	99,063.00	99,063.00	80,728.14	7,731.54	0.00	18,334.86	81.5%
440 51400	OVERTIME	18,000.00	29,145.00	22,892.34	1,289.04	0.00	6,252.66	78.5%
440 52100	FICA	8,711.00	8,711.00	7,910.18	684.83	0.00	800.82	90.8%
440 52200	RETIREMENT	26,080.00	26,080.00	21,489.53	1,911.45	0.00	4,590.47	82.4%
440 52300	HEALTH INSUR	25,826.00	25,826.00	20,222.35	1,922.40	0.00	5,603.65	78.3%
440 52301	LIFE INSUR	360.00	360.00	269.20	25.50	0.00	90.80	74.8%
440 52400	WORKERS' COMP	4,822.00	4,822.00	4,018.34	401.83	0.00	803.66	83.3%
440 53200	AUDITING	7,389.00	7,389.00	6,157.50	615.75	0.00	1,231.50	83.3%
440 53400	CONTRACTUAL	250,691.00	261,081.00	252,039.91	11,488.19	0.00	9,041.09	96.5%
440 53440	SANITATION SERVICES EXPENSE	2,186,017.00	2,186,017.00	1,574,111.93	177,802.05	0.00	611,905.07	72.0%
440 54000	TRAINING/TRAVEL	2,800.00	1,388.00	1,187.39	190.11	0.00	200.61	85.5%
440 54400	RENTALS/LEASES	7,500.00	8,900.00	8,900.00	0.00	0.00	0.00	100.0%
440 54440	LAND RENT	40,000.00	40,000.00	28,330.10	2,833.01	0.00	11,669.90	70.8%
440 54500	INSURANCE	43,572.00	43,572.00	36,310.00	3,631.00	0.00	7,262.00	83.3%
440 54610	R/M BLDG & GROUNDS	2,500.00	2,500.00	1,413.28	0.00	0.00	1,086.72	56.5%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 54620	R/M EQUIPMENT						
	3,000.00	0.00	0.00	0.00	0.00	0.00	.0%
440 54630	R/M VEHICLES-LABOR						
	10,000.00	10,000.00	7,925.00	875.00	0.00	2,075.00	79.3%
440 54640	R/M VEHICLES-PARTS						
	20,000.00	23,000.00	21,215.37	1,533.52	0.00	1,784.63	92.2%
440 54910	BILLING COSTS						
	92,000.00	92,000.00	76,666.66	7,666.67	0.00	15,333.34	83.3%
440 55200	OPERATING SUPPLIES						
	4,500.00	1,020.00	1,019.02	0.00	0.00	0.98	99.9%
440 55210	UNIFORMS						
	1,100.00	955.00	954.45	0.00	0.00	0.55	99.9%
440 55230	GAS/OIL						
	30,000.00	30,000.00	20,191.19	2,065.85	0.00	9,808.81	67.3%
440 55644	NON PROFIT KNB						
	5,000.00	5,000.00	4,328.97	0.00	0.00	671.03	86.6%
440 56401	NON CAP EQUIP						
	20,000.00	2,102.00	2,101.64	0.00	0.00	0.36	100.0%
440 59100	TRANSFER TO GENERAL FUND						
	40,000.00	40,000.00	33,333.34	3,333.33	0.00	6,666.66	83.3%
440 59990	RESERVE						
	367,497.00	367,497.00	0.00	0.00	0.00	367,497.00	.0%
TOTAL SANITATION							
	0.00	0.00	-193,502.54	-9,984.50	0.00	193,502.54	100.0%
	TOTAL REVENUES						
	-3,316,428.00	-3,316,428.00	-2,427,218.37	-235,985.57	0.00	-889,209.63	
	TOTAL EXPENSES						
	3,316,428.00	3,316,428.00	2,233,715.83	226,001.07	0.00	1,082,712.17	
	GRAND TOTAL						
	0.00	0.00	-193,502.54	-9,984.50	0.00	193,502.54	100.0%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 WASTEWATER								
450 34345	WASTEWATER CHARGES	-6,496,048.00	-6,496,048.00	-5,720,528.05	-593,066.99	0.00	-775,519.95	88.1%
450 34530	SEPTIC DUMPING	-80,000.00	-80,000.00	-66,101.40	-6,044.40	0.00	-13,898.60	82.6%
450 34535	WASTEWATER TAP FEES	-60,000.00	-60,000.00	-48,750.00	-9,000.00	0.00	-11,250.00	81.3%
450 34910	WASTEWATER MISCELLANEOUS FEES	-85,000.00	-85,000.00	-94,005.96	-12,521.65	0.00	9,005.96	110.6%
450 36110	INTEREST	-70,000.00	-70,000.00	-46,499.42	-4,824.18	0.00	-23,500.58	66.4%
450 36990	OTHER REVENUE	0.00	0.00	-2,303.18	0.00	0.00	2,303.18	100.0%
450 36992	GAIN ON SALE OF ASSET	0.00	0.00	-12,264.00	0.00	0.00	12,264.00	100.0%
450 38910	CASH BALANCE FORWARD	-1,136,572.00	-1,136,572.00	0.00	0.00	0.00	-1,136,572.00	.0%
450 51200	SALARIES	1,032,050.00	1,032,050.00	814,282.25	70,208.66	0.00	217,767.75	78.9%
450 51350	PART-TIME	37,391.00	53,391.00	41,426.59	4,360.34	0.00	11,964.41	77.6%
450 51400	OVERTIME	162,256.00	162,256.00	166,671.40	10,396.64	0.00	-4,415.40	102.7%
450 52100	FICA	91,521.00	91,521.00	76,229.24	6,282.94	0.00	15,291.76	83.3%
450 52200	RETIREMENT	251,147.00	251,147.00	196,820.73	16,850.37	0.00	54,326.27	78.4%
450 52300	HEALTH INSUR	268,668.00	268,668.00	172,771.23	15,744.72	0.00	95,896.77	64.3%
450 52301	LIFE INSUR	4,515.00	4,515.00	2,509.84	229.37	0.00	2,005.16	55.6%
450 52350	OPEB COSTS	15,361.00	15,361.00	12,800.84	1,280.08	0.00	2,560.16	83.3%
450 52400	WORKERS' COMP	19,591.00	19,591.00	16,325.84	1,632.58	0.00	3,265.16	83.3%
450 53100	PROFESSIONAL SERVICES	225,000.00	168,200.00	27,981.21	438.75	59,151.39	81,067.40	51.8%
450 53200	AUDITING	15,599.00	15,599.00	12,999.16	1,299.92	0.00	2,599.84	83.3%
450 53400	CONTRACTUAL	262,206.00	412,206.00	265,783.54	29,202.16	0.00	146,422.46	64.5%

City of Fernandina Beach
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FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 54000	TRAINING/TRAVEL						
	34,200.00	19,151.00	9,807.08	2,156.26	0.00	9,343.92	51.2%
450 54100	COMM - PHONE/FAX/ALARM						
	4,115.00	4,115.00	535.98	44.98	0.00	3,579.02	13.0%
450 54101	COMMUNICATIONS-CELLULAR						
	5,600.00	5,600.00	2,386.76	120.15	0.00	3,213.24	42.6%
450 54103	COMMUNICATIONS-INTERNET						
	4,235.00	4,235.00	2,460.55	247.00	0.00	1,774.45	58.1%
450 54200	POSTAGE						
	3,000.00	3,000.00	209.33	70.91	0.00	2,790.67	7.0%
450 54300	UTILITIES ELECTRIC						
	265,000.00	265,000.00	226,125.43	27,911.09	0.00	38,874.57	85.3%
450 54310	UTILITIES-WATER & WASTEWATER						
	55,000.00	48,300.00	13,232.33	758.23	0.00	35,067.67	27.4%
450 54320	UTILITIES-PROPANE/OTHER						
	7,800.00	17,400.00	9,514.05	933.34	0.00	7,885.95	54.7%
450 54500	INSURANCE						
	67,558.00	67,558.00	56,298.34	5,629.83	0.00	11,259.66	83.3%
450 54610	R/M BLDG & GROUNDS						
	85,000.00	125,000.00	105,307.66	0.00	0.00	19,692.34	84.2%
450 54611	R/M FACILITIES						
	16,000.00	16,000.00	1,328.52	0.00	0.00	14,671.48	8.3%
450 54620	R/M EQUIPMENT						
	209,000.00	209,000.00	65,934.25	13,011.14	81,030.00	62,035.75	70.3%
450 54630	R/M VEHICLES-LABOR						
	20,000.00	20,000.00	10,237.50	950.00	0.00	9,762.50	51.2%
450 54640	R/M VEHICLES-PARTS						
	38,000.00	38,000.00	19,798.53	2,619.49	0.00	18,201.47	52.1%
450 54700	PRINTING						
	0.00	49.00	48.60	48.60	0.00	0.40	99.2%
450 54910	BILLING COSTS						
	200,000.00	200,000.00	166,666.66	16,666.67	0.00	33,333.34	83.3%
450 54920	UTILITY ADMIN COSTS						
	330,585.00	330,585.00	275,487.50	27,548.75	0.00	55,097.50	83.3%
450 55100	OFFICE SUPPLIES						
	1,500.00	1,500.00	722.79	0.00	0.00	777.21	48.2%
450 55200	OPERATING SUPPLIES						
	310,065.00	252,065.00	132,069.24	14,129.01	350.00	119,645.76	52.5%
450 55210	UNIFORMS						
	10,900.00	10,900.00	5,164.70	75.00	0.00	5,735.30	47.4%
450 55220	JANITORIAL SUPPLIES						
	2,500.00	2,500.00	1,071.10	115.81	0.00	1,428.90	42.8%
450 55230	GAS/OIL						
	38,000.00	38,000.00	26,481.48	3,028.77	0.00	11,518.52	69.7%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 55240	CHEMICALS						
	128,000.00	128,000.00	106,113.96	22,250.00	0.00	21,886.04	82.9%
450 55300	ROAD MATERIALS						
	12,000.00	12,000.00	11,375.66	937.20	0.00	624.34	94.8%
450 55400	BOOKS/SUBS/DUES						
	1,900.00	4,100.00	3,973.04	0.00	0.00	126.96	96.9%
450 56200	BUILDING						
	50,000.00	0.00	0.00	0.00	0.00	0.00	.0%
450 56300	IMPROVEMENTS						
	343,610.00	0.00	0.00	0.00	0.00	0.00	.0%
450 56300 23014	IMPROVEMENTS						
	0.00	108,446.00	108,446.00	0.00	0.00	0.00	100.0%
450 56300 24012	CIP LATERAL LINING						
	100,000.00	118,827.00	118,826.10	0.00	0.00	0.90	100.0%
450 56300 25017	WASTEWATER PLANT AUTOMATION						
	50,000.00	50,000.00	29,050.89	0.00	0.00	20,949.11	58.1%
450 56300 25029	WASTEWATER GRAVITY RELINE						
	200,000.00	200,000.00	180,970.09	0.00	19,029.71	0.20	100.0%
450 56300 25030	WASTEWATER MANHOLE REHAB						
	207,500.00	194,200.00	47,016.35	0.00	15,777.24	131,406.41	32.3%
450 56300 25031	WASTEWATER SYSTEM LATERAL						
	100,000.00	113,300.00	0.00	0.00	113,300.00	0.00	100.0%
450 56300 25047	WASTEWATER CARPORT REPLACEMENT						
	60,000.00	41,173.00	19,175.00	0.00	0.00	21,998.00	46.6%
450 56300 25048	WASTEWATER LIFTSTATION #3 UPGR						
	55,120.00	55,120.00	7,367.00	0.00	47,753.00	0.00	100.0%
450 56300 25049	WASTEWATER LIFTSTATION #18 UPG						
	51,270.00	57,970.00	34,978.00	0.00	22,992.00	0.00	100.0%
450 56300 25051	WASTEWATER LIFTSTATION UPGRADE						
	0.00	187,220.00	150,919.75	8,963.23	0.00	36,300.25	80.6%
450 56300 25058	FRIENDLY ROAD FORCE MAIN						
	0.00	165,080.00	112,413.58	0.00	52,665.78	0.64	100.0%
450 56300 25059	SIMMONS ROAD FORCE MAIN						
	0.00	224,842.00	0.00	0.00	224,841.41	0.59	100.0%
450 56400	MACH/EQUIP						
	470,000.00	238.00	0.00	0.00	0.00	238.00	.0%
450 56400 25032	WW TASC II SCADA SYSTEM						
	0.00	259,038.00	259,038.00	0.00	0.00	0.00	100.0%
450 56400 25423	WASTEWATER EQUIPMENT TRAILER						
	7,500.00	7,500.00	7,460.00	0.00	0.00	40.00	99.5%
450 56400 25424	WASTEWATER UTILITY CRANE TRUCK						
	130,000.00	132,609.00	0.00	0.00	132,609.00	0.00	100.0%
450 56400 25428	WASTEWATER CAMERA LATERAL LAUN						
	0.00	103,831.00	103,830.08	0.00	0.00	0.92	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 56400 25429		WASTEWATER LIFTSTATION GENERAT					
	0.00	95,143.00	95,142.21	0.00	0.00	0.79	100.0%
450 56400 25433		EQUIPMENT					
	0.00	15,750.00	0.00	0.00	15,750.00	0.00	100.0%
450 56401		EQUIP-NON CAPITAL					
	16,500.00	8,500.00	0.00	0.00	0.00	8,500.00	.0%
450 59100		TRANSFER TO GENERAL FUND					
	360,000.00	360,000.00	300,000.00	30,000.00	0.00	60,000.00	83.3%
450 59230		TRANSFER TO UTIL ACQ DS					
	428,588.00	428,588.00	357,156.66	35,715.67	0.00	71,431.34	83.3%
450 59330		TRANSFER TO WW CAPITAL					
	500,000.00	500,000.00	416,666.66	41,666.67	0.00	83,333.34	83.3%
450 59900		CONTINGENCY					
	0.00	-176,898.00	0.00	0.00	0.00	-176,898.00	.0%
450 59990		RESERVE					
	562,269.00	360,580.00	0.00	0.00	0.00	360,580.00	.0%
TOTAL WASTEWATER							
	0.00	0.00	-583,042.73	-211,932.89	785,249.53	-202,206.80	100.0%
		TOTAL REVENUES					
	-7,927,620.00	-7,927,620.00	-5,990,452.01	-625,457.22	0.00	-1,937,167.99	
		TOTAL EXPENSES					
	7,927,620.00	7,927,620.00	5,407,409.28	413,524.33	785,249.53	1,734,961.19	
		GRAND TOTAL					
	0.00	0.00	-583,042.73	-211,932.89	785,249.53	-202,206.80	100.0%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 WATER								
460 34346	WATER CHARGES	-5,073,965.00	-5,073,965.00	-4,397,406.04	-502,593.32	0.00	-676,558.96	86.7%
460 34610	WATER TAP CHARGES	-53,560.00	-53,560.00	-44,708.40	-8,020.84	0.00	-8,851.60	83.5%
460 34620	WATER METER INSTALLATION FEES	-37,801.00	-37,801.00	-21,148.23	-1,439.02	0.00	-16,652.77	55.9%
460 34621	WATER NONPAY RECONNECT FEE	-30,000.00	-30,000.00	-42,891.87	-4,777.50	0.00	12,891.87	143.0%
460 34910	MISCELLANEOUS FEES	-10,000.00	-10,000.00	-7,088.97	-6,093.97	0.00	-2,911.03	70.9%
460 36110	INTEREST	-79,745.00	-79,745.00	-108,295.11	-11,954.57	0.00	28,550.11	135.8%
460 36120	UNREALIZED GAIN	0.00	0.00	1,418.13	155.31	0.00	-1,418.13	100.0%
460 36323	EXTENSION CHARGES	-24,720.00	-24,720.00	-39,573.46	-2,175.01	0.00	14,853.46	160.1%
460 36990	OTHER REVENUE	0.00	0.00	-4,021.77	-67.58	0.00	4,021.77	100.0%
460 36995	LATE FEES	-20,000.00	-20,000.00	-17,584.57	-1,461.11	0.00	-2,415.43	87.9%
460 38910	CASH BALANCE FORWARD	-5,737,239.00	-5,737,239.00	0.00	0.00	0.00	-5,737,239.00	.0%
460 38912	RESERVE - R & R FUND	-200,000.00	-200,000.00	0.00	0.00	0.00	-200,000.00	.0%
460 51200	SALARIES	959,560.00	959,560.00	624,427.31	54,940.46	0.00	335,132.69	65.1%
460 51400	OVERTIME	154,500.00	154,500.00	127,496.57	10,372.50	0.00	27,003.43	82.5%
460 52100	FICA	81,018.00	81,018.00	55,119.60	4,715.11	0.00	25,898.40	68.0%
460 52200	RETIREMENT	235,391.00	235,391.00	152,479.34	13,575.43	0.00	82,911.66	64.8%
460 52300	HEALTH INSUR	272,281.00	272,281.00	170,214.04	16,248.10	0.00	102,066.96	62.5%
460 52301	LIFE INSUR	3,899.00	3,899.00	1,920.88	178.13	0.00	1,978.12	49.3%
460 52350	OPEB COSTS	14,483.00	14,483.00	12,069.16	1,206.92	0.00	2,413.84	83.3%
460 52400	WORKERS' COMP	18,984.00	18,984.00	15,820.00	1,582.00	0.00	3,164.00	83.3%

City of Fernandina Beach
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FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 53100	PROFESSIONAL SERVICES						
	140,000.00	118,310.00	10,230.00	438.75	12,173.75	95,906.25	18.9%
460 53200	AUDITING						
	10,673.00	10,673.00	8,894.16	889.42	0.00	1,778.84	83.3%
460 53400	CONTRACTUAL						
	134,230.00	134,230.00	84,786.83	3,984.09	31,721.24	17,721.93	86.8%
460 54000	TRAINING/TRAVEL						
	39,558.00	36,248.00	13,163.38	742.52	0.00	23,084.62	36.3%
460 54100	COMM - PHONE/FAX/ALARM						
	2,646.00	2,646.00	1,179.68	116.20	0.00	1,466.32	44.6%
460 54101	COMMUNICATIONS-CELLULAR						
	15,000.00	15,000.00	7,219.78	546.05	0.00	7,780.22	48.1%
460 54103	COMMUNICATIONS-INTERNET						
	6,144.00	11,144.00	7,777.57	909.28	0.00	3,366.43	69.8%
460 54200	POSTAGE						
	1,825.00	1,825.00	42.37	0.00	0.00	1,782.63	2.3%
460 54300	UTILITIES ELECTRIC						
	220,000.00	220,000.00	158,462.15	25,687.25	0.00	61,537.85	72.0%
460 54310	UTILITIES-WATER & WASTEWATER						
	1,000.00	1,000.00	616.14	68.46	0.00	383.86	61.6%
460 54320	UTILITIES-PROPANE/OTHER						
	1,000.00	1,230.00	409.88	0.00	0.00	820.12	33.3%
460 54440	LAND RENT						
	25,000.00	25,000.00	17,039.00	1,703.90	0.00	7,961.00	68.2%
460 54500	INSURANCE						
	55,575.00	55,575.00	46,312.50	4,631.25	0.00	9,262.50	83.3%
460 54610	R/M BLDG & GROUNDS						
	173,000.00	182,270.00	173,928.86	6,584.15	800.00	7,541.14	95.9%
460 54611	R/M FACILITIES						
	31,300.00	31,300.00	2,517.71	0.00	0.00	28,782.29	8.0%
460 54620	R/M EQUIPMENT						
	114,000.00	114,000.00	68,757.35	7,383.23	0.00	45,242.65	60.3%
460 54630	R/M VEHICLES-LABOR						
	12,000.00	12,000.00	9,387.50	2,300.00	0.00	2,612.50	78.2%
460 54640	R/M VEHICLES-PARTS						
	23,000.00	23,000.00	22,612.90	11,881.19	0.00	387.10	98.3%
460 54700	PRINTING						
	0.00	250.00	224.74	0.00	0.00	25.26	89.9%
460 54800	PROMOTIONAL						
	5,000.00	5,000.00	1,113.74	0.00	0.00	3,886.26	22.3%
460 54910	BILLING COSTS						
	200,000.00	200,000.00	166,666.66	16,666.67	0.00	33,333.34	83.3%
460 54920	UTILITY ADMIN COSTS						
	330,585.00	330,585.00	275,487.50	27,548.75	0.00	55,097.50	83.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 55100	OFFICE SUPPLIES						
	2,500.00	2,500.00	2,028.21	74.52	0.00	471.79	81.1%
460 55200	OPERATING SUPPLIES						
	269,230.00	269,230.00	260,826.17	26,002.53	4,272.72	4,131.11	98.5%
460 55210	UNIFORMS						
	11,900.00	11,900.00	7,445.51	0.00	0.00	4,454.49	62.6%
460 55220	JANITORIAL SUPPLIES						
	3,000.00	3,000.00	147.81	75.00	0.00	2,852.19	4.9%
460 55230	GAS/OIL						
	52,000.00	52,000.00	40,970.21	4,224.63	0.00	11,029.79	78.8%
460 55240	CHEMICALS						
	76,000.00	76,000.00	49,500.00	0.00	0.00	26,500.00	65.1%
460 55300	ROAD MATERIALS						
	12,000.00	12,000.00	11,375.67	937.20	0.00	624.33	94.8%
460 55400	BOOKS/SUBS/DUES						
	4,040.00	4,040.00	2,619.85	0.00	0.00	1,420.15	64.8%
460 56300	IMPROVEMENTS						
	270,000.00	67,694.00	0.00	0.00	0.00	67,694.00	.0%
460 56300 24031	WP #3 GENERATOR REPLACEMT						
	250,000.00	250,000.00	133,550.17	133,550.17	70,892.36	45,557.47	81.8%
460 56300 24034	FY24 WP AUTOMATION						
	0.00	22,956.00	22,956.00	0.00	0.00	0.00	100.0%
460 56300 25035	WATER METERS						
	890,000.00	890,000.00	850,410.59	0.00	0.00	39,589.41	95.6%
460 56300 25036	WATER PLANT AUTOMATION						
	100,000.00	77,044.00	24,285.80	6,265.00	12,045.00	40,713.20	47.2%
460 56300 25037	WATER DEEP WELL REHAB #31						
	66,000.00	66,000.00	62,570.00	0.00	0.00	3,430.00	94.8%
460 56300 25038	WATER DEEP WELL REHAB #32						
	66,000.00	66,000.00	0.00	0.00	63,745.00	2,255.00	96.6%
460 56300 25046	WATER PERIODIC METERS-RESIDENT						
	50,000.00	50,000.00	11,914.44	2,681.49	0.00	38,085.56	23.8%
460 56300 25060	FRIENDLY ROAD WATER MAIN						
	0.00	182,306.00	157,055.62	0.00	25,250.00	0.38	100.0%
460 56300 25062	WATER PLANT 2-RESTROOM ADDITIO						
	0.00	20,000.00	10,227.28	0.00	0.00	9,772.72	51.1%
460 56400	MACH/EQUIP						
	0.00	5,910.00	2,553.55	-3,309.29	0.00	3,356.45	43.2%
460 56400 25039	WATER HIGH SERVICE PUMP #12						
	55,000.00	57,500.00	50,822.00	0.00	0.00	6,678.00	88.4%
460 56400 25421	WATER UTILITY TRUCK (RE#1340)						
	75,000.00	76,300.00	74,636.01	3,527.10	0.00	1,663.99	97.8%
460 56400 25422	WATER UTILITY TRUCK-NEW						
	75,000.00	75,540.00	73,988.03	73,988.03	0.00	1,551.97	97.9%

City of Fernandina Beach
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FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 56401	EQUIP-NON CAPITAL						
	24,700.00	24,700.00	5,164.80	3,617.81	0.00	19,535.20	20.9%
460 59100	TRANSFER TO GENERAL FUND						
	120,000.00	120,000.00	100,000.00	10,000.00	0.00	20,000.00	83.3%
460 59230	TRANSFER TO UTIL ACQ DS						
	1,515,912.00	1,515,912.00	1,263,260.00	126,326.00	0.00	252,652.00	83.3%
460 59910	CONTINGENCY R & R						
	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%
460 59990	RESERVE						
	3,797,096.00	3,797,096.00	0.00	0.00	0.00	3,797,096.00	.0%
TOTAL WATER							
	0.00	0.00	773,384.73	64,432.39	220,900.07	-994,284.80	100.0%
	TOTAL REVENUES						
	-11,267,030.00	-11,267,030.00	-4,681,300.29	-538,427.61	0.00	-6,585,729.71	
	TOTAL EXPENSES						
	11,267,030.00	11,267,030.00	5,454,685.02	602,860.00	220,900.07	5,591,444.91	
	GRAND TOTAL						
	0.00	0.00	773,384.73	64,432.39	220,900.07	-994,284.80	100.0%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 STORMWATER								
470 33400	STATE GRANT	-775,625.00	-775,625.00	0.00	0.00	0.00	-775,625.00	.0%
470 34347	WATER DRAINAGE FEES	-1,016,560.00	-1,016,560.00	-892,270.95	-89,567.98	0.00	-124,289.05	87.8%
470 34910	MISCELLANEOUS FEES	0.00	0.00	-24,000.00	0.00	0.00	24,000.00	100.0%
470 36990	OTHER REVENUE	0.00	0.00	-448.23	0.00	0.00	448.23	100.0%
470 38135	FROM ARPA CAPITAL	0.00	-119,266.00	-119,265.73	0.00	0.00	-0.27	100.0%
470 38910	CASH BALANCE FORWARD	462,812.00	462,812.00	0.00	0.00	0.00	462,812.00	.0%
470 51200	SALARIES	268,153.00	325,852.00	223,728.81	21,394.44	0.00	102,123.19	68.7%
470 51400	OVERTIME	20,000.00	58,403.00	51,665.77	3,228.72	0.00	6,737.23	88.5%
470 52100	FICA	21,634.00	27,899.00	20,631.07	1,814.67	0.00	7,267.93	73.9%
470 52200	RETIREMENT	60,188.00	77,890.00	57,193.45	4,956.38	0.00	20,696.55	73.4%
470 52300	HEALTH INSUR	43,253.00	57,237.00	44,180.61	4,580.48	0.00	13,056.39	77.2%
470 52301	LIFE INSUR	606.00	819.00	687.01	73.75	0.00	131.99	83.9%
470 52350	OPEB COSTS	2,194.00	2,194.00	1,828.34	182.83	0.00	365.66	83.3%
470 52400	WORKERS' COMP	7,968.00	7,968.00	6,640.00	664.00	0.00	1,328.00	83.3%
470 53100	PROFESSIONAL SERVICES	245,000.00	213,050.00	76,285.00	150.00	0.00	136,765.00	35.8%
470 53200	AUDITING	6,568.00	6,568.00	5,473.34	547.33	0.00	1,094.66	83.3%
470 53400	CONTRACTUAL	72,127.00	72,127.00	41,706.64	399.35	14,892.96	15,527.40	78.5%
470 54000	TRAINING/TRAVEL	6,118.00	6,118.00	3,218.01	0.00	0.00	2,899.99	52.6%
470 54100	COMM - PHONE/FAX/ALARM	262.00	262.00	262.00	0.00	0.00	0.00	100.0%
470 54101	COMMUNICATIONS-CELLULAR	3,100.00	3,100.00	2,628.01	208.76	0.00	471.99	84.8%

City of Fernandina Beach
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FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 54103	COMMUNICATIONS-INTERNET						
	1,854.00	1,854.00	942.05	95.15	0.00	911.95	50.8%
470 54200	POSTAGE						
	50.00	150.00	58.02	0.00	0.00	91.98	38.7%
470 54300	UTILITIES ELECTRIC						
	5,800.00	5,800.00	3,572.55	445.08	0.00	2,227.45	61.6%
470 54310	UTILITIES-WATER & WASTEWATER						
	1,000.00	1,000.00	631.87	72.34	0.00	368.13	63.2%
470 54400	RENTALS/LEASES						
	15,000.00	20,400.00	15,479.06	0.00	0.00	4,920.94	75.9%
470 54500	INSURANCE						
	20,553.00	20,553.00	17,127.50	1,712.75	0.00	3,425.50	83.3%
470 54610	R/M BLDG & GROUNDS						
	76,500.00	76,500.00	19,707.73	1,040.00	14,212.00	42,580.27	44.3%
470 54611	R/M FACILITIES						
	2,700.00	2,700.00	925.14	0.00	0.00	1,774.86	34.3%
470 54620	R/M EQUIPMENT						
	10,000.00	10,000.00	6,023.75	84.90	0.00	3,976.25	60.2%
470 54630	R/M VEHICLES-LABOR						
	7,500.00	7,500.00	8,025.00	875.00	0.00	-525.00	107.0%
470 54640	R/M VEHICLES-PARTS						
	12,000.00	19,000.00	19,353.59	2,360.52	0.00	-353.59	101.9%
470 54700	PRINTING						
	500.00	400.00	0.00	0.00	0.00	400.00	.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	29,166.66	2,916.67	0.00	5,833.34	83.3%
470 54920	UTILITY ADMIN COSTS						
	220,390.00	220,390.00	183,658.34	18,365.83	0.00	36,731.66	83.3%
470 55100	OFFICE SUPPLIES						
	1,000.00	1,000.00	134.48	60.00	0.00	865.52	13.4%
470 55200	OPERATING SUPPLIES						
	175,465.00	175,465.00	145,054.27	19,580.21	15.36	30,395.37	82.7%
470 55210	UNIFORMS						
	3,500.00	3,500.00	2,422.65	77.93	0.00	1,077.35	69.2%
470 55220	JANITORIAL SUPPLIES						
	1,000.00	1,000.00	254.07	153.13	0.00	745.93	25.4%
470 55230	GAS/OIL						
	14,000.00	18,550.00	15,102.12	1,418.83	0.00	3,447.88	81.4%
470 55300	ROAD MATERIALS						
	12,000.00	12,000.00	11,375.67	937.20	0.00	624.33	94.8%
470 55400	BOOKS/SUBS/DUES						
	1,285.00	1,285.00	811.05	0.00	0.00	473.95	63.1%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 56200 25040	STORMWATER EQUIPMENT SHELTER						
	20,000.00	20,000.00	18,165.77	0.00	0.00	1,834.23	90.8%
470 56300 22013	IMPROVEMENTS						
	500,000.00	500,000.00	5,011.27	0.00	173,010.80	321,977.93	35.6%
470 56300 22014	IMPROVEMENTS						
	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	.0%
470 56300 24035	A-4 Beech St -18 to Citrona						
	55,486.00	55,486.00	0.00	0.00	0.00	55,486.00	.0%
470 56300 24037	CENTRE STREET DRAINAGE						
	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%
470 56300 24038	1ST AVE DRAINAGE PH1						
	250,000.00	250,000.00	0.00	0.00	0.00	250,000.00	.0%
470 56300 25041	CIP LINING OF STORMWATER PIPE						
	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%
470 56401	EQUIP-NON CAPITAL						
	5,000.00	5,000.00	1,031.80	0.00	0.00	3,968.20	20.6%
470 57100	PRINCIPAL						
	103,938.00	103,938.00	103,936.88	0.00	0.00	1.12	100.0%
470 57200	INTEREST						
	5,422.00	5,422.00	5,422.52	0.00	0.00	-0.52	100.0%
470 59990	RESERVE						
	-1,511,241.00	-1,511,241.00	0.00	0.00	0.00	-1,511,241.00	.0%
TOTAL STORMWATER							
	0.00	0.00	113,536.96	-1,171.73	202,131.12	-315,668.08	100.0%
	TOTAL REVENUES						
	-1,329,373.00	-1,448,639.00	-1,035,984.91	-89,567.98	0.00	-412,654.09	
	TOTAL EXPENSES						
	1,329,373.00	1,448,639.00	1,149,521.87	88,396.25	202,131.12	96,986.01	
	GRAND TOTAL						
	0.00	0.00	113,536.96	-1,171.73	202,131.12	-315,668.08	100.0%

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

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 MARINA							
480 33400 STATE GRANT	-93,859.00	-93,859.00	0.00	0.00	0.00	-93,859.00	.0%
480 33410 FL INLAND NAVIGATION REVENUE	-326,000.00	-326,000.00	-365,000.00	0.00	0.00	39,000.00	112.0%
480 34750 SLIP RENTALS - PERMANENT	-430,000.00	-430,000.00	-385,374.63	-38,837.50	0.00	-44,625.37	89.6%
480 34755 SLIP RENTALS - TRANSIENT	-1,058,000.00	-1,058,000.00	-993,634.03	-65,363.02	0.00	-64,365.97	93.9%
480 34757 SLIP RENTALS - NON-TAXABLE	-12,000.00	-12,000.00	-27,257.59	-2,820.89	0.00	15,257.59	227.1%
480 34759 DOCK STORE RENT	-6,500.00	-6,500.00	-3,446.64	-403.10	0.00	-3,053.36	53.0%
480 34760 BUSINESS RENTALS	-30,625.00	-30,625.00	-23,945.60	-2,358.69	0.00	-6,679.40	78.2%
480 34762 MOORINGS-TAXABLE	-50,000.00	-50,000.00	-41,898.94	-3,179.40	0.00	-8,101.06	83.8%
480 34767 SERVICES-TAXABLE	-5,400.00	-5,400.00	-651.52	-25.00	0.00	-4,748.48	12.1%
480 34770 FUEL-DIESEL	-1,347,000.00	-1,347,000.00	-1,273,379.88	-90,427.04	0.00	-73,620.12	94.5%
480 34771 FUEL-GAS	-391,348.00	-391,348.00	-374,223.04	-65,688.14	0.00	-17,124.96	95.6%
480 34775 FUEL-DISCOUNTS DIESEL	20,000.00	20,000.00	21,613.37	1,914.91	0.00	-1,613.37	108.1%
480 34776 FUEL-DISCOUNTS GAS	6,000.00	6,000.00	4,218.15	643.34	0.00	1,781.85	70.3%
480 36110 INTEREST	0.00	0.00	-25,072.61	-2,440.07	0.00	25,072.61	100.0%
480 36215 NON-TAXABLE RENT	0.00	0.00	-3,008.09	0.00	0.00	3,008.09	100.0%
480 36990 OTHER REVENUE	-80,672.00	-80,672.00	-4,552.12	-734.22	0.00	-76,119.88	5.6%
480 36992 GAIN ON SALE OF ASSET	-31,287.00	-31,287.00	0.00	0.00	0.00	-31,287.00	.0%
480 38101 FROM GENERAL FUND	-770,062.00	-770,062.00	-641,718.34	-64,171.83	0.00	-128,343.66	83.3%
480 38910 CASH BALANCE FORWARD	-1,055,087.00	-1,055,087.00	0.00	0.00	0.00	-1,055,087.00	.0%
480 53100 PROFESSIONAL SERVICES	29,500.00	29,500.00	25,029.69	2,535.00	0.00	4,470.31	84.8%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 53200	AUDITING						
	7,371.00	7,371.00	6,142.50	614.25	0.00	1,228.50	83.3%
480 53400	CONTRACTUAL						
	641,176.00	641,176.00	502,473.49	48,040.82	0.00	138,702.51	78.4%
480 54000	TRAINING/TRAVEL						
	3,160.00	3,160.00	1,406.20	31.53	0.00	1,753.80	44.5%
480 54100	COMM - PHONE/FAX/ALARM						
	3,217.00	3,217.00	1,669.14	103.54	0.00	1,547.86	51.9%
480 54103	COMMUNICATIONS-INTERNET						
	6,180.00	6,180.00	3,034.69	283.25	0.00	3,145.31	49.1%
480 54200	POSTAGE						
	120.00	120.00	116.84	19.76	0.00	3.16	97.4%
480 54300	UTILITIES ELECTRIC						
	7,400.00	7,400.00	3,971.02	1,112.07	0.00	3,428.98	53.7%
480 54310	UTILITIES-WATER & WASTEWATER						
	17,640.00	17,640.00	8,017.94	579.07	0.00	9,622.06	45.5%
480 54500	INSURANCE						
	591,234.00	591,234.00	520,909.86	53,877.88	0.00	70,324.14	88.1%
480 54610	R/M BLDG & GROUNDS						
	44,500.00	88,050.00	62,171.80	7,635.47	0.00	25,878.20	70.6%
480 54611	R/M FACILITIES						
	57,800.00	93,644.00	47,168.85	0.00	0.00	46,475.15	50.4%
480 54620	R/M EQUIPMENT						
	52,300.00	77,300.00	47,363.15	3,756.91	8,159.00	21,777.85	71.8%
480 54630	R/M VEHICLES-LABOR						
	500.00	1,000.00	600.00	0.00	0.00	400.00	60.0%
480 54640	R/M VEHICLES-PARTS						
	1,000.00	1,000.00	292.97	0.00	0.00	707.03	29.3%
480 54675	R/M MOORING FIELD						
	24,000.00	32,200.00	29,653.65	0.00	0.00	2,546.35	92.1%
480 54800	PROMOTIONAL						
	49,734.00	49,734.00	44,160.97	2,415.57	0.00	5,573.03	88.8%
480 54900	MISC EXPENSE						
	0.00	1,200.00	600.00	0.00	0.00	600.00	50.0%
480 55100	OFFICE SUPPLIES						
	3,250.00	3,250.00	1,386.15	45.33	0.00	1,863.85	42.7%
480 55200	OPERATING SUPPLIES						
	199,876.00	200,826.00	219,096.07	22,480.73	0.00	-18,270.07	109.1%
480 55210	UNIFORMS						
	4,410.00	4,410.00	2,613.87	619.03	0.00	1,796.13	59.3%
480 55220	JANITORIAL SUPPLIES						
	2,200.00	2,200.00	2,594.03	0.00	0.00	-394.03	117.9%
480 55400	BOOKS/SUBS/DUES						
	3,115.00	465.00	116.12	0.00	0.00	348.88	25.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 55510	FUEL FOR RESALE						
	1,236,500.00	1,211,500.00	1,062,476.56	110,094.73	0.00	149,023.44	87.7%
480 56300	IMPROVEMENTS						
	29,000.00	0.00	0.00	0.00	0.00	0.00	.0%
480 56300 24039	MARINA BOARDWALK						
	75,000.00	0.00	0.00	0.00	0.00	0.00	.0%
480 56300 25042	MARINA-FUEL TANK REPLACEMENT						
	420,000.00	189,950.00	0.00	0.00	134,790.00	55,160.00	71.0%
480 56300 25043	MARINA-A&B DOCK UTILITIES						
	53,245.00	53,245.00	26,616.00	0.00	0.00	26,629.00	50.0%
480 56300 25069	IMPROVEMENTS						
	0.00	20,800.00	18,122.00	0.00	0.00	2,678.00	87.1%
480 56301 25065	NON CAP IMPROVEMENT						
	0.00	176,500.00	45,000.00	0.00	107,500.00	24,000.00	86.4%
480 56328 25044	DREDGING-MARINA						
	700,000.00	1,085,100.00	1,070,000.00	0.00	0.00	15,100.00	98.6%
480 56328 26001	DREDGING-MARINA						
	0.00	12,500.00	12,500.00	0.00	0.00	0.00	100.0%
480 56400	MACH/EQUIP						
	95,562.00	113,062.00	0.00	0.00	11,034.00	102,028.00	9.8%
480 56400 25045	MARINA-PUMPOUT BOAT						
	125,146.00	156,802.00	0.00	0.00	0.00	156,802.00	.0%
480 57100	PRINCIPAL						
	704,722.00	704,722.00	114,907.11	11,643.54	0.00	589,814.89	16.3%
480 57200	INTEREST						
	65,340.00	65,340.00	40,580.33	1,072.97	0.00	24,759.67	62.1%
480 59990	RESERVE						
	407,642.00	10,042.00	0.00	0.00	0.00	10,042.00	.0%
TOTAL MARINA							
	0.00	0.00	-216,540.51	-66,929.20	261,483.00	-44,942.49	100.0%
	TOTAL REVENUES						
	-5,661,840.00	-5,661,840.00	-4,137,331.51	-333,890.65	0.00	-1,524,508.49	
	TOTAL EXPENSES						
	5,661,840.00	5,661,840.00	3,920,791.00	266,961.45	261,483.00	1,479,566.00	
	GRAND TOTAL						
	0.00	0.00	-216,540.51	-66,929.20	261,483.00	-44,942.49	100.0%

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

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT:	Presentation Project Updates
ITEM TYPE:	Presentation
REQUESTED ACTION:	
SYNOPSIS: Deputy City Manager Jeremiah Glisson will provide an update on current and/or pending projects.	
FISCAL IMPACT: N/A	
CITY ATTORNEY COMMENTS: N/A	
CITY MANAGER RECOMMENDATION(S): N/A	

Kimberly Elliott-Briley, Deputy City Clerk	08/06/2025
Jeremiah Glisson, Deputy City Manager	08/07/2025
Sarah Campbell, City Manager	08/08/2025

Kimberly Elliott Briley

Date: January 03, 2025

Submitted By: Kimberly Elliott-Briley, Deputy City Clerk

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Approval of Minutes

ITEM TYPE: Approval of Minutes

REQUESTED ACTION: Approve Minutes.

SYNOPSIS: The following minutes are attached for the City Commission's review and consideration for approval:

- City Commission Regular Meeting - May 20, 2025
- City Commission Workshop - June 3, 2025
- City Commission Regular Meeting - June 3, 2025
- City Commission Regular Meeting - June 17, 2025
- City Commission Workshop - July 1, 2025
- City Commission Regular Meeting - July 1, 2025.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Kimberly Elliott-Briley, Deputy City Clerk 08/06/2025
Sarah Campbell, City Manager 08/06/2025

Caroline Best

Date: August 05, 2025

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Approve

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, May 20, 2025, at 6:00PM in City Hall Chambers. Present were Mayor James Antun presiding, Vice-Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter, and Joyce Tuten. Also in attendance were City Clerk Caroline Best, City Attorney Pro Tem Harrison W. Poole, Esq, and City Manager Sarah Campbell. The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Antun called the meeting to order, and Commissioner Poynter led the Pledge of Allegiance to the Flag.

The invocation was given by Rabbi Levi Katz, Chabad of Amelia Island and Nassau County.

4.1 PRESENTATION – NASSAU CONTY 2050 VISION PLAN: Nassau County Director Strategic Advancement & Economic Resources Brandy Carvalho, Nassau County Planning Director Elizabeth Backe, Interim Assistant Planning Director Holly Coyle and Halff and Associates Senior Resilience Planner Melissa Beaudry were in attendance and gave a presentation.

4.2 BUDGET SUMMARY: Comptroller Susan Carless reviewed the April 2025 budget summary and was available to answer any questions.

Commissioner Tuten inquired about the need for a second water pump at the golf course. Deputy Manager Glisson stated the second pump will be online so the primary pump can be pulled for a rebuild, repairs are moving forward in accordance with the capital plan. Commissioner Tuten inquired about the 103 delinquent utility accounts and suggested a more user-friendly option to aid assistance. City Manager Campbell noted a third-party non-profit has been involved and staff will further research billing options.

4.3 PROJECT UPDATES: Deputy City Manager Jeremiah Glisson provided an update on the following current and/or pending projects: Hangar B Rehabilitation – complete; Golf Course Driving Range improvements – completed; tennis courts replacement lighting (courts 1-4) – complete; North Beach Park boardwalk - substantially complete/open for use; Alachua Street opening - substantially complete; Escambia Road removal - underway; beach dredging – underway; FDOT Atlantic Avenue rehabilitation in design now, coordinating with FDOT's engineering team, $12 million project, estimated to take ten – twelve months; Nassau County Beach Harmonization - currently in design, multi-phase project, bidding will occur later this calendar year, construction to begin Spring of 2026, Seaside Access and Sadler Rd improvements.

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

PREVENTION: Gail Banwell, 2260 Pirates Bay Drive, provided a presentation related to rescue rings/tubes designed to prevent people from drowning. Several Florida beaches have devices that have been used effectively to save lives

VOLUNTEER: Bev Lawrence, 1205 Date Street, provided a presentation related to

Russian thistle, an invasive species permeating island beaches interfering with turtle nesting and habit. Ms. Lawrence's volunteer group is working to eradicate the plant.

The following five items were on the Consent Agenda and were approved with one motion.

6.1 RESOLUTION 2025-79 APPROVING A POLICE DEPARTMENT BUDGET AMENDMENT IN FISCAL YEAR 2024/2025 DUE TO UNANTICIPATED REVENUE FROM THE LAW ENFORCEMENT RECOVERY: According to the agenda support documents, Resolution 2025-79 approves increasing the Law Enforcement Recovery Fund Revenue and Equipment expenditure accounts in the amount of $144,202.00. This Budget Amendment increases the total City Budget from $205,047,055 to $205,191,257. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-79. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2025-80 APPROVING A BUDGET AMENDMENT WITHIN THE HUMAN RESOURCES DEPARTMENT IN FISCAL YEAR 2024/2025: According to the agenda support documents, Resolution 2025-80 approves a budget amendment in the Human Resources Department in Fiscal Year 2024/2025 Budget in the amount of $25,000, a healthcare plan benefit proved by United Healthcare, to be used for wellness care initiatives. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-80. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 RESOLUTION 2025-81 APPROVING A CORRECTION TO THE STEP PLAN IN THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF FERNANDINA BEACH AND THE ORGANIZED FIREFIGHTERS OF FERNANDINA BEACH, LOCAL UNION NO. 2836 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, AFL-CIO PREVIOUSLY APPROVED BY RESOLUTION 2024-204: According to the agenda support documents, Resolution 2025-81 corrects an error in the Collective Bargaining Agreement Step Plan for FY 2025-26 in Appendix C, Step Plan C-2. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-81. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.4 RESOLUTION 2025-82 APPROVING A FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT AMENDMENT: According to the agenda support documents, Resolution 2025-82 approves an FDOT Traffic Signal Maintenance and Compensation Agreement Amendment and all future FDOT Agreement Amendments related to annual traffic signal and maintenance compensation. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-82. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.5 RESOLUTION 2025-83 AUTHORIZING THE CITY ATTORNEY PRO TEM TO DEFEND THE CITY IN THE MATTER OF CMR ISLAND PROPERTIES, LLC: According to the agenda support documents, Resolution 2025-83 authorizes the City

Attorney Pro Tem to defend the City in a claim pursuant to the Bert J. Harris, Jr. Private Property Rights Protection Act. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-83. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 RESOLUTION 2025-84 APPROVING PASSERO ASSOCIATES, LLC WORK ORDER 23-105A FOR COMPLETION OF AN ENVIRONMENTAL ASSESSMENT IN THE AMOUNT OF $215,520; APPROVING BUDGET TRANSFER: According to the agenda support documents, Resolution 2025-84. approves Passero Associates, LLC Work Order 23-105A for completion of an Environmental Assessment with Section 4F Alternatives Analysis for release and redevelopment of property at the Ybor Alvarez Sports Complex, in the amount of $215,520, Project #25070. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-84. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

CITY MANAGER REPORTS:

STAFF: City Manager Campbell reported that a Project Manager has been hired and will start Monday June 16. Human Resources Director Denise Matson has initiated contract negotiations with the newly appointed attorney, Teresa Prince, finalization will be on the June 17 City Commission Regular Meeting agenda. City Manager Campbell's review will be on the June 3 City Commission Regular Meeting agenda.

CITY ATTORNEY PRO TEM REPORTS:

STAFF: City Attorney Pro Tem Harrison Poole, Esq. stated the goal is to on board the new City Attorney before the end of July and transition her into the role prior to the beginning of the new budget year. City Clerk Best confirmed that it is possible to have this item placed on the June 3 City Commission Regular Meeting agenda if contract negotiations are successful prior to the Tuesday May 27 agenda publication deadline

MAYOR/COMMISSIONER COMMENTS:

RECOGNITION: Vice Mayor Ayscue recognized his green lapel pin that supports and raises awareness for the National Alliance for Mental Illness (NAMI), and acknowledged the organization is now tracking fire fighter suicides.

CONDOLENCES: Vice Mayor Ayscue expressed condolences to the family and friends for the recent passing of former Nassau County Sheriff's Office Sergeant Billy O'Leary who was a pillar of our community.

EVENTS: Commissioner Tuten attended the recent successful Wild Amelia Festival. Commissioner Tuten also attended an information session on affordable housing with co-founder Carlene McDuffie who runs Affordable Housing First a 501c3 that recently purchased fourteen acres in Yulee to build affordable houses with a goal of 100 units. Donations are welcome.

THANK YOU: Commissioner Tuten acknowledged the previous City Commission that

voted to remove a section of Escambia slough to benefit creek flow and resiliency and thanked the 16 volunteers who assisted with planting.

VOLUNTEER OPPORTUNITY: Commissioner Tuten invited volunteers to receive free admission to Fort Clinch State Park Thursday May 22 9am to help eradicate invasive Russian thistle plants.

EVENT: Commissioner Minshew attended the recent Ocean Rescue graduation that recognized fourteen adults and teenagers. Commissioner Minshew suggested staff review the proposed life safety rings for unguarded beach times that have tragically had drownings and thanked citizens for their research and development of safety devices

DRONES: Commissioner Poynter recognized former Vice Mayor Len Kreger's suggestion to use drones to drop floating devices to swimmers in distress and in danger of drowning

CONDOLENCES: Mayor Antun echoed condolences for former Nassau County Sheriff's Office Sergeant Billy O'Leary who served the community for 25 years.

CONGRATULATIONS: Mayor Antun recognized the recent Leadership Nassau Class graduates: Kevin Allen (CKA Investments), Tonya Baudek (Summer House Realty), Steve Chafin (Barnabas Center, Inc.), Katie Connors-Mathew (Nelson & Associates Insurance), Jeanetta A. Dorsey (DORCO Enterprises CPA Firm), Megan Feldman (The Arc Nassau), Jake Harbin (First Port City Bank), Lori Hodell (Starting Point Behavioral Healthcare), Kati Holton (Nassau County Property Appraiser), Chris Lanigan (PrimeSouth Bank), Ryan McCarthy (First Federal Bank), Avis Miller (Coast One Tours LLC), Todd Owens (Baptist Medical Center Nassau), Dori Pasik (RYAM), Marty Pruitt (Nassau County Animal Services), Jason Smith (Fernandina Beach Police Department), Crystal Rimes (City of Fernandina Beach), Brittany Webb (Hot Paws Pet Resort), Valerie Womble (EXIT 1 Stop Realty), Angela Wright (VyStar Credit Union), and Dr. James Zielenski (Coastal Chiropractic Clinic).

INDUCTION: Mayor Antun announced City Manager Campbell will be inducted as President for the International City/County Management Association (ICMA).
HOLIDAY: Mayor Antun encouraged all to attend the annual Memoria Day observation Monday May 26 11am at Front and Centre Streets.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting adjourned at 7:09 PM.

ATTEST:

Caroline Best
City Clerk

James Antun
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Workshop on Tuesday, June 3, 2025, at 5:00PM in the City Hall Chambers. Present were Mayor James Antun presiding, Vice Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter and Joyce Tuten. Also present were City Clerk Caroline Best, City Attorney Pro Tem Harrison W. Poole, Esq., and City Manager Sarah Campbell.

The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Antun called the meeting to order and led the Pledge of Allegiance to the Flag.

4.1 PRESENTATION: According to the agenda support documents, Stantec Manager Peter Napoli provided a presentation on the 2025 Impact Fee Study related to fees collected to support levels of service needs resulting from population growth for the City's fire, police, parks and recreation and public facilities. 163.31801 Florida Statute governs impact fee calculation methods which are based on recent localized data.

Commissioner Minshew stated she lacked confidence that all fees had been captured. Commissioner Tuten noted that North Beach Park was not included in this presentation and stated if allowable by law to do every four years, it should be calendared for fiscal year 2029 to avoid losing impact fee revenue. Commissioner Poynter noted that although Parks and Recreation runs the Golf Club it is still an enterprise fund and the preference would be to have the Marina and Golf Club factored into calculations and requested this be tweaked so the City Commission to an informed decision. Vice Mayor Ayscue asked if Stantec charges for recalculation. Mr. Napoli was unsure if there was a charge for recalculations. City Manager Campbell reported on the four impact fee funds provided by the Finance department: The Police department fund has $506,000; Fire department fund has $510,000; Parks and Recreation has $4,400,000, Public Facilities fund has $1,700,000. City Manager Campbell stated that Stantec will make adjustments based on City Commission input from tonight's meeting.

5.1 IMPACT FEES - FIRE, POLICE, PARKS & RECREATION, PUBLIC FACILITIES: According to the agenda support documents, the City Commission, at their December 3, 2024, Workshop directed staff to place this matter on their June 3, 2025, Workshop agenda for discussion.

Vice Mayor Ayscue expressed public facilities are not improving to the extent that they warrant a 50% increase. Commissioner Poynter explained that as fewer and fewer homes are being built, impact fees are assessed to new construction only which means the City will have fewer and fewer opportunities to collect impact fees. Vice Mayor Ayscue remarked that this study was discussed years ago, and Planning and Conservation Director Gibson has been lobbying to get it done for years and should have been completed. Commissioner Minshew stated it must be assured that everything allowable by law is captured and although it's unacceptable that this has been dragging on for years, confidence is needed to see the numbers before deciding.

City Manager Campbell explained staff was aiming for October 1 implementation and adjustments can be made between now and then however, staff wants clear direction from the City Commission to include the aforementioned items in the report that will be read as an ordinance at the first reading.

The consensus of the Commission was to have staff move forward with providing a report to be read at a July City Commission Regular Meeting.

6. PUBLIC COMMENT: None.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 5:40PM.

ATTEST:

Caroline Best
City Clerk

James Antun
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday June 3, 2025, at 6:00PM in City Hall Chambers. Present were Mayor James Antun presiding, Vice-Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter, and Joyce Tuten. Also in attendance were City Clerk Caroline Best, City Attorney Pro Tem Harrison W. Poole, Esq, and City Manager Sarah Campbell. The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Antun called the meeting to order, and Vice Mayor Ayscue led the Pledge of Allegiance to the Flag.

The invocation was given by Reverend Bernard Thompson of New Zion Missionary Baptist Church.

4.1 PRESENTATION: Nassau Humane Society Executive Director Chantel Scherer presented “Pegasus” the "City Commission Dog of the Month."

4.2 PRESENTATION - OATH OF OFFICE - FIRE CHIEF: - Fire Chief Jeremy Holmes was administered the Oath of Office by City Clerk Caroline Best. Chief Holmes’ wife, children and members of the Fire Department family were in attendance.

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

4.4 PRESENTATION - ST. MARY'S RIVERKEEPER: St. Mary's Riverkeeper Director Emily Flore provided a presentation related to area water quality including the Amelia River.

4.5 PRESENTATION - WASTE MANAGEMENT AND CITY STAFF ANNUAL REPORT: Waste Management Senior Account Executive Greg Huntington representatives and Deputy City Manager Jeremiah Glisson Operations Director Cathy Sabatini presented an annual report.

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

HOMELESSNESS: Coalition for the Homeless President Richard Ballard explained the agencies untold stories including when the City opened a cold weather shelter last winter that housed fifty-one people. The Church of Christ will host an Open House Thursday June 5 at 5PM.

PARKING: Mac Morriss, 821 Parkview Place East, requested the Commission consider a compromise for City residents with the proposed downtown paid parking including free passes and shared concerns for employees who must park downtown and remarked that the inevitable failure of paid parking that could reflect poorly on the Commission.

CONCERNS: Marian Phillips, 724 South 6th Street, expressed concern about the

impending renovations of two major supermarkets and asked how citizens will be able to get supplies, food and ice. Ms. Phillips is not in support of paid parking.

NOT IN SUPPORT: Taina Christner, 406 Beech Street, not in support of paid parking, expressed concern for technology as big brother surveillance streets and advocated for stronger enforcement.

EVENT: Chase Martin, 1001 South 10th Street, a marine biologist and new resident, expressed excitement for the upcoming Pride Festival in recognition of a community that has fought against marginalization.

NOT IN SUPPORT: Marisol Triana, 344 Tarpon Avenue, not in support of paid parking and suggested it be sent to referenda. Commissioners campaigned on no parking platforms and community members are confused that campaign promises are being broken.

EVENT: Jordan Morris, 1312 Island Ridge Lane, invited all to the 5th annual Pride Parade and Festival Saturday June 7, a free, family friendly event with vendors, food, and entertainment.

NOT IN SUPPORT: Paul Lore, 11 South 7th Street, not in support of paid parking and shared concerns that the unique character of the community that he loves could slowly erode if paid parking is implemented, making our town like every other.

AIR QUALITY: Former Vice Mayor Len Kreger, 1313 Hickory Street, reported that the Sierra Club initiated the first purple air monitor at 1313 Hickory, to measure particle matters and the inaugural reading yesterday morning was 131 indicating unhealthy air. Vice Mayor Kreger offered to partner with the City and State Senator Aaron Bean to get a federal monitor. Yesterday the entire geographic area air quality was high due to forest fires.

ANNOUNCEMENT: Zen Carver, 85089 Lil William Road, representing the Extreme Weather Coalition, announced a new cooling system will be opening when the heat index reaches 103 and will offer water, salty snacks at First Missionary Baptist Church 11am-5pm. Education on recognizing signs, symptoms and cooling system locations is available on two handouts that were distributed

BOAT RAMP: Josheph Waas, 223 North 4th Street, expressed boat ramp concerns if paid parking is implemented there is concern that cars will drive to park in residential areas. ped bridge at Escambia?

NOT IN SUPPORT: Alexis Reynolds, 25 South 3rd Street, not in support of paid parking and noted the current situation is a result of employees parking in premium parking spaces all day.

KUDOS: Sandy Kerry, 1255 Forrest Drive, praised the Riverkeeper presentation and encouraged all to get involved and donate. The previous City Commission promised an enhanced dune ordinance and suggested using the written proposal by dune expert Frank Hoff.

The following five items were on the Consent Agenda and were approved with one motion except for item 6.3 that was removed for discussion at the request of Vice Mayor Ayscue.

6.1 RESOLUTION 2025-74 APPROVING A STORMWATER FUND BUDGET AMENDMENT IN FISCAL YEAR 2025: According to the agenda support documents, Resolution 2025-74 was approved at the City Commission May 6, 2025, regular meeting. This item corrects a scrivener's error to one account number: Other Capital Improvements Fund account, ~~315 59470 18002~~ 3151000 56300 18002. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-74. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2025-85 APPROVING THE SUNSET OF THE AIRPORT ADVISORY COMMISSION: According to the agenda support documents, Resolution 2025-85 the City Commission, at their March 18, 2025, Regular Meeting, reached majority consensus to sunset the Airport Advisory Commission. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-85 Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 RESOLUTION 2025-86 AMENDING RESOLUTION 2025-65 TO RECLASSIFY THE WATERFRONT ADVISORY BOARD NON-VOTING MEMBER TO AN ALTERNATE (VOTING) MEMBER: According to the agenda support documents, Resolution 2025-86 approves amending Resolution 2025-65 to reclassify the Waterfront Advisory Board non-voting member to an alternate (voting) member. **A motion was made by Vice Mayor Ayscue, seconded by Commissioner Poynter, to approve Resolution 2025-86 as amended, requiring the alternate voting member be a City resident. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.4 RESOLUTION 2025-87 APPROVING A FACILITIES USE AGREEMENT WITH SOUTHERN TIMING FOUNDATION, INC FOR THE USE OF AIRPORT PROPERTY TO CONDUCT A 5K RUNNING EVENT. According to the agenda support documents, Resolution 2025-87 approves a Facilities Use Agreement with Southern Timing Foundation, Inc. to conduct a 5K running event on November 15, 2025, at the Airport**. A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-87. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.5 RESOLUTION 2025-88 APPROVING AND SETTING THE QUALIFYING PERIOD FOR THE 2026 CITY GENERAL ELECTION: According to the agenda support documents, Resolution 2025-88 establishes the Qualifying Period for the City Commission candidates for the City General Election be May 11, 2026, through May 15, 2026. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-88. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 RESOLUTION 2025-89 APPROVING THE SOLE SOURCE PURCHASE OF FAIRBANKS NIJHUIS PUMPS FROM BARNEY'S PUMPS INC. FOR THE UTILITIES

DEPARTMENT IN AN AMOUNT NOT TO EXCEED $58,830: According to the agenda support documents, Resolution 2025-89 approves the sole source purchase of Fairbanks Nijhuis pumps in an amount not to exceed $58,830 from Barney's Pumps Inc. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-89. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.2 RESOLUTION 2025-90 AUTHORIZING A CYBERSECURITY GRANT WITH THE FLORIDA DEPARTMENT OF MANAGEMENT SERVICES FOR CYBERSECURITY SERVICES, MONITORING, AND RESPONSE: According to the agenda support documents, Resolution 2025-90 authorizes approval and execution of a cybersecurity grant administered by the Florida Digital Service, Department of Management Services for the City's Information Technology Department. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-90. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 RESOLUTION 2025-91 AUTHORIZING THE SUBMITTAL OF A T-MOBILE HOMETOWN GRANT APPLICATION FOR PARTIAL REIMBURSEMENT OF AN AMELIA RIVER WATERFRONT PLAYGROUND FEATURE: According to the agenda support documents, Resolution 2025-91 authorizes a T-Mobile Hometown Grant application to assist in funding the Amelia River Waterfront Park playground feature. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-91 as amended to apply each quarter. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

8.1 FIRST READING OF ORDINANCE 2025-03: City Attorney Pro Tem Harrison W. Poole read Ordinance 2025-03 by title only, which was as follows: “An Ordinance of the City Commission of the City of Fernandina Beach, Florida, amending the 2023 Comprehensive Plan Public Facilities element to update the City’s water supply facilities work plan in accordance with Florida Statute Section 373.709 (regional water supply planning); providing for severability; and providing for an effective date.” According to the agenda support documents, Ordinance 2025-03 the City of Fernandina Beach requests a Comprehensive Plan Text amendment to update its Water Supply Facilities Work Plan in accordance with 373.709, Florida Statutes.

Utilities Director Andre Desilet explained the City has a St. John’s River Water Management District (SJRWMD) consumptive use permit, offers leak detection calls for service, and partners with Keep Nassau Beautiful, Currently there is no rain barrel program, it’s important to promote SJRWMD watering day/hours guidelines and the use of irrigation system rain gauges.

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 Minshew, seconded by Commissioner Poynter, to approve Ordinance 2025-03. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

9. PERFORMANCE EVALUATION - CITY MANAGER: According to the agenda support documents, in accordance with Resolution 2024-190 Exhibit 1, Section 2(C): "*The*

City Manager shall have an evaluation by the City Commission after six (6) months of service and on or before October 1st annually thereafter." City manager Campbell provided a presentation highlighting the past six months of achievements.

Commissioner Minshew expressed gratitude for the City in having City Manager Campbell and praised her efforts in Tallahassee. Commissioner Minshew noted the City has much to accomplish in the next several years, acknowledged the improvement of staff professionalism, and is in support of a six-month salary increase per City Manager Campbell's contract. Vice Mayor Ayscue, Commissioner Poynter and Commissioner Tuten concurred and acknowledged City Manager Campbell who has done a great job. Mayor Antun acknowledged City Manager Campbell and looks forward to the six-twelve months. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve City Manager Campbell's six month evaluation salary increase. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

CITY MANAGER REPORTS:

PROJECTS: City Manager Campbell reported the following updates: the boat trailer parking has reopened, the waterfront park is progressing, Hickory Street restrooms have been delivered, City Attorney contract negotiations are ongoing, a dredge site visit scheduled for tomorrow has been rescheduled, the new Project Manager will start Monday June 16 and the renovation of Main Beach Putt will be going vertical soon. City Manager Campbell attended a conference last week and gave thanks for professional development support.

STAFF: City Manager Campbell and Human Resources Director Denise Matson are working together on staff customer service training to set standards by directive. Training was provided last week to over sixty employees and positive feedback was received. However, some employees have been identified as not interested in customer service improvements.

MEETING: City Manager Campbell announced a Town Hall meeting Tuesday June 24

SURVEY: City Manager Campbell announced a survey will be out this week that will provide pictures and costs associated with each concept. Poynter wants another question: how should City pay for it?

NEGOTIATIONS: City Manager Campbell reported Police Union contract negotiations are ongoing and are awaiting a response from the union, a shade meeting will take place to discuss union negotiations.

CITY CLERK REPORTS:

CONDOLENCES: City Clerk Best conveyed condolences to Suann Thamm on the recent passing of her beloved husband, Gerhardt.

MEETING: City Clerk Best announced the City Commission and Nassau County School Board (NCSB) will have a special meeting Thursday June 5 5:30pm at NCSB offices 1201

Atlantic Avenue.

CITY ATTORNEY PRO-TEM REPORTS:

COMPLAINT: City Attorney Pro-Tem Harrison W. Poole, Esq. updated the City has been served with a Federal complaint by RYAM and Weiss Serota, outside legal counsel defense, are aware of the notice.

RESPONSE: City Attorney Pro-Tem Harrison W. Poole, Esq, reported s response to resolve the Bert Harris claim act went out yesterday to CMR Island Properties, Inc. regarding the old Fred's shopping center

MAYOR/COMMISSIONER COMMENTS:

NO COMMENTS: Commissioner Poynter had no comments at this time.

AIR QUALITY: Commissioner Minshew inquired if staff review air quality issues brought up by former Vice Mayor Kreger and requested more information.

EVENT: Commissioner Minshew stated all are invited to Central Park this Saturday June 7 for the annual PRIDE parade and festival filled with fun, food and music.

RESOURCES: Commissioner Tuten addressed the public comment from Ms. Marian Phillips regarding food availability and acknowledged the City is working with food vendors and others to assist with the vulnerable population.

BEACH: Commissioner Tuten recognized the volunteer invader raiders who recently removed more than 1000 Russian thistles from the beach and encouraged anyone interested to join the volunteer group.

ACKNOWLEDGEMENTS: Commissioner Tuten acknowledged Utilities Deputy Director Juan Brown and Utilities Engineer Victoria Guadagnino for going to dune expert Frank Hoff's dune presentation. Commissioner Tuten praised and thanked Deputy City Manager Glisson for his recent efforts with the Nassau Humane Society.

NO COMMENTS: Vice Mayor Ayscue had no comments at this time.

CONDOLENCES: Mayor Antun shared condolences to Suann Thamm on the loss of her husband, Gerhardt.

MEETNG: Mayor Antun reminded of the inaugural Waterfront Advisory Board meeting Wednesday June 4 at 5PM in the chambers that will also have a live broadcast.

EVENT: Mayor Antun announced the Fernandina Beach Municipal Golf Club will host Luau on Friday June 27 6pm. RSVP are due by Monday June 23.

CONGRATULATIONS: Mayor Antun congratulated Sergeant Jim Carey upon his recent retirement after serving for 21 years in the Fernandina Beach Police Department.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting adjourned at 8:09PM.

ATTEST:

Caroline Best	James Antun
City Clerk	Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, June 17, 2025, at 6:00PM in City Hall Chambers. Present were Mayor James Antun presiding, Vice Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter, and Joyce Tuten. Also in attendance were City Clerk Caroline Best, City Attorney Pro Tem Harrison W. Poole, Esq, and City Manager Sarah Campbell. The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Antun called the meeting to order, and Commissioner Tuten led the Pledge of Allegiance to the Flag.

The invocation was given by Reverend John Kasper of Blackrock Baptist Church.

4.1 AMELIA ISLAND FERNANDINA RESTORATION FOUNDATION: Grants Administrator Lorelei Jacobs and the Amelia Island Fernandina Restoration Foundation ('AIFRF') members Wendy Langley, Phyllis Davis, Ron Kurtz, Susan Steger and Mike Spina were in attendance along with Terracon, Inc. provided an update on the Florida Department of State, Division of Historic Resources grant application in support of preparing a National Register nomination for Bosque Bello Cemetery.

4.2 BUDGET SUMMARY: Comptroller Susan Carless reviewed the May 2025 budget summary and was available to answer any questions.

4.3 PROJECT UPDATES: Deputy City Manager Jeremiah Glisson provided the following update on current and/or pending projects: welcomed Capital Project Manager Glenn Akramoff to the City's employ; Atlantic Recreation Center window replacement is substantially complete; Babe Ruth batting cages are substantially complete; the lighthouse restoration project and Putt Putt construction will begin in the next few weeks.

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

BUDGET: Richard Deem, 4104 Dunewood Place, thanked Commissioner Minshew and the Police Department for the recent pop-up event and suggested a town hall regarding the pending fiscal year budget.

NOT IN SUPPORT: Paul Lore, 11 South 7th Street, not in support of paid parking and concurred with the previous speaker regarding alternative solutions to pay for short-term investment costs.

CONCERNS: Marian Phillips suggested a review of City needs versus wants regarding expansion and spending funds.

RESOURCES: Pete Stevenson, 1627 Highland Dunes Way, expressed concern for unsolved City revenue issues related to slated costly projects, questioned where the resources would come from to fund improvements, and suggested possibly raising the millage rate or private funding.

NOT IN SUPPORT: Ruth Maestre, 11 South 7th Street, not in support of paid parking and

does not have a solution. The fear of change and ruining the current downtown vibe is concerning.

REMINDER: Marisol Troiano, 344 Tarpon Avenue, not in support of paid parking and suggested the tone of email responses from the Commission is concerning and asked for decorum and protection of downtown businesses.

NOT IN SUPPORT: Jack Imber, 1003 Broome Street, cautioned against paid parking as "political suicide" and "cultural suicide" for a small downtown and is not in support of the proposed bioethanol plant.

The following five items were on the Consent Agenda and were approved by one motion except for Item 6.2, which was removed for discussion by Commissioner Tuten.

6.1 APPROVAL OF MINUTES: According to the agenda support documents, the following Minutes were presented for approval, staff recommended approval as submitted. The Community Redevelopment Agency Meeting of April 15, 2025; the City Commission Regular Meeting of April 15, 2025; City Commission Workshop of May 6, 2025; the City Commission Regular Meeting of May 6, 2025; and the City Commission Special Meeting of May 15, 2025. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve the recommendation. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2025-93 APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.8 ACRES OF LAND LOCATED AT 1889 OAK DRIVE: According to the agenda support documents, Resolution 2025-93 authorizes the extension of water services to property located at 1889 Oak Drive: Parcel Number: 00-00-30-042D-000N-0020 and approves the Voluntary Annexation Petition.

Commissioner Tuten expressed concern for the multifamily zoning and advocated in favor of maintaining the heavily treed lot. City Manager Campbell explained the development rights are not currently known for the Nassau County property and the current zoning could potentially be changed as of now. Planning and Conservation Director Kelly Gibson gave a brief overview of the annexation process and the unknown variables concerning the county property and development and confirmed a septic system is on the property. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-93. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Commissioner Minshew:	**Aye**
Commissioner Poynter:	**Aye**
Commissioner Tuten:	**Nay**
Vice Mayor Ayscue:	**Aye**
Mayor Antun :	**Aye**

Motion carried.

6.3 RESOLUTION 2025-94 APPROVING A MUTUAL AID AGREEMENT WITH THE DEPARTMENT OF THE NAVY REPRESENTED BY NAVAL SUBMARINE BASE KINGS BAY FOR FIRE PROTECTION, EMERGENCY MEDICAL SERVICES, HAZARDOUS MATERIAL RESPONSE, AND TECHNICAL RESCUE SERVICES: According to the agenda support documents, Resolution 2025-94 approves a six-year Mutual Aid Agreement with Naval Submarine Base Kings Bay for fire protection, emergency medical services, hazardous material response, and technical rescue services at no direct cost to the City. **A motion was made by Commissioner Poynter and seconded by Commissioner Minshew, to approve Resolution 2025-94. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.4 RESOLUTION 2025-95 APPROVING THE SECOND EXTENSION OF THE AGREEMENT WITH MAULDIN & JENKINS, LLC. FOR INDEPENDENT AUDITOR SERVICES: According to the agenda support documents, Resolution 2025-95 approves the second extension of Mauldin & Jenkins, LLC. audit agreement for Fiscal Year ending September 30, 2025. **A motion was made by Commissioner Poynter and seconded by Commissioner Minshew, to approve Resolution 2025-95. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.5 RESOLUTION 2025-96 ACCEPTING A DEED OF RELEASE OF RESTRICTIONS FROM THE FEDERAL AVIATION ADMINISTRATION (FAA) FOR SURPLUS PROPERTY; APPROVING A REVISED QUITCLAIM DEED FOR THE SALE OF SURPLUS AIRPORT LAND KNOWN AS "CESSNA LANE" RUNNING NORTH AND PERPENDICULAR TO AIRPORT ROAD AND BISECTING PRIVATE PROPERTY WITH NO FURTHER USEFUL PURPOSE TO THE CITY: According to the agenda support documents, Resolution 2025-96 accepts the FAA's release of federal obligations and approves the revised quitclaim deed for the property known as "Cessna Lane" to First Coast Moving and Storage Co., as well as the associated aviation easement protecting the future rights and powers of the Airport. **A motion was made by Commissioner Poynter and seconded by Commissioner Minshew, to approve Resolution 2025-96. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 RESOLUTION 2025-97 APPROVING AN EMPLOYMENT AGREEMENT WITH TERESA L. PRINCE FOR FULL-TIME EMPLOYMENT AS CITY ATTORNEY: According to the agenda support documents, Resolution 2025-97 approves the City Attorney Employment Agreement with Teresa Prince for full-time employment. **A motion was made by Vice Mayor Ayscue, seconded by Mayor Antun, to approve Resolution 2025-97. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Commissioner Minshew:	**Nay**
Commissioner Poynter:	**Nay**
Commissioner Tuten:	**Aye**
Vice Mayor Ayscue:	**Aye**
Mayor Antun :	**Aye**

Motion carried.

7.2 RESOLUTION 2025-98 APPROVING THE AXON ENTERPRISE, INC. SINGLE/SOLE SOURCE PURCHASE FOR TASERS IN THE AMOUNT OF $231,109.86 OVER FIVE YEARS BEGINNING IN FISCAL YEAR 2025/2026: According to the agenda support documents, Resolution 2025-98 approves a sole source purchase with Axon Enterprise, Inc. for Police Department lasers, in the amount o/$231,109.86 over the next five years. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-98. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 RESOLUTION 2025-99 AUTHORIZING U.S. BUREAU OF NOTICE GRANT ACCEPTANCES FROM THE PATRICK LEAHY BULLETPROOF VEST PARTNERSHIP PROGRAM AND EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT #D-6NO67: According to the agenda support documents, Resolution 2025-99 accepts the Patrick Leahy Bulletproof Vest Partnership Program grant from the US. Bureau of Justice Assistance, in the amount of $9,218.11, and accepts the Edward Byrne Memorial Justice Assistance Grant #D-6N067. **A motion was made by Commissioner Poynter and seconded by Commissioner Minshew, to approve Resolution 2025-99. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.4 RESOLUTION 2025-100 AUTHORIZING GRANTAPPLICATION SUBMISSION TO THE FLORIDA CHIEF FINANCIAL OFFICER (CFO), STATEFIRE MARSHALL, FLORIDA FIREFIGHTER CANCER DECONTAMINATION EQUIPMENT GRANT PROGRAM (FFCDEGP): According to the agenda support documents, Resolution 2025-100 authorizes the preparation of and application to the CFO - State Fire Marshall – Florida Firefighter Cancer Decontamination Equipment Grant Program (FFCDEGP) for the purchase of a Diesel Exhaust Extraction System for Fire Station 1. **A motion was made by Commissioner Minshew and seconded by Commissioner Poynter, to approve Resolution 2025-100. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.5 RESOLUTION 2025-101 APPROVING A FISCAL YEAR 2026/2027 GRANT APPLICATION TO FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) RESILIENT FLORIDA PROGRAM FOR CONSTRUCTION OF SEAWALL: According to the agenda support documents, Resolution 2025-101 authorizes grant application to FDEP Resilient Florida in Fiscal Year 2026/2027 for downtown seawall construction. **A motion was made by Commissioner Minshew and seconded by Commissioner Poynter, to approve Resolution 2025-101. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.6 RESOLUTION 2025-102 APPROVING SUBMISSION OF A REQUEST FOR INCLUSION ON THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION'S (FDEP) CLEAN WATERPRIORITY LIST AS A FIRST STEP TOWARDS QUALIFYING FOR A FEDERALLY SUPPORTED CLEAR WATER STATE REVOLVING FUND (CWSRF) ZERO INTEREST LOAN WITH 50% LOAN FORGIVENESS FOR WASTEWATER TREATMENT IMPROVEMENTS**.** According to the agenda support documents, Resolution 2025-102 authorizes submission for a Request for Inclusion on the FDEP's Clean Water Priority List as a required initial step toward potentially qualifying for Federal and State Revolving Funding for Wastewater Treatment

Improvements. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-102. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried**.

7.7 RESOLUTION 2025-103 APPROVING A MEMORANDUM OFUNDERSTANDING WITH JACKSONVILLE TRANSPORTATION AUTHORITY TO ESTABLISHA PILOT SEASONAL TROLLEY SERVICE: According to the agenda support documents, Resolution 2025-103 approves the Memorandum of Understanding between the City of Fernandina Beach and Jacksonville Transportation Authority ("JTA") for a pilot seasonal trolley service, running daily from 9:00AM - 11:00PM, June through mid-September, on a fixed loop from downtown to beach parks to support worker commutes and provide residents car-free access to essential services, downtown, and beaches, in an amount not to exceed $175,000**. A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-103. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Vice Mayor Ayscue:	**Aye**
Mayor Antun:	**Aye**
Commissioner Poynter:	**Aye**
Commissioner Tuten:	**Aye**
Commissioner Minshew:	**Nay**

Motion carried.

7.8 RESOLUTION 2025-104 APPROVING BLACKWATER CONSTRUCTION SERVICES, LLC CHANGE ORDER NO. 14 FOR FIRE STATION NO. 2 MISCELLANEOUS DEDUCTIONS AND ADDITIONS IN THE AMOUNT OF $45,908.58: According to the agenda support documents, Resolution 2025-104 approves Blackwater Construction Services, LLC Change Order No.14 for Fire Station No. 2 miscellaneous deductions and additions in the amount of $45,908.58. **A motion was made by Commissioner Poynter and seconded by Commissioner Minshew, to approve Resolution 2025-104. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.9 RESOLUTION 2025-105 APPROVING KIMLEY-HORN AND ASSOCIATES, INC. CHANGE ORDER NO. 1 FOR THE WATERFRONT RESILIENCY ENGINEERING, DESIGN, AND PERMITTING PROJECT FOR ADDITIONAL SERVICES RELATING TO AN EXPANSION OF THE PROJECT LIMITS IN THE AMOUNT OF $216,280.00; APPROVING BUDGET TRANSFERS: According to the agenda support documents, Resolution 2025-105 approving Kimley-Horn and Associates, Inc. Change Order No. 1, in the amount of $216,280.00 and accompanying budget transfers due to the need to redesign portions of the bulkhead system based on feedback from staff and permitting entities. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-105. Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Vice Mayor Ayscue:	**Aye**
Mayor Antun:	**Aye**
Commissioner Poynter:	**Aye**

Commissioner Tuten: Nay
Commissioner Minshew: Nay

Motion carried.

CITY MANAGER REPORTS: City Manager Campbell reported the waterfront park footers have been poured for the restroom building and pavilion, Putt Putt is progressing nicely.

BUDGET: City Manager Campbell is working with Comptroller Susan Carless on 2025/2026 and there will be departmental cuts, however public workshops are scheduled for August.

MEETING: City Manager Campbell reported the upcoming Town Hall meeting agenda will begin with discussion on Brett's Waterway Café and paid parking; public comment will follow each topic. The survey regarding the redevelopment of Brett's is available on several platforms and over 600 responses have been received to date.

LEGISLASTION: City Manager Campbell is awaiting word on an appropriation in the state budget by July 1.

CITY ATTORNEY PRO TEM REPORTS:

UPDATE: City Attorney Pro-Tem Harrison W. Poole, Esquire reported newly appointed City Attorney Teresa Prince is being briefed and will continue to be brought up to speed on prior to her start date on August 4.

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

MAYOR/COMMISSIONER COMMENTS:

VISIT: Commissioner Minshew recently visited Republic Recycling and assured that recycling is not going into the trash and is being processed and encouraged all to do better by cleaning and separating recyclables. Commissioner Tuten also attended the recycling visit and reiterated the importance of separating trash from recycling.

EVENT: Commissioner Tuten attended the recent Sea Turtle Lighting symposium led by the Planning department and applauded the remarkable turnout.

MEETING: Vice Mayor Ayscue has a conflict and will not attend the June 24 Town Hall meeting.

EVENTS: Mayor Antun announced the annual Cross the Line paddle will take place Saturday June 21 at 7am. National Clean Marina Day is also Saturday June 21 9:30-12:30p to include t-shirts, water and snacks. The Fernandina Beach Municipal Golf Course is hosting a Luau Friday June 27 at 6pm. RSVP by June 23.

CONDOLENCES: Mayor Antun expressed condolences to the Burkett family on the recent loss of their patriarch, Wallace.

MEDIA: Filming will take place Wednesday June 25 for a segment of "For Your Neighborhood" by News4Jax.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 9:16PM.

ATTEST:

Caroline Best
City Clerk

James Antun
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Workshop on Tuesday, July 1, 2025, at 5:00PM in the City Hall Chambers. Present were Mayor James Antun presiding, Vice Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter and Joyce Tuten. Also present were City Clerk Caroline Best, City Attorney Pro-Tem Harrison W. Poole, Esq., and City Manager Sarah Campbell.

The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Antun called the meeting to order, and Vice Mayor Ayscue led the Pledge of Allegiance to the Flag.

4.1 OASIS MARINA LLC - MARINA MANGAGEMENT AGREEMENT: According to the agenda support documents, Resolution 2020-165 approved a five-year Marina Management Agreement and Dockhouse lease (retail store) with Oasis Marina LLC. This agreement expires December 1, 2025. This item was placed on the agenda by City staff to obtain direction on the next steps with the management of the Fernandina Harbor Marina.

Deputy City Manager Jeremiah Glisson gave a presentation and overview of Oasis Marina Management and the terms of the agreement. Oasis Marina Management will remain in place for another year during dock reconstruction. Recently, $4,000,000 in state grant funding was secured in the signed 2025–2026 Florida budget for construction of the flood prevention wall on the river. The Commission approved applying for a $7,000,000 line of credit to help finance future riverfront upgrades. Commissioners have also agreed to $266,000 in funding for Passero Associates to continue work on the Marina rebuild. Marina General Manager Cathy Chapman and Oasis Marina Regional Manager Suzanne Close-Jasenak explained the website, software, operational applications and marketing. Further exploratory discussion ensued for further clarity. ***The consensus of the City Commission was to continue the agreement for Oasis Marinas to manage.***

4.2 **B**RETT'S WATERWAY CAFE - DEMOLITION & REDEVELOPMENT NEXT STEPS: According to the agenda support documents, Resolution 97-72 and 2019-161 approved a forty-year lease agreement with Centre Street Restaurant Group LTD (Brett's Waterway Café) which expires December 1, 2025. The City Commission set this project as the top priority in the 2025 Visioning Session as subsequently adopted by Resolution 2025-50. This item was placed on the agenda by City staff to obtain direction on the next steps in the redevelopment of the Brett's area. Deputy City Manager Glisson gave a brief overview and explanation of funding and costs. Discussion and questions ensued amongst the Commission. Passero & Associates Chief Executive Officer Andrew Holesko, P.E. Leona Lewis and Senior Engineer Chris LaPorta offered an explanation and answered questions regarding the demolition. Discussion ensued regarding options, costs and logistics.

5. PUBLIC COMMENT: The following individuals spoke to this item:

NOT IN SUPPORT: Mike Sharpe, 130 North 9th Street, not in support of the Oasis agreement and suggested revisiting expenses and asked the Commission to consider more decking.

NOT IN SUPPORT: Wolfgang Link, 2116 Cedar Street, a Marina tenant for the past twelve years, does not believe Oasis is contributing anything to the marina and is in support of City management of

the marina. Mr. Link gave a brief presentation on the seawall and offered suggestions for better flow and accessibility.

SUGGESTIONS: Kevin McCarthy, 1701 Clinch Drive, Amelia River Cruises owner, advocated for increasing flow as his business is affected the most. Oasis Marina Management seemed to be the right choice initially however the local staff are what make the marina operational.

EVENT: Scott Inglis, 61 Oak Grove Place, Shrimp Festival Chairman, expressed concerns related to the timing of slated Marina improvements as they relate the annual Isla of Eight Flags Shrimp Beat Festival, requested Lot C and D removal and rebuild be kept to a minimum and construction not take place during a time that would negatively impact the festival.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 5:59 PM.

ATTEST:

_____
Caroline Best
City Clerk

_____
James Antun
Mayor-Commissioner

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, July 1, 2025, at 6:00PM in City Hall Chambers. Present were Mayor James Antun presiding, Vice-Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter, and Joyce Tuten. Also in attendance were City Clerk Caroline Best, City Attorney Pro Tem Harrison W. Poole, Esq, and City Manager Sarah Campbell. The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Antun called the meeting to order, and Commissioner Tuten led the Pledge of Allegiance to the Flag.

The invocation was given by Reverend Bernard Thompson of New Zion Missionary Baptist Church

4.1 NASSAU HUMANE SOCIETY: Nassau Humane Society Executive Director Chantel Scherer presented four-month-old Whitaker, a mixed breed puppy, as the "City Commission Dog of the Month." Whitaker is available along with numerous other adoptable pets at 639 Airport Road.

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

COMMENDATION: Pete Stevenson, 1627 Highland Dunes Way, wished all a Happy 4th of July and commended the Commission and staff for the successful town hall.

PLAN: Mac Morriss, 821 Park View Place East, offered a management plan and suggested a management plan for costly infrastructure repairs and improvements and sending the paid parking initiative to referenda to let voters decide.

BIOETHANOL: Jack Imber, 1003 Broome Street, distributed a handout that maligns City leaders and those not in support of the proposed bioethanol plant. Mr. Imber thanked the Commission for their leadership and expressed appreciation for their service to the community.

BUDGET: Roger Morenc, 230 South 8th Street, expressed appreciation for the opportunity to address the Commission regarding paid parking and the proposed budget and asked for clarification on budget cuts and seemingly excessive spending.

NOT IN SUPPORT: Paul Lore, 11 South 7th Street, concurred with Mr. Morenc and is not in support of paid parking and suggested reviewing cutting back on

The following three items were on the Consent Agenda and were approved with one motion:

6.1 RESOLUTION 2025-106 APPROVING A LAW ENFORCEMENT MUTUAL AID AGREEMENT WITH THE FLORIDA GAMING CONTROL COMMISSION, DIVISION OF GAMING ENFORCEMENT; AUTHORIZING ADMINISTRATIVE

CORRECTION OF SCRIVENER'S ERRORS: According to the agenda support documents, Resolution 2025-106 approves a Mutual Aid Agreement with the Florida Gaming Control Commission, Division of Gaming Enforcement to combat illegal gambling. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-106. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2025-107 APPROVING AN EASEMENT AGREEMENT WITH FLORIDA PUBLIC UTILITIES COMPANY TO CONSTRUCT AND MAINTAIN A POWER LINE ON AIRPORT PROPERTY: AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: According to the agenda support documents, Resolution 2025-107 grants Florida Public Utilities Company ("FPUC") an easement on Airport property to construct and maintain a power line to service new hangar development adjacent to Jamestown Road. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-107. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 RESOLUTION 2025-108 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; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: According to the agenda support documents, Resolution 2025-108 is a donation of Unit #1802, a 2018 Ford Explorer, to the Nassau County School Board. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-108. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 RESOLUTION 2025-109 APPROVING THE SINGLE/SOLE SOURCE PANASONIC CONNECT PURCHASE AGREEMENT FOR A TOUGHBOOK SUBSCRIPTION FOR THE FIRE AND POLICE DEPARTMENTS FOR A PERIOD OF FIVE YEARS BEGINNING IN FISCAL YEAR 2025/2026: AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: According to the agenda support documents, Resolution 2025-109 approves a five-year single/sole source purchase with Panasonic Connect for the Toughbooks and accessories in the amount of $71,585.02 annually; $45,867.39 (Police Department) $25,717.63 (Fire Department**). A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-109. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.2 RESOLUTION 2025-110 APPROVING PASSERO ASSOCIATES, LLC WORK ORDER 25-115A FOR PHASE 1 OF THE AMELIA RIVERFRONT RESTAURANT DEMOLITION AND REDEVELOPMENT IN AN AMOUNT NOT TO EXCEED $266,290; APPROVING A BUDGET TRANSFER; AUTHORIZING EXECUTION; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS AND THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: According to the agenda support documents, Resolution 2025-110 approves Passero Associates, LLC Work Order 25-115A for the completion of design, engineering, permitting, and bid services for

the demolition of the Amelia Riverfront Restaurant in an amount not to exceed $266,290. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-110. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 RESOLUTION 2025-111 DECLARING ITS OFFICIAL INTENT TO REIMBURSE CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE PROJECT (AS DEFINED HEREIN) WITH PROCEEDS OF A FUTURE TAX-EXEMPT FINANCING; AUTHORIZING CERTAIN INCIDENTAL ACTIONS; PROVIDING FOR ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: According to the agenda support documents, Resolution 2025-111 is a reimbursement in anticipation of potential future borrowing to finance redevelopment, construction and equipping of certain capital improvements, including demolition and clearance of the City-owned dock and facilities located at 1 South Front Street. This Resolution does not obligate the City to incur a debt obligation in the future; it offers flexibility by preserving the City's ability to tax-exempt finance certain prior to capital expenditures, so liquidity can be replenished most cost-effectively. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-111. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.4 RESOLUTION 2025-112 APPROVING THOMAS & HUTTON CHANGE ORDER NO. 1 FOR COSTS ASSOCIATED WITH THE ADDITIONAL SCOPE OF SERVICES FOR THE AREA 6 STORMWATER IMPROVEMENTS PROJECT IN THE AMOUNT OF $154,725.00 AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: According to the agenda support documents, Resolution 2025-112 approves Thomas & Hutton Change Order No. 1, in an amount not to exceed $154,725.00, for costs associated with the Area 6 Stormwater Improvements project approved by Resolution 2023-28. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-112. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.5 RESOLUTION 2025-113 APPROVING A PROPOSAL FROM BLD SERVICES, LLC IN AN AMOUNT NOT TO EXCEED $113,300 FOR THE REHABILITATION OF PORTIONS OF THE CITY'S GRAVITY SEWER SYSTEM (PROJECT #25031) BY WAY OF A "PIGGYBACK" AGREEMENT TO THE CONTRACT WITH THE CITY OF BOCA RATON, FLORIDA; APPROVING PROJECT FUNDING REALLOCATION; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: According to the agenda support documents, Resolution 2025-113 approves the proposal from BLD Services, LLC to perform CIPP lining rehabilitation services for sanitary sewer lines in an amount not to exceed $113,300 by way of piggyback agreement to City of Boca Raton, Florida Contract #2022-021 and project funding reallocation to cover the cost. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-113. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

CITY MANAGER REPORTS:

RECOMMENDATION: City Manager Campbell recommended, and a consensus was achieved to have the City Commission use the July 15 City Commission CRA Workshop to interview the three firms that have submitted paid parking proposals.

UPDATE: City Manager Campbell reported a meeting with Fire Chief Holmes regarding life safety rings that would cost approximately $500 per location. The Marine Corps Auxiliary proposed adding three stations that with life safety vests that are potentially a better option; opportunities to fund raise and invite sponsorships will be available to invest in more beach stations.

CITY ATTORNEY PRO TEM REPORTS:

NEW LAWS: Interim Pro Tem Attorney Harrison W. Poole, Esq. reported that as of July 1 numerous new state laws are in effect and a relevant review summary will be forthcoming from City Paralegal Katie Newton.

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

MAYOR/COMMISSIONER COMMENTS:

ACKNOWLEDGEMENTS: Vice Mayor Ayscue acknowledged State Senator Clay Yarborough, Representative Dean Black, State Appropriations Chair Ed Hooper, Lobbyist Buddy Jacobs and Grants Administrator Lorelei Jacobs, City Manager Campbell and City staff for their efforts in procuring $4,000,000 for the seawall project.

EVENT: Vice Mayor Ayscue reminded all about the impending July 4 holiday and recognized Light Up Amelia and Florida Public Utility (FPU) for partnering to present a celebratory fireworks display.

THANK YOU: Commissioner Tuten thanked the Police Auxiliary for their efforts to make events safe.

RECOGNITION: Commissioner Tuten recognized the Parks and Recreation department and thanked staff for the beautification of Egans Creek Park and Greenway.

UPDATE: Commissioner Tuten reported the Utility Billing department has a new free online payment system.

DONATION: Commissioner Tuten recognized Honey Done, LLC for donating 130 hours to refurbish memorial park benches downtown.

EVENTS: Commissioner Tuten reminded of the upcoming July 4th festivities and wished happy birthday to her brother who will celebrate on the holiday.

Keep Nassau Beautiful will host a beach cleanup on July 5 at Main Beach, Peter's Point and Seaside; all are welcome to participate.

THANK YOU: Commissioner Minshew attended the recent Fire Department Recognition event and recognized and thanked staff for the honor.

CONDOLENCES: Commissioner Poynter expressed heartfelt condolences on the passing of Suanne Thamm a local icon, journalist and founder of the Fernandina Observer news. Mayor Antun echoed condolences and announced services for Ms. Thamm will be held July 22 11am at Jacksonville National Cemetery 4083 Lannie Road.

KUDOS: Mayor Antun gave kudos to all who participated in removing upwards of 50lbs of trash on National Clean Marina Day.

HOLIDAY: Mayor Antun reported festivities downtown will take place Friday July 4 6pm. Fireworks will begin at 9pm.

APPRECIATION: Mayor Antun expressed appreciation for local businesses who have participated in downtown initiatives and encouraged all to visit Pocket Park.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 7:17PM.

ATTEST:

Caroline Best
City Clerk

James Antun
Mayor-Commissioner

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2025-138
Lease Assignment - Habitat for Humanity of Jacksonville, Inc.

ITEM TYPE: Resolution (w/o fiscal impact)

REQUESTED ACTION: Consider Resolution 2025-138.

SYNOPSIS: The City of Fernandina Beach is engaged in leasing rental space to non-profit tenants in the Peck Center. Nassau Habitat for Humanity, Inc.'s has been a long-time tenant of Suite 115, recently renewing of its lease in October 2024 via Resolution 2024-208;

Nassau Habitat for Humanity, Inc. recently merged with Habitat for Humanity of Jacksonville, Inc., with Habitat for Humanity of Jacksonville, Inc as the surviving entity. The organization wishes to continue utilizing the space by assigning the Lease, which is permitted upon approval of the City Commission.

FISCAL IMPACT: Lease rates remain the same.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2025-138.

Scott Mikelson, Parks and Recreation Director	07/31/2025
Kimberly Elliott-Briley, Deputy City Clerk	08/06/2025
Jeremiah Glisson, Deputy City Manager	08/07/2025
Sarah Campbell, City Manager	08/08/2025
Teresa Prince, City Attorney	08/11/2025
Katie Newton, Paralegal	08/11/2025

Katie A Newton

Date: July 24, 2025

Submitted By: Katie Newton, Paralegal

COMMISSION ACTION: Adopt

RESOLUTION 2025-138

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, CONSENTING TO THE ASSIGNMENT AND ASSUMPTION OF LEASE AGREEMENT FOR PROPERTY OWNED BY THE CITY OF FERNANDINA BEACH AT THE PECK CENTER FROM NASSAU HABITAT FOR HUMANITY, INC, TO HABITAT FOR HUMANITY OF JACKSONVILLE, INC; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach is engaged in leasing rental space to non-profit tenants in the Peck Center; and

WHEREAS, the City Commission approved Nassau Habitat for Humanity, Inc.'s renewal of its lease of Suite 115 in October 2024 via Resolution 2024-208;

WHEREAS, Nassau Habitat for Humanity, Inc. recently merged with Habitat for Humanity of Jacksonville, Inc., with Habitat for Humanity of Jacksonville, Inc as the surviving entity. The organization wishes to continue utilizing the space by assigning the Lease; and

WHEREAS, the Lease permits assignment upon approval of the City Commission.

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

SECTION 1. The City Commission hereby the consents to the Assignment of Lease for Suite 115 at the Peck Center from Nassau Habitat for Humanity, Inc., to Habitat for Humanity of Jacksonville, Inc. as per Section 19 of the Lease.

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

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

ADOPTED this 19th day of August, 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Docusign Envelope ID: CB30CF43-634C-42F9-A2AD-51E5A7FAED42

ARTICLES OF MERGER

(Not for Profit Corporations)

The following articles of merger are submitted in accordance with the Florida Not For Profit Corporation Act, pursuant to section 617.1105, Florida Statutes.

First: The name and jurisdiction of the **surviving** corporation:

Name	Jurisdiction	Document Number (If known/ applicable)
Habitat for Humanity of Jacksonville, Inc.	Florida	N25616

Second: The name and jurisdiction of each **merging** corporation:

Name	Jurisdiction	Document Number (If known/ applicable)
Nassau Habitat for Humanity, Inc.	Florida	N92000000592

Third: The Plan of Merger is attached.

Fourth: The merger shall become effective on the date the Articles of Merger are filed with the Florida Department of State

OR 1 / 1 / 2025 (Enter a specific date. NOTE: An effective date cannot be prior to the date of filing or more than 90 days after merger file date).

Note: If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

(Attach additional sheets if necessary)

Docusign Envelope ID: CB30CF43-634C-42F9-A2AD-51E5A7FAED42

Fifth: **ADOPTION OF MERGER BY SURVIVING CORPORATION**
(COMPLETE ONLY ONE SECTION)

SECTION I
The plan of merger was adopted by the members of the surviving corporation on N/A.
The number of votes cast for the merger was sufficient for approval and the vote for the plan was as follows: _____ FOR _____AGAINST

SECTION II
(*CHECK IF APPLICABLE*) The plan or merger was adopted by written consent of the members and executed in accordance with section 617.0701, Florida Statutes.

SECTION III
There are no members or members entitled to vote on the plan of merger.
The plan of merger was adopted by the board of directors on November 25, 2024. The number of directors in office was 19. The vote for the plan was as follows: 14 FOR 0 AGAINST

Sixth: **ADOPTION OF MERGER BY MERGING CORPORATION(s)**
(COMPLETE ONLY ONE SECTION)

SECTION I
The plan of merger was adopted by the members of the merging corporation(s) on N/A
_____. The number of votes cast for the merger was sufficient for approval and the vote for the plan was as follows: _____ FOR _____AGAINST

SECTION II
(*CHECK IF APPLICABLE*) The plan or merger was adopted by written consent of the members and executed in accordance with section 617.0701, Florida Statutes.

SECTION III
There are no members or members entitled to vote on the plan of merger.
The plan of merger was adopted by the board of directors on July 24, 2024. The number of directors in office was 15. The vote for the plan was as follows: 13 FOR 0 AGAINST

Docusign Envelope ID: CB30CF43-634C-42F9-A2AD-51E5A7FAED42

Seventh: SIGNATURES FOR EACH CORPORATION

Name of Corporation	Signature of the chairman/ vice chairman of the board or an officer.	Typed or Printed Name of Individual & Title
Habitat for Humanity of Jacksonville, Inc.	DocuSigned by: Monte Walker 2061ED2C390646A...	Monte Walker, as President
Nassau Habitat for Humanity, Inc.	Signed by: Carol A. Bolton 5A02E5717A5D4D8...	Carol A. Bolton, as Executive Director

RESOLUTION 2024-208

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THREE LEASE AGREEMENTS BETWEEN NON-PROFIT ORGANIZATIONS AND THE CITY OF FERNANDINA BEACH FOR RENTAL SPACE AT THE PECK CENTER; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach is engaged in leasing rental space to non-profit tenants in the Peck Center; and

WHEREAS, Amelia Island Book Festival, Episcopal Children's Services, and Nassau Habitat for Humanity have been leasing various suites at the Peck Center which leases have since expired; and

WHEREAS, all parties wish to renew the leases according to the terms listed in the attached Lease Agreements (Exhibit A, Exhibit B and Exhibit C). The renewed Lease Agreements begin October 1, 2024, and will expire on September 30, 2025; and

WHEREAS, funds in the amount of $14,740.59 annually will be deposited into the General Fund, Peck Rents - Non Taxable account, 001 34722.

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

SECTION 1. The City Commission hereby approves Lease Agreements with Amelia Island Book Festival (Exhibit A), Episcopal Children's Services (Exhibit B) and Nassau Habitat for Humanity (Exhibit C), for one year beginning October 1, 2024, and ending September 30, 2025.

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

SECTION 3. This Resolution is effective immediately upon its final passage.

ADOPTED this 15th day of October, 2024.

ATTEST:

Caroline Best
_____
CAROLINE BEST
City Clerk

CITY OF FERNANDINA BEACH

Bradley M. Bean
_____
BRADLEY M. BEAN
Mayor – Commissioner

APPROVED AS TO FORM & LEGALITY:

_____
TAMMI E. BACH
City Attorney

LEASE AGREEMENT

THIS LEASE AGREEMENT hereinafter referred to as "Agreement", by and between the **CITY OF FERNANDINA BEACH, FLORIDA,** a municipal corporation, hereinafter referred to as "Lessor," and **Amelia Island Book Festival,** a Florida Non for Profit Corporation, and its assigns, hereinafter referred to as "Lessee", or "Tenant".

W I TN E S S E TH:

WHEREAS, the said Lessor desires to demise, lease and rent unto the Lessee, and the said Lessee desires to rent and lease from Lessor space located at 516 S. 10th Street, Suite 116, Fernandina Beach, Florida, described as Suite 116, together with all improvements thereon and appurtenant rights thereto including, without limitation, parking areas, easements, declarations and rights of way; and

WHEREAS, the Building is the structure located at 516 South 10th Street that contains approximately twenty nine thousand three hundred and eighty (29,380) rentable square feet and the leased premises shall consist of approximately two hundred eight (208) rentable square feet (collectively, the "Premises"), and includes without limitation, all heating, venting, air conditioning, mechanical, electrical, elevator and plumbing systems, roofs, walls, foundations, fixtures, and nonexclusive parking spaces, including legally required handicap-striped spaces, all such parking is provided by Lessor at no additional cost.

NOW, THEREFORE, for and in consideration of the mutual covenants, promises and agreements herein contained, the Lessor does hereby demise, lease and rent unto the said Lessee and the Lessee does hereby rent and lease from the Lessor the Premises, under and pursuant to the following terms and conditions:

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

I. Term. This Lease shall be effective on October 1, 2024, (the "Effective Date") and shall expire on September 30, 2025 (the "Termination Date"), unless renewed as hereinafter provided (the "Term"). Each twelve (12) month period beginning on the Effective Date or any anniversary thereof shall hereinafter be called a "Lease Year."

2. Rent. Lessee agrees to pay as an initial annual base rent ("Rent") of one thousand eight hundred sixty-five and seventy-six cents ($1865.76) based on a $8.97 per rentable square foot. Thereafter, the Rent shall be adjusted annually in accordance with Section 3 herein below.

(a) Lessee shall pay Rent in the amount of one hundred fifty-five and forty-eight cents ($155.48) per month in advance on the first day of each calendar month, such monthly installment to be prorated for any partial calendar month in which the Effective Date or Termination Date shall occur. Rent shall be payable without demand by the Lessor, and shall be subject to sales tax, unless Lessee provides Lessor with proof of tax-exempt status. All amounts (unless otherwise provided herein) other than the Rent and the adjustments thereto described in Section 3 hereof owed by Lessee to Lessor hereunder shall be deemed additional rent.

(b) Except as otherwise provided in this Lease, it is the intention of the parties that the Lessor shall receive the rents, additional rents, and all sums payable by the Lessee under this Lease free of all taxes, expenses, charges, damages and deductions of any nature whatsoever (except as otherwise provided hereinafter) and the Lessee covenants and agrees to pay all sums (including rent taxes) which

except for this Lease would have been chargeable against the Premises and payable by the Lessor, unless the Lessor provides Lessor with proof of tax exempt status.

3. Annual Rent Adjustments.

(a) The annual Rent shall be subject to an annual increase per Lease Year, on the anniversary of the Effective Date as set forth herein. Lessee shall automatically increase said payments, without formal notification by the Lessor that such increase is due. The rental rate shall be adjusted each lease year based on change in Consumer Price Index (CPI) - All Urban Consumers South Urban Region - All Items (base year 1982-84=100), as published by the United States Department of Labor - Bureau of Labor Statistics. Such CPI change will be computed each year using the July index prior to the Effective Date and any change will be implemented and effective with the onset of a new Lease Year.

(b) Delinquency In Payment Of Rent. Delinquency Charge. A delinquency charge of one and one-half percent (1-1/2%) per month shall be added to any rental payment, which is rendered more than ten (I 0) days delinquent.

(c) Place of Payment. All payments due Lessor from Lessee shall be made payable to the City of Fernandina Beach, and delivered or mailed to 1180 South 5th St. Extension, Fernandina Beach, Florida 32034, attention Utility Billing. All payments of rent shall be made when due, without any statement or specific invoice required.

4. Renewals.

(a) If the Lessee is not in default on the terms and conditions of the lease, including but not limited to the payment of rent, and has not been in default on the terms and conditions of the lease within the past year, the Lease may be renewed and extended with the written mutual agreement of both parties. The City/Lessor reserves the right to make changes to the terms and conditions of this lease including the right of Lessor to collect additional rent, and the cost for common area maintenance and operating expenses after the initial one (1) year term of this lease. The option to renew this Lease shall be for four (4) additional periods of one (1) year each, next immediately ensuing after the expiration of the initial Term of this Lease and the subsequent renewal periods by notifying Lessor in writing not less-than ninety (90) days before the expiration of the immediately preceding initial Term or subsequent renewal Term of this Lease of the Lessee's intention to exercise its option to renew, but Lessee shall have no option to extend this Lease beyond four (4) renewal periods of one (1) year each after the initial Term. In the event that Lessee so elects to extend this Lease, then, for such extended period of the Term, all of the terms, covenants and conditions of this Lease shall continue to be, and shall be, in full force and effect during such extended period of the Term hereof.

5. Condition of Premises. Lessee agrees that they have inspected the Leased Premises, and agree to accept the Premises in the current as-is condition.

6. Use of Premises. Lessee may occupy and use the Premises during the Term for purposes of the operation of a not for profit public education, treatment and training business focusing on substance abuse, and such other purposes as shall be permitted by applicable law, ordinances and regulations, provided other permitted uses do not conflict with the uses of any other tenants in the

Building. Lessee may operate during such days and hours as Lessee may determine, without the imposition of minimum or maximum hours of operation by Lessor and Lessee shall have access to the Premises, and may operate, up to 24 hours per day, seven (7) days per week, and 365 days per year. Lessor represents and warrants that the Premises may be used by Lessee for the use stated hereinabove under applicable laws, ordinances, rules and regulations ("Laws") including, without limitation, zoning Laws. In the event at any time after the Effective Date of this Lease the use of the Premises as a Licensed Daycare and Preschool becomes illegal by reason of acts not within Lessee's control, notwithstanding any other permitted uses, the Lessee may terminate this Lease and thereafter neither party shall have any obligations-hereunder after the date of termination.

7. The parties agree that this agreement shall be construed as a "Lease Agreement" and Lessee shall not engage in any business on the Premises other than those services specified in section 6 above.

8. Lessee shall comply with all federal, state, county, City and local laws, rules, codes and regulations that may apply to the conduct of the business contemplated herein.

9. Lessee shall not cause or permit to occur:

(a) Any violation of any federal, state or local law, ordinance or regulation now or later enacted, related to environmental conditions on, under, or about the Premises, or arising from Lessee's use or occupancy of the Premises, including, but not limited to, soil and ground water conditions; or

(b) The use, generation, release, manufacture, refining, production, processing or disposal of any hazardous substance on, under, or about the Premises.

10. Lessee's obligations under Section 2, 3, 14 and 15 of this Agreement shall survive the expiration or termination of this Agreement or any renewal thereof.

11. During the term of this Agreement, Lessee shall have the right, at its expense, to place in or on the Premises, a sign or signs identifying Lessee. Said sign or signs shall be of a size, shape and design, and at a location or locations, approved and permitted by Lessor and in conformance with any overall directional graphics or sign program established by Lessor. Lessee shall also comply with any sign code regulations and obtain all permits required. Lessor's approval shall not be unreasonably withheld. Notwithstanding any other provision of this Agreement, said sign(s) shall remain the property of Lessee. Lessee shall remove, at its expense, all lettering, signs and placards so erected on the Premises at the expiration of the term of this Agreement, or any extension term.

12. Leasehold Improvements. Lessee shall not make any structural changes, additions, removal or improvements to the Premises without first obtaining Lessor's written consent or approval of such changes.

(a) Any such Lessor-approved improvements made by Lessee shall remain the property of the Lessee until the expiration or termination of this Lease at which time such improvements shall become the property of Lessor. Lessee shall at all times maintain all improvements

constructed on the Premises in good condition.

(b) Lessee shall not permit any mechanic's or other liens to be placed upon the Premises, at any time, in connection with any such leasehold improvements.

13. Damage to Property. Lessee shall be responsible for all damage to property, real or personal, located on, in, or about the Premises, or public use areas damaged as a result of the Lessee, its agents, clients, contractors, employees or representative's negligence, misuse, or abuse. In the event the Lessee does not promptly repair any damaged property, for which the Lessee is responsible, the Lessor reserves the right to make such repairs at Lessee's expense, which shall become due and payable as part of the Lessee's next monthly rental payment. Such repairs shall be charged to Lessee at 115% of cost to Lessor. Lessee shall immediately report any damage caused to the Premises to the City Manager's Office.

14. Premises Maintenance, Repair, and Upkeep. The Lessee shall maintain the Premises in a neat and orderly condition. Lessee shall not commit, nor allow to be committed, any waste on the Premises, create or allow any nuisance to exist on the Premises, or use or allow the Premises to be used for any unlawful purpose or unsafe purpose. The Lessee shall, at its sole cost and expense, maintain and keep the Premises in good repair and make all repairs necessary to keep and maintain such space of the Premises, including all improvements thereon, in good condition so as to present an attractive appearance. The Premises and all improvements thereon must be maintained in a safe, clean, and sanitary condition. The Lessor shall require maintenance and needed repairs to be made by Lessee in a timely manner.

15. Rented Premises Upkeep. Lessor will maintain the structural components of the Building and routine Building maintenance, except for routine maintenance of the Premises, without additional cost to the Lessee. Lessee is responsible for routine maintenance on the Premises, specifically the office spaces, including but not limited to walls, carpets, paint, doors, and windows.

16. Insurance. Lessee shall obtain and maintain continuously in effect at all times during the term of this Agreement, with the entire premium for said coverage's to be paid entirely by the Lessee, the following insurance:

(a) Comprehensive general liability insurance protecting Lessee and Lessor against any and all liability by reason of Lessee's conduct incident to the use of the Premises, caused by or arising out of any wrongful and/or negligent act or omission of Lessee, in the minimum amount of $1,000,000.00; and

(b) The insurance specified in Section 14(a) shall name Lessor as an additional insured. The insurance coverage specified in Section 14(a) shall not be terminated or changed without providing at least thirty (30) days written notice to Lessor. Lessee shall provide Lessor with certificates of insurance evidencing coverage. If, at any time, Lessee does not have the required insurance, or such insurance is materially modified, canceled, or not renewed, Lessor may immediately terminate this Lease Agreement without liability, fee or penalty.

(c) Lessor and Lessee mutually agree to notify each other in writing as soon as

practicable of any claim, demand or action arising out of an occurrence covered hereunder of which either party has knowledge, and to cooperate with each other in the investigation and defense thereof.

17. Indemnification. Lessee agrees to assume liability for and indemnify, hold harmless, and defend the Lessor, its elected officials, officers, employees, representatives, 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 Lessee, its officers, employees, agents, and representatives. Lessee's liability hereunder shall include all attorney's fees and costs incurred by the Lessor in the enforcement of this indemnification provision. This includes claims made by the employees of Lessee against the Lessor, and Lessee 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. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the Lessor may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

18. Independent Contractor. In conducting its operations hereunder, Lessee acts as an independent contractor and not as an agent of Lessor. The selection, retention, assignment, direction and payment of Lessee's employees shall be the sole responsibility of Lessee, and Lessor shall not attempt to exercise any control over the daily performance of duties by Lessee's employees.

19. Assignment. This Agreement, or any part thereof, may not be assigned, transferred or subleased by Lessee, except to affiliate companies, by process or operation of law or in any other manner whatsoever, without the prior written consent of Lessor, which consent will not be withheld unreasonably.

20. Non-Discrimination. Notwithstanding any other inconsistent provision of this Agreement, during the performance of this Agreement, Lessee, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration for this agreement, does hereby covenant and agree, as a covenant running with the land, that:

(a) No person on the grounds of race, color, religion, gender or national origin shall be excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination, in the use of the Premises; and

(b) In the furnishing of services on, over or under the Premises, no person on the grounds of race, color, religion, gender or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

21. Termination. This Agreement shall be subject to termination by either party in the event of any one or more of the following:

(a) Notice is provided in writing, delivered by either party, three (3) months prior to the desired termination date of the Lease Agreement. Rent, taxes and insurance shall be paid by Lessee through the date of termination;

(b) The abandonment of the Premises by Lessee for activities related with such organization;

(c) The default by either party in the performance of any of the terms, covenants and conditions of this Agreement, and the failure of such defaulting party to remedy or to undertake to remedy to the other party's satisfaction such default for a period of thirty (30) days after receipt of notice from the non-defaulting party to the defaulting party to remedy same; or

(d) Damage to or destruction of all or a material part of the Premises necessary to the operation of Lessee's business or services.

22. Force Majeure. Neither Lessor, nor Lessee, shall be deemed to be in violation of this Agreement if either is prevented from performing any of its obligations hereunder by reasons of strikes, boycotts, labor disputes, embargoes, shortages of materials, acts of God, acts of public enemy, acts of superior governmental authority, weather conditions, floods, named storms such as tropical storms and hurricanes, tornadoes, riots, rebellions, acts of sabotage, or any other circumstances for which it is not responsible, or which are not under its control, provided; however, that this paragraph does not apply to failure by Lessee to pay the rentals, fees, taxes, and charges set forth herein. In any such case a prompt written notice shall be given to the other party of the existence of such causes and of readiness to resume performance upon the removal, or non-existence thereof.

23. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties, and as of its effective date supersedes all prior or independent contracts or agreements between the parties covering the subject matter hereof. Any change or modification hereof must be in writing signed by both parties.

24. Severability. If any substantive provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, and such declaration results in a substantial failure of consideration for either party, the entire agreement shall be subject to termination by such party. Otherwise, such declaration shall not be cause for termination of this Agreement, but only such void or illegal provision shall be canceled or deemed to be of no effect.

25. Notice. Any notice given by one party to the other in connection with this agreement shall be in writing and shall be sent by certified mail, return receipt requested, with postage and certification fees prepaid, to the following addresses:

Lessee: Amelia Island Book Festival
Attn: Fran Shea
516 S. 10th Street Ste 116
Fernandina Beach, FL 32034
Telephone (904) 206-0205

Lessor: City of Fernandina Beach
City Manager
204 Ash Street
Fernandina Beach, FL 32034
Telephone: (904)310-3100

26. Governing Law and Venue. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Florida. Each of the parties hereto: (a) irrevocably submits itself to the exclusive jurisdiction of the Fourth Judicial Circuit Court, in and for Nassau County, Florida, and the jurisdiction of the United States District Court for the Middle District of Florida, Jacksonville Division, for the purposes of any suit, action or other proceeding arising out of, or relating to, this Agreement; (b) waives and agrees not to assert against any party hereto, by way of motion, as a defense or otherwise in any suit, action or other proceeding: (i) any claim that it is not personally subject to the jurisdiction of the above-named courts for any reason whatsoever; and (ii) to the extent permitted by applicable law, any claim that such suit, action or proceeding by any party hereto is brought in an inconvenient forum, or that the venue of such suit, action or proceeding is improper or that this Agreement or the subject matter hereof may not be enforced in or by such courts.

27. Re-Entry. It is further understood and agreed between the parties hereto that in the event of any breach of any covenant or agreement on the part of the Lessee to be performed and provided, that if such breach is not remedied by the Lessee after reasonable notice in writing to it by the Lessor, the Lessor may re-enter and terminate this tenancy by giving the Lessee thirty (30) days written notice, to quit the Premises. Lessor shall at all times be entitled to recover by all lawful means any and all damages sustained by it through the breach of any said covenants and agreements on part of the Lessee to be performed.

28. Attorney's Fees. Should either party bring suit to enforce its rights under this Agreement, the prevailing party shall be entitled to its reasonable attorney's fees and costs of such suit, including appeals, to be paid by the non-prevailing party.

29. Obligation Upon Termination. Upon termination of this Lease, all obligations of either party hereunder to the other shall cease and terminate, and the Lessee agrees that upon the termination of this Lease, it shall quit and surrender the Premises in as good order and condition as existed at the time of the initial occupancy and only reasonable wear and tear being accepted.

30. Non-Exclusivity. It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of any exclusive right.

31. Radon Gas. Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 15th day of October, 20 24

'LESSOR"
City of Fernandina Beach

By: _____

Printed Name: Jeremiah Glisson

Its: Interim City Manager

"LESSEE":
Ameila Island Book Festival

By: Henderson Crawford Ward

Printed Name: Henderson Crawfor

Its: Treasurer

ATTEST:

BY: Caroline Best

Printed Name: Caroline Best

Its: City Clerk

ATTEST:

BY: _____

Printed Name: _____

Its: _____

APPROVED AS TO FORM & LEGALITY

By: _____

Printed Name: Tammi E. Bach

Its: City Attorney

Signature: H.C.Ward
H.C.Ward (Sep 4, 2024 09:39 CDT)

Email: elizabeth.sparkman@ameliaislandbookfestival.org

2024 Final Amelia Island Book Festival lease

Final Audit Report 2024-09-04

Created:	2024-08-30
By:	Dionna Sowers (dsowers@fbfl.city)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9NbIJlPzLdD2kWKE7QQe-gYqWP4HK7ml

"2024 Final Amelia Island Book Festival lease" History

Document created by Dionna Sowers (dsowers@fbfl.city)
2024-08-30 - 9:09:16 PM GMT

Document emailed to Elizabeth Sparkman (elizabeth.sparkman@ameliaislandbookfestival.org) for signature
2024-08-30 - 9:09:21 PM GMT

Email viewed by Elizabeth Sparkman (elizabeth.sparkman@ameliaislandbookfestival.org)
2024-09-03 - 10:59:53 PM GMT

Signer Elizabeth Sparkman (elizabeth.sparkman@ameliaislandbookfestival.org) entered name at signing as H.C.Ward
2024-09-04 - 2:39:28 PM GMT

Document e-signed by H.C.Ward (elizabeth.sparkman@ameliaislandbookfestival.org)
Signature Date: 2024-09-04 - 2:39:30 PM GMT - Time Source: server

Agreement completed.
2024-09-04 - 2:39:30 PM GMT

LEASE AGREEMENT

THIS LEASE AGREEMENT hereinafter referred to as "Agreement", by and between the **CITY OF FERNANDINA BEACH, FLORIDA,** a municipal corporation, hereinafter referred to as "Lessor," and **Episcopal Children's Services,** a Florida Non for Profit Corporation, and its assigns, hereinafter referred to as "Lessee", or "Tenant".

WITNESSETH:

WHEREAS, the said Lessor desires to demise, lease and rent unto the Lessee, and the said Lessee desires to rent and lease from Lessor space located at 516 S. 10th Street, Suite 100, Fernandina Beach, Florida, described as Suite 100, together with all improvements thereon and appurtenant rights thereto including, without limitation, parking areas, easements, declarations and rights of way; and

WHEREAS, the Building is the structure located at 516 South 10th Street that contains approximately twenty nine thousand three hundred and eighty (29,380) rentable square feet and the leased premises shall consist of approximately three thousand four hundred twe11ty-three (3423) rentable square feet (collectively the "Premises:") and includes without limitation all heating, venting air conditioning, mechanical, electrical, elevator and plumbing systems, roofs, walls, foundations, fixtures, and nonexclusive parking spaces, including legally required handicap-striped spaces, all such parking is provided by Lessor at no additional cost.

NOW, THEREFORE, for and in consideration of the mutual covenants, promises and agreements herein contained, the Lessor does hereby demise, lease and rent unto the said Lessee and the Lessee does hereby rent and lease from the Lessor the Premises, under and pursuant to the following terms and conditions:

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

I. Term. This Lease shall be effective on October 1st, 2024 (the "Effective Date") and shall expire on September 30, 2025 (the "Termination Date"), unless renewed as hereinafter provided (the "Term"). Each twelve (12) month period beginning on the Effective Date or any anniversary thereof shall hereinafter be called a "Lease Year."

2. Rent. Lessee agrees to pay as an initial annual base rent ("Rent") of ten thousand five hundred eighty-seven and forty-eight cents) based on a $3.09 per rentable square foot. Thereafter, the Rent shall be adjusted annually in accordance with Section 3 herein below.

(a) Lessee shall pay Rent in the amount of eight hundred eighty-two dollars and twenty-nine cents ($882.29) per month in advance on the first day of each calendar month, such monthly installment to be prorated for any partial calendar month in which the Effective Date or Termination Date shall occur. Rent shall be payable without demand by the Lessor, and shall be subject to sales tax, unless Lessee provides Lessor with proof of tax-exempt status. All amounts (unless otherwise provided herein) other than the Rent and the adjustments thereto described in Section 3 hereof owed by Lessee to Lessor hereunder shall be deemed additional rent.

(b) Except as otherwise provided in this Lease, it is the intention of the patties that the Lessor shall receive the rents, additional rents, and all sums payable by the Lessee under this Lease free of all taxes, expenses, charges, damages and deductions of any nature whatsoever (except as otherwise provided hereinafter) and the Lessee covenants and agrees to pay all sums (including rent taxes) which

except for this Lease would have been chargeable against the Premises and payable by the Lessor, unless the Lessor provides Lessor with proof of tax exempt status.

3. Annual Rent Adjustments.

(a) The annual Rent shall be subject to an annual increase per Lease Year, on the anniversary of the Effective Date as set forth herein. Lessee shall automatically increase said payments, without formal notification by the Lessor that such increase is due. 1l1e rental rate shall be adjusted each lease year based on change in Consumer Price Index (CPI) - All Urban Consumers South Urban Region - All Items (base year 1982-84= I 00), as published by the United States Department of Labor - Bureau of Labor Statistics. Such CPI change will be computed each year using the July index prior to the Effective Date and any change will be implemented and effective with the onset of a new Lease Year.

(b) Delinquency In Payment Of Rent. Delinquency Charge. A delinquency charge of one and one-half percent (1-1/2%) per month shall be added to any rental payment, which is rendered more than ten (10) days delinquent.

(c) Place of Payment. All payments due Lessor from Lessee shall be made payable to the City of Fernandina Beach, and delivered or mailed to 1180 South 5th St. Extension, Fernandina Beach, Florida 32034, attention Utility Billing. All payments of rent shall be made when due, without any statement or specific invoice required.

4. Renewals.

(a) If the Lessee is not in default on the terms and conditions of the lease, including but not limited to the payment of rent, and has not been in default on the tem1s and conditions of the lease within the past year, the Lease may be renewed and extended with the written mutual agreen1ent of both parties. The City/Lessor reserves the right to make changes to the terms and conditions of this lease including the right of Lessor to collect additional rent, and the cost for common area maintenance and operating expenses after the initial one (1) year tem-1 of this lease. The option to renew this Lease s h all be for four (4) additional peri o d of one (1) year each, next immediately ensuing after the expiration of the initial Term of this Lease and the subsequent renewal periods by notifying Lessor in writing not less-than ninety (90) days before the expiration of the immediately preceding initial Term or subsequent renewal Term of this Lease of the Lessee's intention to exercise its option to renew, but Lessee shall have no option to extend this Lease beyond four (4) renewal periods of one (1) year each after the initial Term. n the even that Lessee so elects to extend this Lease, then, for such extended period of the Term, all of the terms, covenants and conditions of this Lease shall continue to be, and shall be, in full force and effect during such extended period of the Term hereof.

5. Condition of Premises. Lessee agrees that they have inspected the Leased Premises, and agree to accept the Premises in the current as-is condition.

6. Use of Premises. Lessee may occupy and use the Premises during the Term for purposes of the operation of a not for profit public education, treatment and training business focusing on substance abuse, and such other purposes as shall be permitted by applicable law, ordinances and Regulations, provided other permitted uses do not conflict with the uses of any other tenants in the

Building. Lessee may operate during such days and hours as Lessee may determine, without the imposition of minimum or maximum hours of operation by Lessor and Lessee shall have access to the Premises, and may operate, up to 24 hours per day, seven (7) days per week, and 365 days per year. Lessor represents and warrants that the Premises may be used by Lessee for the use stated hereinabove under applicable laws, ordinances, rules and regulations ("Laws") including, without limitation, zoning Laws. In the event at any time after the Effective Date of this Lease the use of the Premises as a Licensed Daycare and Preschool becomes illegal by reason of acts not within Lessee's control, notwithstanding any other permitted uses, the Lessee may terminate this Lease and thereafter neither party shall have any obligations-hereunder after the date of termination.

7. The parties agree that this agreement shall be construed as a "Lease Agreement" and Lessee shall not engage in any business on the Premises other than those services specified in section 6 above.

8. Lessee shall comply with all federal, state, county, City and local laws, rules, codes and regulations that may apply to the conduct of the business contemplated herein.

9. Lessee shall not cause or permit to occur:

(a) Any violation of any federal, state or local law, ordinance or regulation now or later enacted, related to environmental conditions on, under, or about the Premises, or arising from Lessee's use or occupancy of the Premises, including, but not limited to, soil and ground water conditions; or

(b) The use, generation, release, manufacture, refining, production, processing or disposal of any hazardous substance on, under, or about the Premises.

10. Lessee's obligations under Section 2, 3, 14 and 15 of this Agreement shall survive the expiration or termination of this Agreement or any renewal thereof.

11. During the term of this Agreement, Lessee shall have the right, at its expense, to place in or on the Premises, a sign or signs identifying Lessee. Said sign or signs shall be of a size, shape and design, and at a location or locations, approved and permitted by Lessor and in conformance with any overall directional graphics or sign program established by Lessor. Lessee shall also comply with any sign code regulations and obtain all permits required. Lessor's approval shall not be unreasonably withheld. Notwithstanding any other provision of this Agreement, said sign(s) shall remain the property of Lessee. Lessee shall remove, at its expense, all lettering, signs and placards so erected on the Premises at the expiration of the term of this Agreement, or any extension term.

12. Leasehold improv ements. Lessee shall not make any structural changes, additions, removal or improvements to the Premises without first obtaining Lessor's written consent or approval of such changes.

(a) Any such Lessor-approved improvements made by Lessee shall remain the prope11y of the Lessee until the expiration or termination of this Lease at which time such improvements shall become the property of Lessor. Lessee shall at all times maintain all improvements

constructed on the Premises in good condition.

(b) Lessee shall not permit any mechanic's or other liens to be placed upon the Premises, at any time, in connection with any such leasehold improvements.

13. Damage to Property. Lessee shall be responsible for all damage to property, real or personal, located on, in, or about the Premises, or public use areas damaged as a result of the Lessee, its agents, clients, contractors, employees or representative's negligence, misuse, or abuse. In the event the Lessee does not promptly repair any damaged property, for which the Lessee is responsible, the Lessor reserves the right to make such repairs at Lessee's expense, which shall become due and payable as part of the Lessee's next monthly rental payment. Such repairs shall be charged to Lessee at 115% of cost to Lessor. Lessee shall immediately report any damage caused to the Premises to the City Manager's Office.

14. Premises maintenance. Repair, and Upkeep. The Lessee shall maintain the Premises in a neat and orderly condition. Lessee shall not commit, nor allow to be committed, any waste on the Premises, create or allow any nuisance to exist on the Premises, or use or allow the Premises to be used for any unlawful purpose or unsafe purpose. The Lessee shall, at its sole cost and expense, maintain and keep the Premises in good repair and make all repairs necessary to keep and maintain such space of the Premises, including all improvements thereon, in good condition so as to present an attractive appearance. The Premises and all improvements thereon must be maintained in a safe, clean, and sanitary condition. The Lessor shall require maintenance and needed repairs to be made by Lessee in a timely manner.

15. Rented Premises Upkeep. Lessor will maintain the structural components of the Building and routine Building maintenance, except for routine maintenance of the Premises, without additional cost to the Lessee. Lessee is responsible for routine maintenance on the Premises, specifically the office spaces, including but not limited to walls, carpets, paint, doors, and windows.

16. Insurance. Lessee shall obtain and maintain continuously in effect at all times during the term of this Agreement, with the entire premium for said coverage's to be paid entirely by the Lessee, the following insurance:

(a) Comprehensive general liability insurance protecting Lessee and Lessor against any and all liability by reason of Lessee's conduct incident to the use of the Premises, caused by or arising out of any wrongful and/or negligent act or omission of Lessee, in the minimum amount of $1,000,000.00; and

(b) The insurance specified in Section 14(a) shall name Lessor as an additional insured. The insurance coverage specified in Section 14(a) shall not be terminated or changed without providing at least thirty (30) days written notice to Lessor. Lessee shall provide Lessor with certificates of insurance evidencing coverage. If, at any time, Lessee does not have the required insurance, or such insurance is materially modified, canceled, or not renewed, Lessor may immediately terminate this Lease Agreement without liability, fee or penalty.

(c) Lessor and Lessee mutually agree to notify each other m writing as soon as

practicable of any claim, demand or action arising out of an occurrence covered hereunder of which either party has knowledge, and to cooperate with each other in the investigation and defense thereof.

17. Indemnification. Lessee agrees to assume liability for and indemnify, hold harmless, and defend the Lessor, its elected officials, officers, employees, representatives, 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 Lessee, its officers, employees, agents, and representatives. Lessee's liability hereunder shall include all attorney's fees and costs incurred by the Lessor in the enforcement of this indemnification provision. This includes claims made by the employees of Lessee against the Lessor, and Lessee 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. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the Lessor may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

18. Independent Contractor. In conducting its operations hereunder, Lessee acts as an independent contractor and not as an agent of Lessor. The selection, retention, assignment, direction and payment of Lessee's employees shall be the sole responsibility of Lessee, and Lessor shall not attempt to exercise any control over the daily performance of duties by Lessee's employees.

19. Assignment. This Agreement, or any part thereof, may not be assigned, transferred or subleased by Lessee, except to affiliate companies, by process or operation of law or in any other manner whatsoever, without the prior written consent of Lessor, which consent will not be withheld unreasonably.

20. on-Discrimination. Notwithstanding any other inconsistent provision of this Agreement, during the performance of this Agreement, Lessee, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration for this agreement, does hereby covenant and agree, as a covenant running with the land, that:

(a) No person on the grounds of race, color, religion, gender or national origin shall be excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination, in the use of the Premises; and

(b) In the furnishing of services on, over or under the Premises, no person on the grounds of race, color, religion, gender or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

21. Termination. This Agreement shall be subject to termination by either party in the event of any one or more of the following:

(a) Notice is provided in writing, delivered by either party, three (3) months prior to the desired termination date of the Lease Agreement. Rent, taxes and insurance shall be paid by Lessee through the date of termination;

(b) The abandonment of the Premises by Lessee for activities related with such organization.

(c) The default by either party in the performance of any of the terms, covenants and conditions of this Agreement, and the failure of such defaulting party to remedy or to undertake to remedy to the other party's satisfaction such default for a period of thirty (30) days after receipt of notice from the non-defaulting party to the defaulting party to remedy same; or

(d) Damage to or destruction of all or a material part of the Premises necessary to the operation of Lessee's business or services.

22. Force Majeure. Neither Lessor, nor Lessee, shall be deemed to be in violation of this Agreement if either is prevented from performing any of its obligations hereunder by reasons of strikes, boycotts, labor disputes, embargoes, shortages of materials, acts of God, acts of public enemy, acts of superior governmental authority, weather conditions, floods, named storms such as tropical storms and hurricanes, tornadoes, riots, rebellions, acts of sabotage, or any other circumstances for which it is not responsible, or which are not under its control, provided; however, that this paragraph does not apply to failure by Lessee to pay the rentals, fees, taxes, and charges set forth herein. In any such case a prompt written notice shall be given to the other party of the existence of such causes and of readiness to resume performance upon the removal, or non-existence thereof.

23. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties, and as of its effective date supersedes all prior or independent contracts or agreements between the parties covering the subject matter hereof. Any change or modification hereof must be in writing signed by both parties.

24. Severability. If any substantive provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, and such declaration results in a substantial failure of consideration for either party, the entire agreement shall be subject to termination by such party. Otherwise, such declaration shall not be cause for termination of this Agreement, but only such void or illegal provision shall be canceled or deemed to be of no effect.

25. Notice. Any notice given by one party to the other in connection with this agreement shall be in writing and shall be sent by certified mail, return receipt requested, with postage and certification fees prepaid, to the following addresses:

Lessee: Episcopal Children s Service
Attn: Procurement Manager
8649 Baypine Rd.
Suite 300, Bldg 7
Jacksonville. FL 32256
Telephone: (904) 674-6248

Lessor: City of Fernandina Beach
City Manager
204 Ash Street
Fernandina Beach. FL 32034
Telephone: (904)310-3100

26. Governing Law and Venue. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Florida. Each of the parties hereto: (a) irrevocably submits itself to the exclusive jurisdiction of the Fourth Judicial Circuit Court, in and for Nassau County, Florida, and the jurisdiction of the United States District Court for the Middle District of Florida, Jacksonville Division, for the purposes of any suit, action or other proceeding arising out of, or relating to, this Agreement; (b) waives and agrees not to assert against any party hereto, by way of motion, as a defense or otherwise in any suit, action or other proceeding: (i) any claim that it is not personally subject to the jurisdiction of the above-named courts for any reason whatsoever; and (ii) to the extent permitted by applicable law, any claim that such suit, action or proceeding by any party hereto is brought in an inconvenient forum, or that the venue of such suit, action or proceeding is improper or that this Agreement or the subject matter hereof may not be enforced in or by such courts.

27. Re-Entry. It is further understood and agreed between the parties hereto that in the event of any breach of any covenant or agreement on the part of the Lessee to be performed and provided, that if such breach is not remedied by the Lessee after reasonable notice in writing to it by the Lessor, the Lessor may re-enter and terminate this tenancy by giving the Lessee thirty (30) days written notice, to quit the Premises. Lessor shall at all times be entitled to recover by all lawful means any and all damages sustained by it through the breach of any said covenants and agreements on part of the Lessee to be performed.

28. Homey" s Fees. Should either party bring suit to enforce its rights under this Agreement, the prevailing party shall be entitled to its reasonable attorney's fees and costs of such suit, including appeals, to be paid by the non-prevailing party.

29. Obligation Upon Termination. Upon termination of this Lease, all obligations of either party hereunder to the other shall cease and terminate, and the Lessee agrees that upon the termination of this Lease, it shall quit and surrender the Premises in as good order and condition as existed at the time of the initial occupancy and only reasonable wear and tear being accepted.

30. Non-Exclusivity. It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of any exclusive right.

31. Radon Gas. Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department.

IN WITNESS WHEREOF, the parties have executed this Agreement on 15th day of October ~~2019~~ 2024.

"LESSOR"
City of Fernandina Beach

By: _____

Printed Name: Jeremia Glisson

Its: Interim City Manager

"LESSEE":
Episcopal Children's Services

By: _____

Print Name: Dr. Natalya Bannister Roby

Its: President & CEO

ATTEST:

Caroline Best

Printed Name: Caroline Best

Its: City Clerk

ATTEST:

By: Jeanne Dillard

Print Name: Jeanne Dillard

Its: Chief Officer of Center Operations

APPROVED AS TO FORM & LEGALITY

By: _____

Printed Name: Tammi E. Bach

Its: City Attorney

LEASE AGREEMENT

THIS LEASE AGREEMENT hereinafter referred to as "Agreement", by and between the **CITY OF FERNANDINA BEACH, FLORIDA,** a municipal corporation, hereinafter referred to as "Lessor," and **Nassau Habitat for Humanity,** a Florida Non for Profit Corporation, and its assigns, hereinafter referred to as "Lessee", or 'Tenant".

W I T N E S S E T H:

WHEREAS, the said Lessor desires to demise, lease and rent unto the Lessee, and the said Lessee desires to rent and lease from Lessor space located at 516 S. 10th Street, Suite 115, Fernandina Beach, Florida, described as Suite 115, together with all improvements thereon and appurtenant rights thereto including, without limitation, parking areas, easements, declarations and rights of way; and

WHEREAS, the Building is the structure located at 516 South 10th Street that contains approximately twenty nine thousand three hundred and eighty (29,380) rentable square feet and the leased premises shall consist of approximately two hundred fifty-five (255) rentable square feet (collectively, the "Premises"), and includes without limitation, all heating, venting, air conditioning, mechanical, electrical, elevator and plumbing systems, roofs, walls, foundations, fixtures, and non-exclusive parking spaces, including legally required handicap-striped spaces, all such parking is provided by Lessor at no additional cost.

NOW, THEREFORE, for and in consideration of the mutual covenants, promises and agreements herein contained, the Lessor does hereby demise, lease and rent unto the said Lessee and the Lessee does hereby rent and lease from the Lessor the Premises, under and pursuant to the following terms and conditions:

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

1. Term. This Lease shall be effective on October 1, 2024, (the "Effective Date") and shall expire on September 30, 2025_(the "Termination Date"), unless renewed as hereinafter provided (the "Tenn"). Each twelve (12) month period beginning on the Effective Date or any anniversary thereof shall hereinafter be called a "Lease Year."

2. Rent. Lessee agrees to pay as an initial annual base rent ("Rent") of two thousand two hundred eighty-seven dollars and thirty-five cents ($2287.35) based on a $8.97 per rentable square foot. Thereafter, the Rent shall be adjusted annually in accordance with Section 3 herein below.

(a) Lessee shall pay Rent in the amount of one hundred ninety dollars and sixty-one cents ($190.61) per month in advance on the first day of each calendar month, such monthly installment to be prorated for any partial calendar month in which the Effective Date or Termination Date shall occur. Rent shall be payable without demand by the Lessor, and shall be subject to sales tax, unless Lessee provides Lessor with proof of tax-exempt status. All amounts (unless otherwise provided herein) other than the Rent and the adjustments thereto described in Section 3 hereof owed by Lessee to Lessor hereunder shall be deemed additional rent.

(b) Except as otherwise provided in this Lease, it is the intention of the parties that the Lessor shall receive the rents, additional rents, and all sums payable by the Lessee under this Lease free of all taxes, expenses, charges, damages and deductions of any nature whatsoever (except as otherwise provided hereinafter) and the Lessee covenants and agrees to pay all sums (including rent taxes) which

except for this Lease would have been chargeable against the Premises and payable by the Lessor, unless the Lessor provides Lessor with proof of tax-exempt status.

3. Annual Rent Adjustments.

(a) The annual Rent shall be subject to an annual increase per Lease Year, on the anniversary of the Effective Date as set forth herein. Lessee shall automatically increase said payments, without formal notification by the Lessor that such increase is due. The rental rate shall be adjusted each lease year based on change in Consumer Price Index (CPI) -All Urban Consumers South Urban Region - All items (base year 1982-84= 100), as published by the United States Department of Labor - Bureau of Labor Statistics. Such CPI change will be computed each year using the July index prior to the Effective Date and any change will be implemented and effective with the onset of a new Lease Year.

(b) Delinquency In Payment Of Rent. Delinquency Charge. A delinquency charge of one and one-half percent (l-1/2%) per month shall be added to any rental payment, which is rendered more than ten (10) days delinquent.

(c) Place of Payment. All payments due Lessor from Lessee shall be made payable to the City of Fernandina Beach, and delivered or mailed to 1180 South 5th St. Extension, Fernandina Beach, Florida 32034, attention Utility Billing. All payments of rent shall be made when due, without any statement or specific invoice required.

4. Renewals.

(a) If the Lessee is not in default on the terms and conditions of the lease, including but not limited to the payment of rent, and has not been in default on the terms and conditions of the lease within the past year, the Lease may be renewed and extended with the written mutual agreement of both parties. The City/Lessor reserves the right to make changes to the terms and conditions of this lease including the right of Lessor to collect additional rent, and the cost for common area maintenance and operating expenses after the initial one (1) year term of this lease. The option to renew this Lease shall be for four (4) additional periods of one (1) year each, next immediately ensuing after the expiration of the initial Term of this Lease and the subsequent renewal periods by notifying Lessor in writing not less-than ninety (90) days before the expiration of the immediately preceding initial Term or subsequent renewal Term of this Lease of the Lessee's intention to exercise its option to renew, but Lessee shall have no option to extend this Lease beyond four (4) renewal periods of one (1) year each after the initial Term. In the event that Lessee so elects to extend this Lease, then, for such extended period of the Term, all of the terms, covenants and conditions of this Lease shall continue to be, and shall be, in full force and effect during such extended period of the Term hereof.

5. Condition of Premises. Lessee agrees that they have inspected the Leased Premises, and agree to accept the Premises in the current as-is condition.

6. Use of Premises. Lessee may occupy and use the Premises during the Term for purposes of the operation of a not for profit public education, treatment and training business focusing on substance abuse, and such other purposes as shall be permitted by applicable law, ordinances and regulations, provided other permitted uses do not conflict with the uses of any other tenants in the

Building. Lessee may operate during such days and hours as Lessee may determine, without the imposition of minimum or maximum hours of operation by Lessor and Lessee shall have access to the Premises, and may operate, up to 24 hours per day, seven (7) days per week, and 365 days per year. Lessor represents and warrants that the Premises may be used by Lessee for the use stated hereinabove under applicable laws, ordinances, rules and regulations ("Laws") including, without limitation, zoning Laws. In the event at any time after the Effective Date of this Lease the use of the Premises as a Licensed Daycare and Preschool becomes illegal by reason of acts not within Lessee's control, notwithstanding any other permitted uses, the Lessee may terminate this Lease and thereafter neither party shall have any obligations-hereunder after the date of termination.

7. The parties agree that this agreement shall be construed as a "Lease Agreement" and Lessee shall not engage in any business on the Premises other than those services specified in section 6 above.

8. Lessee shall comply with all federal, state, county, City and local laws, rules, codes and regulations that may apply to the conduct of the business contemplated herein.

9. Lessee shall not cause or permit to occur:

(a) Any violation of any federal, state or local law, ordinance or regulation now or later enacted, related to environmental conditions on, under, or about the Premises, or arising from Lessee's use or occupancy of the Premises, including, but not limited to, soil and ground water conditions; or

(b) The use, generation, release, manufacture, refining, production, processing or disposal of any hazardous substance on, under, or about the Premises.

IO. Lessee's obligations under Section 2, 3, 14 and 15 of this Agreement shall survive the expiration or termination of this Agreement or any renewal thereof.

11. During the term of this Agreement, Lessee shall have the right, at its expense, to place in or on the Premises, a sign or signs identifying Lessee. Said sign or signs shall be of a size, shape and design, and at a location or locations, approved and permitted by Lessor and in conformance with any overall directional graphics or sign program established by Lessor. Lessee shall also comply with any sign code regulations and obtain all permits required. Lessor's approval shall not be unreasonably withheld. Notwithstanding any other provision of this Agreement, said sign(s) shall remain the property of Lessee. Lessee shall remove, at its expense, all lettering, signs and placards so erected on the Premises at the expiration of the term of this Agreement, or any extension term.

12. Leasehold improvements. Lessee shall not make any structural changes, additions, removal or improvements to the Premises without first obtaining Lessor's written consent or approval of such changes.

(a) Any such Lessor-approved improvements made by Lessee shall remain the property of the Lessee until the expiration or termination of this Lease at which time such improvements shall become the property of Lessor. Lessee shall at all times maintain all improvements

constructed on the Premises in good condition.

(b) Lessee shall not permit any mechanic's or other liens to be placed upon the Premises, at any time, in connection with any such leasehold improvements.

13. Damage to Property. Lessee shall be responsible for all damage to property, real or personal, located on, in, or about the Premises, or public use areas damaged as a result of the Lessee, its agents, clients, contractors, employees or representative's negligence, misuse, or abuse. In the event the Lessee does not promptly repair any damaged property, for which the Lessee is responsible, the Lessor reserves the right to make such repairs at Lessee's expense, which shall become due and payable as part of the Lessee's next monthly rental payment. Such repairs shall be charged to Lessee at 115% of cost to Lessor. Lessee shall immediately report any damage caused to the Premises to the City Manager's Office.

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16. Insurance. Lessee shall obtain and maintain continuously in effect at all times during the term of this Agreement, with the entire premium for said coverage's to be paid entirely by the Lessee, the following insurance:

(a) Comprehensive general liability insurance protecting Lessee and Lessor against any and all liability by reason of Lessee's conduct incident to the use of the Premises, caused by or arising out of any wrongful and/or negligent act or omission of Lessee, in the minimum amount of $1,000,000.00; and

(b) The insurance specified in Section 14(a) shall name Lessor as an additional insured. The insurance coverage specified in Section 14(a) shall not be terminated or changed without providing at least thirty (30) days written notice to Lessor. Lessee shall provide Lessor with certificates of insurance evidencing coverage. If, at any time, Lessee does not have the required insurance, or such insurance is materially modified, canceled, or not renewed, Lessor may immediately terminate this Lease Agreement without liability, fee or penalty.

(c) Lessor and Lessee mutually agree to notify each other in writing as soon as

practicable of any claim, demand or action arising out of an occurrence covered hereunder of which either party has knowledge, and to cooperate with each other in the investigation and defense thereof.

17. Indemnification. Lessee agrees to assume liability for and indemnify, hold harmless, and defend the Lessor, its elected officials, officers, employees, representatives, 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 Lessee, its officers, employees, agents, and representatives. Lessee's liability hereunder shall include all attorney's fees and costs incurred by the Lessor in the enforcement of this indemnification provision. This includes claims made by the employees of Lessee against the Lessor, and Lessee 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. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the Lessor may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

18. Independent Contractor. In conducting its operations hereunder, Lessee acts as an independent contractor and not as an agent of Lessor. The selection, retention, assignment, direction and payment of Lessee's employees shall be the sole responsibility of Lessee, and Lessor shall not attempt to exercise any control over the daily performance of duties by Lessee's employees.

19. Assignment. This Agreement, or any part thereof, may not be assigned, transferred or subleased by Lessee, except to affiliate companies, by process or operation of law or in any other manner whatsoever, without the prior written consent of Lessor, which consent will not be withheld unreasonably.

20. Non-Discrimination. Notwithstanding any other inconsistent provision of this Agreement, during the performance of this Agreement, Lessee, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration for this agreement, does hereby covenant and agree, as a covenant running with the land, that:

(a) No person on the grounds of race, color, religion, gender or national origin shall be excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination, in the use of the Premises; and

(b) In the furnishing of services on, over or under the Premises, no person on the grounds of race, color, religion, gender or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

21. Termination. This Agreement shall be subject to termination by either party in the event of any one or more of the following:

(a) Notice is provided in writing, delivered by either party, three (3) months prior to the desired termination date of the Lease Agreement. Rent, taxes and insurance shall be paid by Lessee through the date of termination;

(b) The abandonment of the Premises by Lessee for activities related with such organization;

(c) The default by either party in the performance of any of the terms, covenants and conditions of this Agreement, and the failure of such defaulting party to remedy or to undertake to remedy to the other party's satisfaction such default for a period of thirty (30) days after receipt of notice from the non-defaulting party to the defaulting party to remedy same; or

(d) Damage to or destruction of all or a material part of the Premises necessary to the operation of Lessee's business or services.

22. Force Majeure. Neither Lessor, nor Lessee, shall be deemed to be in violation of this Agreement if either is prevented from performing any of its obligations hereunder by reasons of strikes, boycotts, labor disputes, embargoes, shortages of materials, acts of God, acts of public enemy, acts of superior governmental authority, weather conditions, floods, named storms such as tropical storms and hurricanes, tornadoes, riots, rebellions, acts of sabotage, or any other circumstances for which it is not responsible, or which are not under its control, provided; however, that this paragraph does not apply to failure by Lessee to pay the rentals, fees, taxes, and charges set forth herein. In any such case a prompt written notice shall be given to the other party of the existence of such causes and of readiness to resume performance upon the removal, or non-existence thereof.

23. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties, and as of its effective date supersedes all prior or independent contracts or agreements between the parties covering the subject matter hereof. Any change or modification hereof must be in writing signed by both parties.

24. Severability. If any substantive provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, and such declaration results in a substantial failure of consideration for either party, the entire agreement shall be subject to termination by such party. Otherwise, such declaration shall not be cause for termination of this Agreement, but only such void or illegal provision shall be canceled or deemed to be of no effect.

25. Notice. Any notice given by one party to the other in connection with this agreement shall be in writing and shall be sent by certified mail, return receipt requested, with postage and certification fees prepaid, to the following addresses:

Lessee: Nassau Habitat for Humanity
Attn: ~~Debby Ruble~~ Carol Bolton
516 South Elm Street Ste 115
Fernandina Beach, FL 32034
Telephone: (904) 277-0600

Lessor: City of Fernandina Beach
City Manager
204 Ash Street
Fernandina Beach, FL 32034
Telephone: (904)310-3100

26. Governing Law and Venue. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Florida. Each of the parties hereto: (a) irrevocably submits itself to the exclusive jurisdiction of the Fourth Judicial Circuit Court, in and for Nassau County, Florida, and the jurisdiction of the United States District Court for the Middle District of Florida, Jacksonville Division, for the purposes of any suit, action or other proceeding arising out of, or relating to, this Agreement; (b) waives and agrees not to assert against any party hereto, by way of motion, as a defense or otherwise in any suit, action or other proceeding: (i) any claim that it is not personally subject to the jurisdiction of the above-named courts for any reason whatsoever; and (ii) to the extent permitted by applicable law, any claim that such suit, action or proceeding by any party hereto is brought in an inconvenient forum, or that the venue of such suit, action or proceeding is improper or that this Agreement or the subject matter hereof may not be enforced in or by such courts.

27. Re-Entry. It is further understood and agreed between the parties hereto that in the event of any breach of any covenant or agreement on the part of the Lessee to be performed and provided, that if such breach is not remedied by the Lessee after reasonable notice in writing to it by the Lessor, the Lessor may re-enter and terminate this tenancy by giving the Lessee thirty (30) days written notice, to quit the Premises. Lessor shall at all times be entitled to recover by all lawful means any and all damages sustained by it through the breach of any said covenants and agreements on part of the Lessee to be performed.

28. Attorney s Fees. Should either party bring suit to enforce its rights under this Agreement, the prevailing party shall be entitled to its reasonable attorney's fees and costs of such suit, including appeals, to be paid by the non-prevailing party.

29. Obligation Upon Termination. Upon termination of this Lease, all obligations of either party hereunder to the other shall cease and terminate, and the Lessee agrees that upon the termination of this Lease, it shall quit and surrender the Premises in as good order and condition as existed at the time of the initial occupancy and only reasonable wear and tear being accepted.

30. Non-Exclusivity. It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of any exclusive right.

31. Radon Gas. Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department.

IN WITNESS WHEREOF, the parties have executed this Agreement on 15th day of October 2024.

"LESSOR"
City of Fernandina Beach

By: _____

Printed Name: Jeremiah Glisson

Its: Interim City Manager

ATTEST:

By: _____

Printed Name: Caroline Best

Its: City Clerk

APPROVED AS TO FORM & LEGALITY

By: _____

Printed Name: Tammi E. Bach

Its: City Attorney

"LESSEE":
Nassau Habitat for Humanity

By: Carol Bolton

Printed Name: Carol Bolton

Its: Executive Director

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2025-139
Award of Invitation to Bid 25-21 - MAE Contracting, LLC

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2025-139.

SYNOPSIS: In accordance with the City's Purchasing Policy, purchases that exceed $50,000 require City Commission approval. The Parks & Recreation Department maintains multiple facilities and locations with fencing and due to issues of damage and deterioration, repair and replacement is needed. The City received bids from four contractors, with MAE Contracting, LLC of Callahan, Florida, submitting the low and responsive bid. Staff recommends awarding ITB 25-21 to MAE Contracting, LLC.

FISCAL IMPACT: Funding is budgeted, Parks Improvements account, 0017210 56300

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2025-139.

Scott Mikelson, Parks and Recreation Director	07/22/2025
Kimberly Elliott-Briley, Deputy City Clerk	07/22/2025
Alisha Brown, Budget Analyst	07/22/2025
Jeremiah Glisson, Deputy City Manager	07/29/2025
Sarah Campbell, City Manager	07/29/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025

Date: July 18, 2025

Submitted By: Kaitlyn Rivera, Parks and Recreation Deputy Director

COMMISSION ACTION: Adopt

RESOLUTION 2025-139

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING INVITATION TO BID 25-21 TO MAE CONTRACTING, LLC FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City maintains multiple facilities and locations with fencing; and

WHEREAS, in accordance with the City of Fernandina Beach's Purchasing Policy, the City issued Invitation to Bid ("ITB") 25-21 for fencing projects as specified for City Facilities; and

WHEREAS, on June 24,2025, the City received bids from four contractors, with MAE Contracting, LLC of Callahan, Florida, submitting the low and responsive bid; and

WHEREAS, City staff recommends awarding ITB 25-21 to MAE Contracting, LLC for fencing based on the bid submitted.

WHEREAS, funding is available in the Parks Improvements account, 0017210 56300.

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

SECTION 1. The City Commission hereby awards ITB 25-21 to MAE Contracting, LLC of Callahan, Florida for fencing projects as specified for City Facilities.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute all documentation pertaining to the award of ITB 25-21, upon review and approval of the City Attorney. the contract to MAE Contracting, LLC. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 3. This Resolution is effective immediately upon passage.

ADOPTED this 19th day of August, 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

INTRODUCTION

The City of Fernandina Beach, Florida is accepting competitive sealed bids for **CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES** for the City of Fernandina Beach, Florida**.**

The City will receive sealed bids through the **DemandStar.com E-bidding platform** (www.demandstar.com) not later than **2:15PM(EST), June 24, 2025**.

It shall be the sole responsibility of the Bidder to have its Bid submitted to the **DemandStar website** (www.demandstar.com) not later than the above date and time. Facsimile, paper or telegraphic submittals will not be accepted. Delay in delivery shall be the sole responsibility of the Bidder. Submittals received after the deadline will not be considered. Award of the Bid is subject to authorization and appropriation of funds in the fiscal year budget.

BIDDERS ARE REFERRED TO THE ATTACHED GENERAL CONDITIONS FOR OTHER IMPORTANT INFORMATION REGARDING THE BID PROCESS, REQUIREMENTS AND EXHIBITS.

The bid shall be submitted on the specified **Contact Sheet,** hereto attached as "**Exhibit A**" and **Bid Pricing Form**, hereto attached as **"Exhibit A-1"**. The person signing the Bid Response Form shall have the authority to bind the proposer to the Bid. All information on the Bid form shall be provided, or the Bid may not be accepted.

The competitive sealed Bid shall be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure",** herein provided as **"Exhibit H", "Statement of Bidders Qualifications form"**.

CONTRACTOR SHALL SIGN AND INCLUDE EXHIBITS "A-H". Failure to do so may result in rejection of the bid submittal.

Sample contract for the City of Fernandina Beach is included as a separate document.

In accordance with Item 16, General Terms and Conditions, please provide **proof the Contractor/Vendor is not listed in the Excluded Parties List System**, a federal suspension and debarment listing.

CITY OF FERNANDINA BEACH, FLORIDA
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ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

SCOPE OF SERVICES

SPECIFICATIONS FOR ON-CALL FENCING SERVICES

The Contractor will be responsible to furnish all services, labor, materials, equipment, tools, insurance, permits, and fees (if any) necessary to render the services according to the scope of services set forth by the City during the term of this contract. The scope of the Contract may include, but not be limited to, the following:

- Commercial Chain-link Fencing
- Aluminum Fencing
- Vinyl Fencing
- Wooded Privacy Fencing
- Gates
- Webbing
- Concrete footings
- Recreational Structures (backstops, goals, cages, etc.)
- Electric Motors for gates including all accessories
- Rollers and accessories

STANDARD SPECIFICATION FOR CHAIN LINK FENCING

GENERAL

A. Perform all Work in accordance with the plans and these specifications and applicable codes, standards, and specifications for the minimum acceptable standards for fencing to be supplied and installed by the Contractor in accordance with designated City departmental representative having jurisdiction over the work.

VERIFYING EXISTING CONDITIONS

A. Contractor shall verify existing conditions at the site, and examine adjoining work which in any way will affect the completion of the work.

B. Contractor shall report to the City in writing, any condition which will prevent the proper performance of the work.

C. No waiver of responsibility for defective adjoining work will be considered unless notice has been filed by the Contractor and agreed to in writing by the designated City departmental representative before Contractor begins any part of the work.

MATERIALS

All supplies, materials, and equipment used in the performance of this Contract shall be in new, not weathered condition, and of the type and quality used in rendering the services as outline in the Scope of Work.

A. Wire Gauges and Fence Fabric:

- Unless otherwise specified, a chain link fencing shall be #9 gauge, 0.148" nominal diameter of wire with two inch woven mesh, knuckled at the top and bottom selvages and shall be smooth on both sides with no barbs or burrs.

- All fence fabric shall be steel core with 0.40 aluminized finish. Fence members shall be schedule 40 pipe, galvanized.

- All terminal posts to be 3" diameter and topped with post caps and shall be of length specified for its application.

- All line posts, if applicable, to be 2 ½" diameter pipe

- Tension wire, if applicable, is to be 7 gauge with same surface as fencing

B. Gates and Gate Framing:

- Hinges shall be of adequate strength for the gate and shall be offset type permitting full 180-degree swing. Hinges shall not turn or twist under action of the gate.

- Fencing fabric shall be same as fencing material.

- Gate openings of 6 feet or less shall be single leaf, complete with latches, stops, keepers, hinges, fabric and lock. Openings greater than 6 feet shall be double leaf.

- Gate Frames shall be constructed of round members and for gate leaves greater than 8 feet wide shall, if specified, have intermediate members and/or diagonal truss rods as necessary to provide rigid construction of ample strength and free from sag or twist. All joints shall be mitered on 45 degree and welded. All welds shall be ground smooth and properly treated with zinc oxide before installation. Truss rods shall be 3/8" in diameter, minimum.

INSTALLATION

At the direction of the designated City departmental representative, contractor shall remove and dispose of an existing fencing to be replaced.

All vertical posts are to be plumb and true and set in a concrete footing unless otherwise specified by the designated City departmental representative.

All fence posts shall be set in concrete with no filler added. Concrete holding each post shall be crowned away from post to shed water. Concrete shall be of a commercial grade with a minimum 28-day compressive strength of 2500 psi.

Miscellaneous steel fittings and hardware for use with zinc-coated steel fence fabric shall be of commercial grade steel or better quality, wrought or cast as appropriate to the article, and sufficient in strength to provide a balanced design when used in conjunction with fence fabric posts, and wires of the quality specified herein. All steel fittings and hardware shall be protected with a zinc coating applied in conformance with ASTM A 153.

Electrical grounds shall be constructed at 300-foot intervals and where any power line passes over the fence. The ground shall be installed directly below the point of crossing. The ground

shall be accomplished with a copper clad rod 8 feet long and a minimum of 5/8 inch in diameter driven vertically until the top is 6 inches below the ground surface. A No. 6 solid copper conductor shall be clamped to the rod and to the fence in such a manner that each element of the fence is grounded. Installation of the ground rods shall not constitute a pay item and shall be considered incidental to fence construction.

When removing fence posts, the Contractor shall remove old concrete and completely fill and compact post holes with dirt, so they are level with the adjacent area. The Contractor shall not fill the post holes with the concrete removed from the old fence posts.

Contractor will be responsible for removing and disposing any existing fencing. Upon removal of existing fencing, the City reserves the option to retain fencing removed by Contractor (per department requesting services).

Suitable self-locking bands shall be provided in sufficient number for attaching fencing fabric securely to posts at a spacing not to exceed 15 inches.

Tie wire will not be permitted for fastening fabric to posts.

Fence fabric must present a smooth uniform appearance with the bottom edge no more than one-half (1/2”) inch above adjacent surface.

Pricing is to remain firm through contract duration beginning October 1, 2025 through September 30, 2026. Two, one-year extensions may be available based upon mutual agreement with same terms and conditions.

Contract may be terminated by either party with 60 days written notification.

LABOR AND INSTALLATION

The normal working hours for this contract shall be from 7:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays unless otherwise written authorization from the designated City departmental representative is given.

The City reserves the right to question any job when the hours performed by the Contractor seem excessive for the work completed.

The Contractor shall visit job sites and be responsible for all field measurements and aware of job conditions.

Installation shall be in compliance with all requirements and instructions of applicable manufacturer.

Installation shall be done in a neat workman-like manner. The fence shall follow the natural contour of the ground (no gaps under fence) in a straight line from one point (corner) to another unless otherwise noted on the drawing. Fence posts shall be plumb, and the top rails shall be attached in a manner that forms a smooth horizontal alignment.

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SAFETY

The Contractor shall provide all necessary barriers and signage and take necessary precautions to protect buildings, general public and Contractor personnel. The Contractor shall at all times guard against damage or loss to City property or the general public and shall be held responsible for replacing or repairing any loss or damage to the satisfaction of the City of Fernandina Beach.

- Precaution shall be exercised at all times by the Contractor for the protection of all persons, including employees, and property.
- The Contractor shall make special effort to detect hazards and shall take prompt action where loss control/safety measures should reasonably be expected.
- It is agreed that Contractor takes full responsibility for all security measures or controls needed for the safe use of the subject premises and that the City does not represent that the security measures taken by the Contractor are adequate for the purposes intended.

GENERAL CONSTRUCTION GUIDELINES

The contractor shall be required to coordinate his work schedule with City's Parks and Recreation Department, Director during the course of the project.

All furnishings and equipment shall be placed back in the original locations. All work areas must be returned to original condition. Any staging areas required by the contractor shall be approved by the designated City departmental representative before beginning the work.

Contractor shall clean and remove from the premises, all surplus and discarded materials, rubbish, and temporary structures, and shall restore in an acceptable manner all property, both public and private, which has been damaged during the execution and completion of the work and shall have the work in a neat and presentable condition.

Contractor shall remove any and all debris from the premises – construction debris, trash, etc., shall not be left or buried on site.

SCHEDULED PROJECTS

The Contractor shall respond by telephone to the designated City departmental representative within two business days from the time of initial notification of a new job.

Upon contact with the appropriate designated City departmental representative, a walkthrough of the proposed job site will occur within two business days or as scheduled with the designated City departmental representative.

Project work shall begin as scheduled with the designated City departmental representative and shall proceed with satisfactory progress, as determined by the designated City departmental representative, until completion.

Should the Contractor be unable to comply with the above milestone dates for individual project work, the City may contact and schedule work with another contractor.

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EMERGENCIES

Should an emergency event occur, resulting in possible harm to any person or City property, the City will be the first priority for any emergency fencing needed. The City Manager will determine what constitutes a disaster. The Contractor must respond to a call for emergency work within two hours.

QUALIFICATIONS

In addition to any State required licensing, successful Bidder is required to have a Business License in the city where their home office is located. If Bidder's business office is located inside the City of Fernandina Beach, a business tax license is required.

AWARD

Award recommendation shall be made based on price and availability of product and/or service. 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.

The City reserves the right to select multiple vendors, who meet the City's qualifications, to use on an as-needed basis throughout the contract period. Selection will be based on pricing and adjusted based on scheduling availability and reliability of the vendor to meet those deadlines to provide the services.

BID PACKAGE

Bid Documents and Specifications are available to download from DemandStar.com, www.demandstar.com. Any questions regarding the bid package can be directed in writing to Wanda Weaks, Purchasing Specialist, at wweaks@fbfl.org.

The City of Fernandina Beach is not responsible for the content of any bid package received through any third-party bid service. It is the sole responsibility of the vendor to ensure the completeness and accuracy of the documents received

CONTACT

Specification questions during the bid period shall be submitted in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

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 published to www.demandstar.com. It is the bidder's responsibility to check the DemandStar.com website for Addenda prior to submitting their bid. The deadline for questions is **ten** days before bid opening.

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If there is an Addendum it becomes part of the original Bid 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.

BIDDER SHALL SIGNIFY RECEIPT OF ADDENDA (IF ANY). Failure to Acknowledge Receipt of any Addendum may result in rejection of the bid.

CONTRACTOR REQUIREMENTS AND PERSONNEL

1. Prior to the start of any work, CONTRACTOR shall examine the work area and report in writing to the designated City departmental representative any conditions detrimental to work. Failure to observe this injunction constitutes a waiver to any subsequent claims to the contrary.

2. CITY reserves the right to reject any CONTRACTOR employee doing business for the awarded CONTRACTOR that has not received the proper safety training or is not performing work in a safe manner. Any costs resulting in a rejection of personnel will be solely at the CONTRACTOR's expense.

3. No sub-contractor shall be employed by CONTRACTOR for the provision of these services without the prior written approval of the CITY.

TIME OF PERFORMANCE

1. CONTRACTOR may, upon approval by the designated City departmental representative, be provided weekends and after-hours access to the site, if necessary or desired, to complete the project, weather permitting. However, no additional sums shall be paid other than that specified in the bid response.

CITY'S RIGHTS TO INSPECT, REJECT, AND STOP WORK

1. Right to Inspect Work - CITY will have the right to inspect the work at all times. Such inspections will not relieve CONTRACTOR of any of its obligations to perform the work in strict accordance with the contract documents.

2. Right to Reject Work - CITY will have the right to reject work which does not conform to the contract documents.

3. Right to Stop Work - If CITY reasonably believes that CONTRACTOR is failing to carry out the work in accordance with the contract documents; CITY may order CONTRACTOR to stop the work, or a portion of the work, until such time as the cause of such stop order has been eliminated.

4. Right to Carry Out Work - If CONTRACTOR fails to perform the work properly or fails to perform any provision of the contract documents, including unauthorized project schedule delays, CITY,

after three days written notice to CONTRACTOR without correction, may correct the deficiencies through the CITY's own forces or through others and may deduct the cost thereof from the payment then or thereafter due to the CONTRACTOR.

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WARRANTY

1. CONTRACTOR shall provide warranty stating that the installation is complete in detail and installed in accordance with the layout, geometry and details specified on the plans.

2. If CITY deems it unacceptable to have CONTRACTOR correct the work, which has been incorrectly done, a deduction from the contract price shall be made as determined by CITY. Such a deduction from the contract price shall in no way affect the CONTRACTOR's responsibility for defects, which may occur nor their ability for correcting them, and damage caused by them.

3. Supplies and/or services furnished as a result of this bid shall be covered by the most favorable commercial warranties, expressed or implied, that the bidder and/or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights afforded to the CITY by any other clause of this bid. Any applicable written warranty from the product manufacturer and/or representative company shall commence from date of completion and acceptance by the CITY.

INSURANCE REQUIREMENTS

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

BOND REQUIREMENTS

No Bid Bond is required for this 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 a vigorous affirmative action program.

CITY OF FERNANDINA BEACH, FLORIDA
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GENERAL CONDITIONS OF INVITATION TO BID

1. **PREPARATION OF BID -** INVITATION TO BID shall be prepared in accordance with the following:
   a. The enclosed Contact Sheet/Bid Form, attached hereto as "Exhibit A", shall be used when submitting your INVITATION TO BID.
   b. 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.
   c. Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
   d. Alternate Bids will not be considered unless authorized by the Invitation to Bid.
   e. 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.
   f. 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*.
   g. Prices quoted must be FOB City of Fernandina Beach, Florida with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
   h. Deliveries are to be FOB Destination unless otherwise specified in the Invitation to bid
   i. Deliveries are to be made during regular business hours.
   j. 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. The City of Fernandina Beach has partnered with **DemandStar using their E-bidding platform**. All submittals will be received through the **DemandStar E-bidding platform**. To register and submit through DemandStar go to www.demandstar.com/registration.

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.

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) 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 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, Bids and Purchasing web page.
f. Agreement may be cancelled with a 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

- If Bid is less than $100,000 no Bid Bond or Payment and Performance Bond required.
- 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.

- If Bid is $100,000 - $200,000, and is for services, a Bid Bond is required but no Payment and Performance Bond is required.
- If Bid is greater than $200,000, and is for services, Bid Bond and Payment and Performance Bond is required.

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

The CONTRACTOR 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 CONTRACTOR, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the CONTRACTOR in the performance of this Agreement. The CONTRACTOR'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 CONTRACTOR against the City and the CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR's expense. The City shall have the right, at its option, to participate in the defense of any third-party claim, without relieving CONTRACTOR of any of its obligations hereunder. If the CONTRACTOR assumes control of the defense of any third-party claim in accordance with this paragraph, the CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR has failed or is failing to prosecute or defend vigorously the third-party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third-party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06, Florida Statutes, as amended. CONTRACTOR expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section 725.06, Florida Statutes,

as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
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CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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).
   9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.

C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million ($1,000,000.00) Dollars.

D. Umbrella I Excess Liability Insurance with a limit of no less than One Million ($1, 000,000) minimum per occurrence.

E. During the term of this agreement, (if applicable) the Contractor/Vendor will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the Contractor/Vendor. The amount of insurance shall not be less than One Million ($1,000,000) per occurrence and aggregate.

F. Loss Deductible – If the insurance of any CONTRACTOR/VENDOR contains deductible(s), penalty(s) or self-insured retention(s), the CONTRACTOR/VENDOR
Whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense shall furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which 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 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.

15. BID PROTESTS

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

16. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, CONTRACTOR/VENDOR may not participate in the bid if CONTRACTOR/VENDOR is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing, www.sam.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.

EXHIBITS

EXHIBIT "A" **Contact Sheet**

EXHIBIT "A-1" **Bid Pricing 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, FLORIDA
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EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____Title: _____

Email Address: _____ Phone: _____

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
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EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	
5'	
6'	
7'	
8'	

Gates

Size	$ Price
4'	
5'	
6'	
7'	
8' Double Drive	
10' Double Drive	
12' Double Drive	
14' Double Drive	
16' Double Drive	
18' Double Drive	
20' Double Drive	

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

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Aluminum 3-Rail Fence

Size	$ Per LF Price
4’	
54”	
6’	

Gates

Size	$ Price
4’	
5’	
6’	
7’	
8’ Double Drive	
10’ Double Drive	
12’ Double Drive	

Wood Stockade

Size	$ Per LF Price
6’	

Gates

Size	$ Price
4’	
5’	
6’	
7’	
8’ Double Drive	
10’ Double Drive	
12’ Double Drive	

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6’	

Gates

Size	$ Price
4’	
5’	
6’	
7’	
8’ Double Drive	
10’ Double Drive	
12’ Double Drive	

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Name (typed or printed): _____

Signature _____
Title: _____

(CORPORATE SEAL)

Attest _____
Date of Qualification to do business in Florida is ____/____/____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
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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.

    6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. 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

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
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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

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, FLORIDA
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CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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
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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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
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_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

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

_____ My Commission expires: _____
Notary Signature

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

_____

Firm Date

_____

Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: Don Miller

Federal Taxpayer ID: 20-8226307

Mailing Address: 3226 Talleyrand Ave

City, State, & Zip Code: Jacksonville, FL 32205

Telephone: 904-356-2333 Fax: 904-356-2334

Email: dmiller@armstrong-fence.com

Submitted By: Don Miller

Title: President

Accounting Contact:

Name: Tifanie Batte Title: manager

Email Address: tmiller@armstrong-fence.com Phone: 904-356-2333

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	$ 25.00
5'	$ 28.00
6'	$ 32.00
7'	$ 42.00
8'	$ 52.00

Gates

Size	4' HIGH	5' HIGH	6' HIGH $ Price	7' HIGH	8' HIGH
4'	$ 300	$ 400	$ 500	$ 600	$ 700
5'	$ 350	$ 450	$ 550	$ 650	$ 750
6'	$ 400	$ 500	$ 600	$ 700	$ 800
7'	$ 450	$ 550	$ 650	$ 750	$ 850
8' Double Drive	$ 650	$ 850	$ 1,000	$ 1,100	$ 1200
10' Double Drive	$ 750	$ 950	$ 1200	$ 1300	$ 1400
12' Double Drive	$ 850	$ 1,050	$ 1300	$ 1400	$ 1500
14' Double Drive	$ 950	$ 1,150	$ 1400	$ 1500	$ 1600
16' Double Drive	$ 1050	$ 1250	$ 1500	$ 1600	$ 1700
18' Double Drive	$ 1200	$ 1500	$ 1700	$ 1800	$ 1900
20' Double Drive	$ 1500	$ 1800	$ 1900	$ 2000	$ 2200

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence 3/4" Picket

Size	$ Per LF Price
4'	$ 30.00
54"	$ 40.00
6'	$ 50.00

Gates 3/4" Pickets

Size	4' HIGH	54" HIGH	6' HIGH $ Price
4'	700-	$ 800-	$ 1,000-
5'	800-	900-	$ 1,100-
6'	900-	1,000-	$ 1200-
7'	1,000-	1,100-	$ 1300-
8' Double Drive	1500-	1700-	$ 1900-
10' Double Drive	1700-	1900-	2100-
12' Double Drive	2000-	2100-	2300-

Wood Stockade

Size	$ Per LF Price
6'	$ 32.00

Gates

Size	6' HIGH $ Price
4'	$ 400-
5'	$ 500-
6'	$ 600-
7'	$ 900-
8' Double Drive	$ 1100-
10' Double Drive	$ 1300-
12' Double Drive	$ 1400-

White Vinyl/Tan Vinyl

Size	WHITE	$ Per LF Price	TAN
6'	$ 36.00		$ 38.00
Gates			
Size		$ Price	
4'	$ 700-		$ 800-
5'	$ 800-		$ 900-
6'	$ 1,000-		$ 1200-
7'	$ 1,200-		$ 1400-
8' Double Drive	$ 1500-		$ 1600-
10' Double Drive	$ 1700-		$ 1800-
12' Double Drive	$ 1900-		$ 2,000-

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Don Miller

Signature

Title: President

(CORPORATE SEAL)

Attest

Date of Qualification to do business in Florida is 01/07/2007

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21.

2. This sworn statement is submitted by (entity) Armstrong Fence Co. whose business address is 3226 Talleyrand Ave and (if applicable) Federal Employer Identification Number (FEIN) is 20-8226307 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Tifanie Batte and my relationship to the entity named above is Mgr.

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.

    6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. 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: 6/23/25

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 23 day of June, 2025 and is personally known to me, or has provided _____ as identification.

LYNDSI CREDEUR
Notary Public - State of Florida
Commission # HH 440136
My Comm. Expires Sep 4, 2027
Bonded through National Notary Assn.

Notary Public
My Commission expires: 9/4/2027

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Armstrong Fence Co.

CITY: Jacksonville STATE: FL ZIP CODE: 32206

SIGNATURE: Tifanie Battle PHONE: 904·356·2333

NAME (TYPED OR PRINTED): Tifanie Battle TITLE: Mgr

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB# 25-21

Project Description: Fencing Projects

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: Armstrong Fence Co.

Authorized Signature: [signature]

Title: manager

Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Tifanie Batte Title: manager

Signature: Tifanie Batte Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) Armstrong Fence Co whose business address is 3226 Talleyrand Ave and (if applicable) Federal Employer Identification Number (FEIN) is 20-8226307 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
My name is Tifanie Batt and my relationship to the entity named above is manager.

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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23, 2025, and is ~~personally known~~ to me, or has provided _____ as identification.

_____ My Commission expires: 9/4/2027
Notary Signature

LYNDSI CREDEUR
Notary Public - State of Florida
Commission # HH 440136
My Comm. Expires Sep 4, 2027
Bonded through National Notary Assn.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) Armstrong Fence Co. whose business address is 3226 Talleyrand Ave, Jacksonville and (if applicable) Federal Employer Identification Number (FEIN) is 20-8226307 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Tifanie Battle and my relationship to the entity named above is manager.

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.

Tifanie Battle 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 23 day of June, 2025 and is personally known to me, or has provided _____ as identification.

_____ My Commission expires: 9/4/2027
Notary Signature

LYNDSI CREDEUR
Notary Public - State of Florida
Commission # HH 440136
My Comm. Expires Sep 4, 2027
Bonded through National Notary Assn.

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CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO✓___

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

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

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

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

Armstrong Fence Co.	6/23/2025
Firm	Date
Tifanie Battle	Tifanie Battle
Authorized Signature	Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

ARMSFEN-01 ADAMSD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/18/2025

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

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

PRODUCER	CONTACT NAME:	
Insurance Office of America 1 Sleiman Parkway Suite 130 Jacksonville, FL 32216	PHONE (A/C, No, Ext): (904) 448-9777	FAX (A/C, No): (904) 448-9788
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Armstrong Fence Co. 3226 Talleyrand Ave Jacksonville, FL 32206	INSURER A : Southern-Owners Insurance Company	10190
	INSURER B : Auto-Owners Insurance Company	18988
	INSURER C : Technology Insurance Company, Inc.	42376
	INSURER D : Travelers Property Casualty Insurance Company	36161
	INSURER E : Westchester Fire Insurance Company	10030
	INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			78463295	4/20/2025	4/20/2026	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			4921943900	4/20/2025	4/20/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							PIP	$ 10,000
A	X UMBRELLA LIAB X OCCUR			4921943901	4/20/2025	4/20/2026	EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED X RETENTION $ 10,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A		TWC4596005	4/20/2025	4/20/2026	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	Installation Floater			QT-630-1S911621-TIL-25	4/20/2025	4/20/2026	Installation Floater	200,000
E	Pollution Liability			G74293530 002	4/10/2025	4/10/2026	Pollution Liability	1,000,000

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

CERTIFICATE HOLDER

PROOF OF INSURANCE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Armstrong Fence Co.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

3226 Talleyrand Ave

Requester's name and address (optional)

6 City, state, and ZIP code

Jacksonville, FL 32206

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

2	0	–	8	2	2	6	3	0	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Shanni Batte Date 1/21/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: FencePro LLC.

Federal Taxpayer ID: 30-1414628

Mailing Address: 2601 Pickettville rd.

City, State, & Zip Code: Jacksonville, FL 32220

Telephone: (904) 538-0627 **Fax:** _____

Email: sales@fenceprojax.com

Submitted By: Damon Sprague

Title: Manager

Accounting Contact:

Name: Joann Silverman **Title:** office

Email Address: Joann@fenceprojax.com **Phone:** 904 538-0627

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	**$21**
5'	**$23**
6'	**$30**
7'	**$32**
8'	**$34**

Gates

Size	Prices for 4' high	$ Price
4'		**$500 per gate**
5'		**$550 per gate**
6'		**$600 per gate**
7'		**$650 per gate**
8' Double Drive		**$1100 per gate**
10' Double Drive		**$1300 per gate**
12' Double Drive		**$1400 per gate**
14' Double Drive		**$1600 per gate**
16' Double Drive		**$1700 per gate**
18' Double Drive		**$1900 per gate**
20' Double Drive		**$2300 per gate**

CITY OF FERNANDINA BEACH, FLORIDA
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Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	30
54"	31
6'	33

Gates

Size	Prices for 4' high	$ Price
4'		$ 570 per gate
5'		$ 570 per gate
6'		$ 600 per gate
7'		$ 650 per gate
8' Double Drive		$ 1100 per 2 gates
10' Double Drive		$ 1200 per 2 gates
12' Double Drive		$ 1400 per 2 gates

Wood Stockade

Size	$ Per LF Price
6'	23

Gates

Size	$ Price
4'	$ 450 per gate
5'	$ 550 per gate
6'	$ 650 per gate
7'	$ 750 per gate
8' Double Drive	$ 900 per gates
10' Double Drive	$ 1000 per gates
12' Double Drive	$ 1200 per gates

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	30

Gates

Size	$ Price
4'	$ 600 per gate
5'	$ 700 per gate
6'	$ 800 per gate
7'	$ 900 per gate
8' Double Drive	$ 1300 per gate
10' Double Drive	$ 1400 per gate
12' Double Drive	$ 1600 per gate

CITY OF FERNANDINA BEACH, FLORIDA
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CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Damon Sprague

Signature _____

Title: Manager

(CORPORATE SEAL)

Attest FencePro, LLC

Date of Qualification to do business in Florida is 05/30/24.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
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CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 Fencing projects.

2. This sworn statement is submitted by (entity) FencePro LLC. whose business address is 2601 Pickettville rd. 32210 and (if applicable) Federal Employer Identification Number (FEIN) is 30-1414628 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Daman Sprague and my relationship to the entity named above is manager.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

[signature] 6/24/25
Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 24 day of June, 2025, and is personally known to me, or has provided _____ as identification.

JOANN SILVERMAN
Notary Public
State of Florida
Comm# HH627103
Expires 1/8/2029

[signature]
Notary Public
My Commission expires: 1-8-2029

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 sha

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: FencePro LLC.

CITY: Jacksonville STATE: FL ZIP CODE: 32220

SIGNATURE: _____ PHONE: 904 705 8779

NAME (TYPED OR PRINTED): Damen Sprague TITLE: manager

... OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

E-VERIFY STATEMENT

Bid/Proposal Number: ITB#25-21

Project Description: Fencing projects

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: FencePro LLC.

Authorized Signature: [signature]

Title: Manager

Date: 12/24/25

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Damen Sprague Title: Manager

Signature: [signature] Date: 01/24/25

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Fencing projects

This sworn statement is submitted by (entity) FencePro LLC. whose business address is 2601 Pickettville rd. 32220 and (if applicable) Federal Employer Identification Number (FEIN) is 30-1914628 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Damen Sprague and my relationship to the entity named above is Manager.

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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Signature Date: 6-24-25

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 24th day, 20 25, and is personally known to me, or has provided _____ as identification.

Joan Silverman My Commission expires: 1-8-2029
Notary Signature

JOANN SILVERMAN
Notary Public
State of Florida
Comm# HH627103
Expires 1/8/2029

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for Fencing projects

This sworn statement is submitted by (entity) FencePro LLC. whose business address is 2601 Pickettville rd. 32220 and (if applicable) Federal Employer Identification Number (FEIN) is 30-1412628 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Damon Sprague and my relationship to the entity named above is manager.

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, 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 affia

6/24/2025

Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 24 day of June, 2025 and is personally known to me, or has provided _____ as identification.

JoAnn Silverman My Commission expires: 1-8-2029
Notary Signature

JOANN SILVERMAN
Notary Public
State of Florida
Comm# HH627103
Expires 1/8/2029

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 attacnme

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 FencePro LLC. 6/24/25
Date

Authorized Signature

Printed or Typed Name and Title
Damon Sprague

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/24/2025

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

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

PRODUCER		CONTACT NAME:	Brett Bristow	
Pinkerton Insurance Group, Inc. 4240 Tamiami Trail S Venice FL 34293		PHONE (A/C, No, Ext): (941) 584-8606	FAX (A/C, No): (866) 221-8643	
		E-MAIL ADDRESS:	certificates@pinkertonpi.com	
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A :	Midvale Indemnity Company	27138M
INSURED		INSURER B :	Ascendant Commercial Insurance, Incorporated	13683
FencePro LLC 2601 Pickettville Rd Jacksonville FL 32220		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** CL2562007285 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR $500 Per Claim PD Deductible GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			CP00165471	06/28/2025	06/28/2026	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			CA-72510-0	06/28/2025	06/28/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 500,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							Uninsured motorist	$ 20,000
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						~~COMBINED SINGLE LIMIT~~ EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

Operations: Fence Contractor - Sales, Installation, Service & Repair
Certificate subject to policy terms, conditions, limits & exclusions as set forth by policy.

CERTIFICATE HOLDER

City of Fernandina Beach
204 Ash Street
Fernandina Beach FL 32034

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Damen Sprague

2 Business name/disregarded entity name, if different from above.

Fencepro LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

2601 Pickettville Rd

Requester's name and address (optional)

6 City, state, and ZIP code

Jacksonville, FL 32220

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

3	0	–	1	4	1	4	6	2	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** Damen Sherman **Date** 1-14-25

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: MAE Contracting LLC

Federal Taxpayer ID: 82-1054003

Mailing Address: 542749 US HWY 1

City, State, & Zip Code: Callahan FL 32011

Telephone: 904-507-2632 **Fax:** _____

Email: methridge2042@gmail.com

Submitted By: Michael Ethridge

Title: MANAGER

Accounting Contact:

Name: Christina Ethridge **Title:** Office Manager

Email Address: Cethridge@maecontracting.site **Phone:** 904-507-2632

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	$19.82 PER LF
5'	$22.74 PER LF
6'	$26.28 PER LF
7'	$29.52 PER LF
8'	$33.78 PER LF

Gates

Size	4	5	6	$ Price 7	8
4'	$553.00	634.00	684.00	715.00	745.00
5'	$567.00	659.00	711.00	741.00	771.00
6'	$639.00	685.00	737.00	767.00	806.00
7'	$654.00	709.00	741.00	797.00	835.00
8' Double Drive	$803.00	1052.00	1122.00	1176.00	1240.00
10' Double Drive	$1003.00	1172.00	1251.00	1310.00	1550.00
12' Double Drive	$1143.00	1222.00	1303.00	1366.00	1860.00
14' Double Drive	$1173.00	272.00	1350.00	1422.00	2480.00
16' Double Drive	$1209.00	1324.00	1408.00	1477.00	2480.00
18' Double Drive	$1244.00	1458.00	1535.00	1613.00	2790.00
20' Double Drive	$1276.00	1483.00	1588.00	1667.00	3100.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	$27.80 PER LF
54"	$ 29.80 PER LF
6'	$ 48.00 PER LF

Gates

Size	4	54"	$ Price	6
4'	527.00	557.70		711.00
5'	643.75	682.25		873.75
6'	760.50	806.70		1036.50
7'	877.25	931.15		1199.25
8' Double Drive	1053.80	1115.60		1420.00
10' Double Drive	1287.25	1364.50		1747.50
12' Double Drive	1520.70	1613.40		2073.00

Wood Stockade

Size	$ Per LF Price
6'	$24.00 PER LF

Gates

Size	$ Price
4'	560.00
5'	600.00
6'	640.00
7'	680.00
8' Double Drive	772.00
10' Double Drive	972.00
12' Double Drive	1167.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	WHITE: $28.00 PER LF / TAN: $30.00 PER LF

Gates

Size	WHITE	$ Price	TAN
4'	400.00		445.00
5'	430.00		470.00
6'	750.00		810.00
7'	960.00		1060.00
8' Double Drive	925.00		1110.00
10' Double Drive	1075.00		1160.00
12' Double Drive	1600.00		1680.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Michael Ethridge

Signature _____

Title: MANAGER

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is ____/____/____.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

Detail by Entity Name

Florida Limited Liability Company
M.A.E CONTRACTING, LLC

Filing Information

Document Number	L17000069390
FEI/EIN Number	82-1054003
Date Filed	03/27/2017
Effective Date	03/27/2017
State	FL
Status	ACTIVE
Last Event	LC AMENDMENT
Event Date Filed	08/25/2021
Event Effective Date	02/04/2021

Principal Address

542749 US Highway 1
Callahan, FL 32011

Changed: 02/01/2022

Mailing Address

542749 US Highway 1
Callahan, FL 32011

Changed: 02/01/2022

Registered Agent Name & Address

ETHRIDGE, MICHAEL A
3732 Windmere Lane
Hilliard, FL 32046

Name Changed: 02/04/2021

Address Changed: 02/04/2021

Authorized Person(s) Detail

Name & Address

Title MGR

ETHRIDGE, MICHAEL A
3732 Windmere Lane
Hilliard, FL 32046

Title MGR

SMITH, COREY L
4742 PARETE RD S.
JACSSONVILLE, FL 32218

Annual Reports

Report Year	Filed Date
2023	01/24/2023
2024	01/15/2024
2025	01/21/2025

Document Images

01/21/2025 -- ANNUAL REPORT	View image in PDF format
01/15/2024 -- ANNUAL REPORT	View image in PDF format
01/24/2023 -- ANNUAL REPORT	View image in PDF format
02/01/2022 -- ANNUAL REPORT	View image in PDF format
08/25/2021 -- LC Amendment	View image in PDF format
02/04/2021 -- REINSTATEMENT	View image in PDF format
03/27/2017 -- Florida Limited Liability	View image in PDF format

Florida Department of State, Division of Corporations

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES
2. This sworn statement is submitted by (entity) MICHAEL Ethridge whose business address is 542749 US HWY 1 Callahan FL 32011 and (if applicable) Federal Employer Identification Number (FEIN) is 82-1054003 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Amelya Smith and my relationship to the entity named above is BOSS/MANAGER
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.

    6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

Michael E. Thrasher 6/23/2025
Signature Date:

STATE OF FLORIDA
COUNTY OF Nassau

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, 2025, and is personally known to me, or has provided _____ as identification.

Amelya Smith
Notary Public
My Commission expires:

AMELYA SMITH
MY COMMISSION # HH601296
EXPIRES: October 08, 2028

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: MAE CONTRACTING LLC

CITY: Callahan STATE: FL ZIP CODE: 32011

SIGNATURE: Michael Ethridge PHONE: 904-507-2632

NAME (TYPED OR PRINTED): Michael Ethridge TITLE: MANAGER

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB#25-21

Project Description: Contract For Fencing Projects As Specified For City Facilities

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: Michael Ethridge/MAEContracting LLC

Authorized Signature: Michael Ethridge

Title: MANAGER

Date: 6/23/2025

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Michael Ethridge Title: MANAGER

Signature: [signature] Date: 6/23/2025

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Fencing Projects AS Specified for City Facilities

This sworn statement is submitted by (entity) Michael Ethridge whose business address is 542749 US HWY 1 Callahan FL 32011 and (if applicable) Federal Employer Identification Number (FEIN) is 82-1054003 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Amelya Smith and my relationship to the entity named above is BOSS/MANAGER

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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Michael J. Stivers 6/23/2025
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU

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 23rd June, 2025, and is personally known to me, or has provided _____ as identification.

Amelya Smith _____ My Commission expires: _____
Notary Signature

NOTARY PUBLIC STATE OF FLORIDA
AMELYA SMITH
MY COMMISSION # HH601296
EXPIRES: October 08, 2028

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for Fencing Projects As Specified for City Facilities

This sworn statement is submitted by (entity) Michael Ethridge whose business address is 542749 US Hwy 1 Callahan FL 32011 and (if applicable) Federal Employer Identification Number (FEIN) is 82-1054003 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Amelya Smith and my relationship to the entity named above is Boss/Manager

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.

Michael Ethridge 6/23/2025
Signature Date:

STATE OF FLORIDA
COUNTY OF Nassau

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, 2025 and is personally known to me, or has provided _____ as identification.

Amelya Smith My Commission expires: _____
Notary Signature

AMELYA SMITH
MY COMMISSION # HH601296
EXPIRES: October 08, 2028

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"
DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

MAE Contracting LLC — Firm
6/23/2025 — Date
Michael Thrick — Authorized Signature
Michael Thrick — Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
M.A.E. CONTRACTING, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) N/A

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
542749 US HWY 1

6 City, state, and ZIP code
CALLAHAN, FL 32011

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Type text here

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
8 2 - 1 0 5 4 0 0 3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** [signature] | **Date** 8/20/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/23/2025

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

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

PRODUCER
Foundation Risk Partners, Corp. dba Foundation Risk Partners of Florida
780 W Granada Blvd
Ormond Beach FL 32174

License#: L100460
MAECONTRAC

CONTACT NAME: Certificates
PHONE (A/C, No, Ext): 3866774761 **FAX (A/C, No):** 386-673-5370
E-MAIL ADDRESS: certs@foundationrp.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Southern-Owners Insurance Company	10190
INSURER B : Auto-Owners Insurance Company	18988
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
M.A.E. Contracting, LLC
542749 US Hwy 1
Callahan FL 32011

COVERAGES **CERTIFICATE NUMBER:** 10284122 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	Y	Y	72060454	2/24/2025	2/24/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	5506046600	2/24/2025	2/24/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000			5506046601	2/24/2025	2/24/2026	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
General Liability - Blanket Additional Insured, Blanket Primary and Noncontributory when required by written contract 55373 (5-17)
General Liability - Blanket Waiver of Subrogation when required by written contract 65033 (6-22)
Auto Liability - Blanket Additional Insured 58504 (1-15)
Auto Liability - Blanket Primary and Noncontributory when required by written contract 58566 (1-22)
Auto Liability - Blanket Waiver of Subrogation when required by written contract 58566 (1-22)

CERTIFICATE HOLDER

City of Fernandina Beach
204 Ash Street
Fernandina Beach FL 32034

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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55373 (5-17)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Under **SECTION II - WHO IS AN INSURED** is amended. The following provision is added.
A person or organization is an Additional Insured, only with respect to liability caused, in whole or in part, by "your work" for that Additional Insured by or for you:
   1. If required in a written contract or agreement; or
   2. If required by an oral contract or agreement only if a Certificate of Insurance was issued prior to the loss indicating that the person or organization was an Additional Insured.

B. **SECTION III - LIMITS OF INSURANCE** is amended. The following provision is added.
The limits of liability for the Additional Insured are those specified in the written contract or agreement between the insured and the owner, lessee or contractor or those specified in the Certificate of Insurance, if an oral contract or agreement, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the limits of insurance shown in the Declarations.

C. **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended.
   1. The following condition is added to **4. Other Insurance**.
   This insurance is primary for the Additional Insured, but only with respect to liability caused, in whole or in part, by "your work" for that Additional Insured by or for you. Other insurance available to the Additional Insured will apply as excess insurance and not contribute as primary insurance to the insurance provided by this endorsement.
   2. The following condition is added.
   Other Additional Insured Coverage Issued By Us
   If this policy provides coverage for the same loss to any Additional Insured specifically shown as an Additional Insured in another endorsement to this policy, our maximum limit of insurance under this endorsement and any other endorsement shall not exceed the limit of insurance in the written contract or agreement between the insured and the owner, lessee or contractor, or the limits provided in this policy, whichever is less. Our maximum limit of insurance arising out of an "occurrence", shall not exceed the limit of insurance shown in the Declarations, regardless of the number of insureds or Additional Insureds.

All other policy terms and conditions apply.

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65033 (6-22)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

FLORIDA - COMMERCIAL GENERAL LIABILITY PLUS COVERAGE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. **EXTENDED WATERCRAFT LIABILITY**
   SECTION I - COVERAGES, **COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, **2. Exclusions** is amended. Exclusion **g.(2)** is deleted and replaced by the following exclusion.
   (2) A watercraft you do not own that is:
   (a) Less than 50 feet long; and
   (b) Not being used to carry persons or property for a charge;
2. **BROADENED SUPPLEMENTARY PAYMENTS**
   SUPPLEMENTARY PAYMENTS - COVERAGES A AND B, Paragraph **1.d.** is amended.
   The amount we will pay for the actual loss of earnings is increased from $250 per day to $400 per day.
3. **ADDITIONAL PRODUCTS-COMPLETED OPERATIONS AGGREGATE LIMIT**
   If the endorsement, EXCLUSION - PRODUCTS-COMPLETED OPERATIONS HAZARD, CG 21 04, is not attached to this policy, then the following provision is added to **SECTION III - LIMITS OF INSURANCE**.
   Commencing with the effective date of this policy, we will provide one additional Products-Completed Operations Aggregate Limit, for each annual period, equal to the amount of the Products-Completed Operations Aggregate Limit shown in the Declarations. The maximum Products-Completed Operations Aggregate Limit for any annual period will be no more than two times the original Products-Completed Operations Aggregate Limit.
4. **PERSONAL INJURY EXTENSION**
   a. If the endorsement EXCLUSION - PERSONAL AND ADVERTISING INJURY, CG 21 38, is attached to this policy, then this provision, **4.** PERSONAL INJURY EXTENSION, does not apply.
   b. If the endorsement EXCLUSION - PERSONAL AND ADVERTISING INJURY, CG 21 38, is not attached to this policy:
   (1) SECTION I - COVERAGES, **COVERAGE B - PERSONAL AND ADVERTISING INJURY LIABILITY**, **2. Exclusions** is amended. The following exclusion is added. This insurance does not apply to:
   Americans With Disabilities Act (ADA)
   "Personal and advertising injury" arising directly or indirectly out of any action or omission that violates or is alleged to violate:
   (1) The Americans With Disabilities Act (ADA), including any amendment of or addition to such law;
   (2) Any federal rule or regulation promulgated to implement the ADA and its amendments and additions; or
   (3) Any federal, state, or local statute, ordinance or regulation, other than the ADA and its amendments and additions, that prohibits discrimination on the basis of disability relating to the use of, access to, or enjoyment of:
   (a) Facilities used as, or designated or constructed for use as places of public accommodation;
   (b) Facilities used as, or designated and constructed for use as a commercial facility;
   (c) Telecommunication systems;
   (d) Telephones;
   (e) Internet;
   (f) Websites; or
   (g) Televisions.
   (2) SECTION V - DEFINITIONS is amended.

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Paragraph **14.** "Personal and advertising injury" is deleted and replaced by the following definition.

14. "Personal and advertising injury" means injury including consequential "bodily injury", arising out of one or more of the following offenses:

- **a.** False arrest, detention or imprisonment;
- **b.** Malicious prosecution;
- **c.** The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling or premises that a person occupies, commited by or on behalf of its owner, landlord or lessor;
- **d.** Oral or written publication, in any manner, of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;
- **e.** Oral or written publication, in any manner, of material that violates a person's right of privacy;
- **f.** The use of another's advertising idea in your "advertisement";
- **g.** Infringing upon another's copyright, trade dress or slogan in your "advertisement"; or
- **h.** Discrimination, humiliation, sexual harassment and any violation of civil rights caused by such discrimination, humiliation or sexual harassment.

5. BROADENED KNOWLEDGE OF OCCURRENCE

SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, **2. Duties In The Event Of Occurrence, Offense, Claim Or Suit** is amended. The following condition is added.

Paragraphs **a.** and **b.** of this condition will not serve to deny any claim for failure to provide us with notice as soon as practicable after an "occurrence" or an offense which may result in a claim:

- **a.** If the notice of a new claim is given to your "employee"; and
- **b.** That "employee" fails to provide us with notice as soon as practicable.

This exception shall not apply to you or to any officer, director, partner, risk manager or insurance manager of yours.

6. DAMAGE TO PREMISES RENTED TO YOU

a. SECTION I - COVERAGES, **COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, **2. Exclusions** is amended.

(1) The last paragraph is deleted and replaced by the following paragraph.

Exclusions **c.** through **n.** do not apply to damage by fire, lightning, explosion, smoke or water damage to premises rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **6. DAMAGE TO PREMISES RENTED TO YOU**, **b. Limits of Insurance**.

(2) The following additional exclusions apply to "property damage" arising out of water damage to premises rented to you or temporarily occupied by you with permission of the owner.

(a) "Property damage" to:

- **1)** The interior of the premises caused by or resulting from rain or snow, whether driven by wind or not; or
- **2)** Heating, air conditioning, plumbing or fire protection systems, or other equipment or appliances.

(b) "Property damage" caused by or resulting from any of the following:

- **1)** Mechanical breakdown, including bursting or rupture caused by centrifugal force;
- **2)** Cracking, settling, expansion or shrinking;
- **3)** Smoke or smog;
- **4)** Birds, insects, rodents or other animals;
- **5)** Wear and tear;
- **6)** Corrosion, rust, decay, fungus, deterioration, hidden or latent defect or any quality in property that causes such property to destroy or damage itself; or
- **7)** Water that flows or leaks from any heating, air conditioning, plumbing or fire protection system caused by or resulting from freezing, unless:
  - **a)** You make a reasonable effort to maintain heat in the building or structure; or
  - **b)** You drain the equipment and shut off the water supply if the heat is not maintained.

(c) "Property damage" caused directly or indirectly by any of the following:

- **1)** Water that backs up from a drain or sewer;
- **2)** Mud flow or mudslide;
- **3)** Volcanic eruption, explosion or effusion;

4) Any earth movement, such as earthquake, landslide, mine subsidence, earth sinking, earth rising or earth shifting;
5) Regardless of the cause, flood, surface water, waves, tides, tidal waves, storm surge, overflow of any body of water, or their spray, all whether wind driven or not; or
6) Water under the ground surface pressing on, or seeping or flowing through:
a) Walls, foundations, floors or paved surfaces;
b) Basements, whether paved or not; or
c) Doors, windows or other openings.

(d) "Property damage" for which the insured is obligated to pay as damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the insured would have in the absence of this contract or agreement.

b. **Limits of Insurance**
SECTION III - LIMITS OF INSURANCE is amended. Paragraph **6.** is deleted and replaced by the following paragraph.
6. The most we will pay under Coverage **A** for damages because of "property damage" to premises rented to you or temporarily occupied by you with permission of the owner arising out of or caused by fire, lightning, explosion, smoke and water damage is the amount shown in the Declarations under Damage to Premises Rented to You.

c. **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS**, **4. Other Insurance**, Paragraph **b.** is amended. The word fire is amended to include fire, lightning, explosion, smoke or water damage.

7. **BLANKET ADDITIONAL INSURED - LESSOR OF LEASED EQUIPMENT**
a. (1) **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured any person or organization with whom you have agreed:
(a) In a written contract or agreement, executed prior to loss, to name as an additional insured; or
(b) In an oral contract or agreement, executed prior to loss, to name as an additional insured only if a Certificate of Insurance was issued prior to loss indicating that the person or organization was an additional insured.
(2) This provision applies only with respect to liability for:
(a) "Bodily injury";
(b) "Property damage"; or
(c) "Personal and advertising injury"
caused in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

b. With respect to the insurance afforded to an additional insured, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

c. **SECTION III - LIMITS OF INSURANCE** is amended. The following provision is added for purposes of this endorsement only.
The Limits of Insurance for the additional insured are those specified in the written contract or agreement between the insured and the lessor, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the Limits of Insurance shown in the Declarations.

8. **BLANKET ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES**
a. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured any person or organization with whom you have agreed:
(1) In a written contract or agreement, executed prior to loss, to name as an additional insured; or
(2) In an oral contract or agreement, executed prior to loss, to name as an additional insured only if a Certificate of Insurance was issued prior to loss indicating that the person or organization was an additional insured
but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you.

b. The provision is subject to the following additional exclusions.
(1) Any "occurrence" which takes place after you cease to be a tenant in that premises.
(2) Structural alterations, new construction or demolition operations performed by or on behalf of the additional insured.

c. **SECTION III - LIMITS OF INSURANCE** is amended. The following provision is added for purposes of this endorsement only.
The Limits of Insurance for the additional insured are those specified in the written contract or agreement between the insured and

the manager or lessor of the premises, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the Limits of Insurance shown in the Declarations.

9. NEWLY FORMED OR ACQUIRED ORGANIZATIONS

SECTION II - WHO IS AN INSURED is amended. Paragraph **3.** is deleted and replaced by the following paragraph.

3. Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

b. Coverage **A** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and

c. Coverage **B** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

10. BLANKET WAIVER OF SUBROGATION

SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS is amended. The following provision is added to **8. Transfer Of Rights Of Recovery Against Others To Us**. When you have agreed to waive your right of subrogation in a written contract, executed prior to loss, with any person or organization, we waive any right of recovery we may have against such person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard".

All other policy terms and conditions apply.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/23/2025

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

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

PRODUCER Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068	**CONTACT NAME:** Automatic Data Processing Insurance Agency, Inc. **PHONE (A/C, No, Ext):** 1-800-524-7024 **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED M.A.E Contracting, LLC 542749 Us Highway 1 Callahan FL 320116490	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** NorGUARD Insurance Company 31470 **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 4389537 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ $ $ $ $ $ $
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ $ $ $ $
	☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE 	$ $ $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: Y **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	MAWC631660	02/24/2025	02/24/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

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

This certificate has a blanket Waiver of Subrogation for the following state(s) :FL

CERTIFICATE HOLDER

City of Fernandina Beach
204 Ash Street

Fernandina Beach FL 32034

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: RFE Construction & Fence Services Inc

Federal Taxpayer ID: 800 415017

Mailing Address: 4622 Castlewood Dr E

City, State, & Zip Code: Jax FL 32206

Telephone: 9046131752 **Fax:** _____

Email: Ronetheridge@hotmail.com

Submitted By: Ron Etheridge

Title: Owner

Accounting Contact:

Name: Ron Etheridge **Title:** Owner

Email Address: Ronetheridge@hotmail.com **Phone:** 9046131752

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	20.00
5'	24.00
6'	25.00
7'	27.00
8'	30.00

Gates

Size	$ Price
4'	300.00
5'	425.00
6'	650.00
7'	975.00
8' Double Drive	1750.00
10' Double Drive	2460.00
12' Double Drive	2680.00
14' Double Drive	2940.00
16' Double Drive	3125.00
18' Double Drive	3350.00
20' Double Drive	3590.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	60.00
54"	65.00
6'	70.00

Gates

Size	$ Price
4'	600.00
5'	750.00
6'	940.00
7'	1375.00
8' Double Drive	1975.00
10' Double Drive	2970.00
12' Double Drive	3160.00

Wood Stockade

Size	$ Per LF Price
6'	26.00

Gates

Size	$ Price
4'	400.00
5'	700.00
6'	725.00
7'	975.00
8' Double Drive	1510.00
10' Double Drive	1760.00
12' Double Drive	1925.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	55.00

Gates

Size	$ Price
4'	500.00
5'	750.00
6'	850.00
7'	1260.00
8' Double Drive	16.70.50
10' Double Drive	2120.00
12' Double Drive	2475.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Ronald Eldridge

Signature _____

Title: Owner

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is 2/20/04.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21

2. This sworn statement is submitted by (entity) RFE Construction whose business address is 4622 Cathwood Dr E and (if applicable) Federal Employer Identification Number (FEIN) is 800415017 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ronald Etheridge and my relationship to the entity named above is Owner.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU)

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 23rd day of June, 2025 and is personally known to me, or has provided FL/DL as identification.

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

Notary Public
My Commission expires: 9-30-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: RFE Construction & Fence Services, Inc

CITY: Jax STATE: FL ZIP CODE: 32206

SIGNATURE: _____ PHONE: 9046131752

NAME (TYPED OR PRINTED): Ronald Etheridge TITLE: Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 25-21

Project Description: Fencing

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: LFE Construction & Fence Services Inc

Authorized Signature:

Title: Owner

Date: 6-23-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Ronald Eldridge Title: Owner

Signature: _____ Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) RFE Construction & Fence whose business address is 4622 Craftsman Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 820405012 (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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23rd, 2025, and is personally known to me, or has provided DL / FL as identification.

Notary Signature My Commission expires: 9-30-25

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 25-21.

This sworn statement is submitted by (entity) RFE Construction & Tech whose business address is 4622 Caitlemoul Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 800415012 (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] 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

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

[signature] My Commission expires: 9-30-25
Notary Signature

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025
NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

R-E Construction & Fence Service — 6/23/25
Firm — Date

Authorized Signature — Ronald Effridge
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: RFE Construction & Fence Services Inc

Federal Taxpayer ID: 800 415017

Mailing Address: 4622 Castlewood Dr E

City, State, & Zip Code: Jax FL 32206

Telephone: 9046131752 **Fax:** _____

Email: Ronetheridge@hotmail.com

Submitted By: Ron Etheridge

Title: Owner

Accounting Contact:

Name: Ron Etheridge **Title:** Owner

Email Address: Ronetheridge@hotmail.com **Phone:** 9046131752

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	20.00
5'	24.00
6'	25.00
7'	27.00
8'	30.00

Gates

Size	$ Price
4'	300.00
5'	425.00
6'	650.00
7'	975.00
8' Double Drive	1750.00
10' Double Drive	2460.00
12' Double Drive	2680.00
14' Double Drive	2940.00
16' Double Drive	3125.00
18' Double Drive	3350.00
20' Double Drive	3590.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	60.00
54"	65.00
6'	70.00

Gates

Size	$ Price
4'	600.00
5'	750.00
6'	940.00
7'	1375.00
8' Double Drive	1975.00
10' Double Drive	2970.00
12' Double Drive	3160.00

Wood Stockade

Size	$ Per LF Price
6'	26.00

Gates

Size	$ Price
4'	400.00
5'	700.00
6'	725.00
7'	975.00
8' Double Drive	1510.00
10' Double Drive	1760.00
12' Double Drive	1925.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	55.00

Gates

Size	$ Price
4'	500.00
5'	750.00
6'	850.00
7'	1260.00
8' Double Drive	16.70.50
10' Double Drive	2120.00
12' Double Drive	2475.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Ronald Eldridge

Signature _____

Title: Owner

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is 2/20/04.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21

2. This sworn statement is submitted by (entity) RFE Construction whose business address is 4622 Cathwood Dr E and (if applicable) Federal Employer Identification Number (FEIN) is 800415017 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ronald Etheridge and my relationship to the entity named above is Owner.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU)

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 23rd day of June, 2025 and is personally known to me, or has provided FL/DL as identification.

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

Notary Public
My Commission expires: 9-30-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: RFE Construction & Fence Services, Inc

CITY: Jax STATE: FL ZIP CODE: 32206

SIGNATURE: _____ PHONE: 9046131752

NAME (TYPED OR PRINTED): Ronald Etheridge TITLE: Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 25-21

Project Description: Fencing

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: LFE Construction & Fence Services Inc

Authorized Signature:

Title: Owner

Date: 6-23-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Ronald Eldridge Title: Owner

Signature: _____ Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) RFE Construction & Fence whose business address is 4622 Craftsman Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 820405012 (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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23rd, 2025, and is personally known to me, or has provided DL / FL as identification.

Notary Signature My Commission expires: 9-30-25

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 25-21.

This sworn statement is submitted by (entity) RFE Construction & Tech whose business address is 4622 Caitlemoul Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 800415012 (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] 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

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

[signature] My Commission expires: 9-30-25
Notary Signature

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025
NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

R-E Construction & Fence Service — 6/23/25
Firm — Date

Authorized Signature — Ronald Effridge
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: RFE Construction & Fence Services Inc

Federal Taxpayer ID: 800 415017

Mailing Address: 4622 Castlewood Dr E

City, State, & Zip Code: Jax FL 32206

Telephone: 9046131752 **Fax:** _____

Email: Ronetheridge@hotmail.com

Submitted By: Ron Etheridge

Title: Owner

Accounting Contact:

Name: Ron Etheridge **Title:** Owner

Email Address: Ronetheridge@hotmail.com **Phone:** 9046131752

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	20.00
5'	24.00
6'	25.00
7'	27.00
8'	30.00

Gates

Size	$ Price
4'	300.00
5'	425.00
6'	650.00
7'	975.00
8' Double Drive	1750.00
10' Double Drive	2460.00
12' Double Drive	2680.00
14' Double Drive	2940.00
16' Double Drive	3125.00
18' Double Drive	3350.00
20' Double Drive	3590.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	60.00
54"	65.00
6'	70.00

Gates

Size	$ Price
4'	600.00
5'	750.00
6'	940.00
7'	1375.00
8' Double Drive	1975.00
10' Double Drive	2970.00
12' Double Drive	3160.00

Wood Stockade

Size	$ Per LF Price
6'	26.00

Gates

Size	$ Price
4'	400.00
5'	700.00
6'	725.00
7'	975.00
8' Double Drive	1510.00
10' Double Drive	1760.00
12' Double Drive	1925.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	55.00

Gates

Size	$ Price
4'	500.00
5'	750.00
6'	850.00
7'	1260.00
8' Double Drive	16.70.50
10' Double Drive	2120.00
12' Double Drive	2475.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Ronald Eldridge

Signature _____

Title: Owner

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is 2/20/04.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21

2. This sworn statement is submitted by (entity) RFE Construction whose business address is 4622 Cathwood Dr E and (if applicable) Federal Employer Identification Number (FEIN) is 800415017 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ronald Etheridge and my relationship to the entity named above is Owner.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU)

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 23rd day of June, 2025 and is personally known to me, or has provided FL/DL as identification.

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

Notary Public
My Commission expires: 9-30-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: RFE Construction & Fence Services, Inc

CITY: Jax STATE: FL ZIP CODE: 32206

SIGNATURE: _____ PHONE: 9046131752

NAME (TYPED OR PRINTED): Ronald Etheridge TITLE: Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 25-21

Project Description: Fencing

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: LFE Construction & Fence Services Inc

Authorized Signature:

Title: Owner

Date: 6-23-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Ronald Eldridge Title: Owner

Signature: _____ Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) RFE Construction & Fence whose business address is 4622 Craftsman Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 820405012 (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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23rd, 2025, and is personally known to me, or has provided DL / FL as identification.

Notary Signature My Commission expires: 9-30-25

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 25-21.

This sworn statement is submitted by (entity) RFE Construction & Tech whose business address is 4622 Caitlemoul Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 800415012 (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] 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

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

[signature] My Commission expires: 9-30-25
Notary Signature

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025
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CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

R-E Construction & Fence Service — 6/23/25
Firm — Date

Authorized Signature — Ronald Effridge
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: RFE Construction & Fence Services Inc

Federal Taxpayer ID: 800 415017

Mailing Address: 4622 Castlewood Dr E

City, State, & Zip Code: Jax FL 32206

Telephone: 9046131752 **Fax:** _____

Email: Ronetheridge@hotmail.com

Submitted By: Ron Etheridge

Title: Owner

Accounting Contact:

Name: Ron Etheridge **Title:** Owner

Email Address: Ronetheridge@hotmail.com **Phone:** 9046131752

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	20.00
5'	24.00
6'	25.00
7'	27.00
8'	30.00

Gates

Size	$ Price
4'	300.00
5'	425.00
6'	650.00
7'	975.00
8' Double Drive	1750.00
10' Double Drive	2460.00
12' Double Drive	2680.00
14' Double Drive	2940.00
16' Double Drive	3125.00
18' Double Drive	3350.00
20' Double Drive	3590.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	60.00
54"	65.00
6'	70.00

Gates

Size	$ Price
4'	600.00
5'	750.00
6'	940.00
7'	1375.00
8' Double Drive	1975.00
10' Double Drive	2970.00
12' Double Drive	3160.00

Wood Stockade

Size	$ Per LF Price
6'	26.00

Gates

Size	$ Price
4'	400.00
5'	700.00
6'	725.00
7'	975.00
8' Double Drive	1510.00
10' Double Drive	1760.00
12' Double Drive	1925.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	55.00

Gates

Size	$ Price
4'	500.00
5'	750.00
6'	850.00
7'	1260.00
8' Double Drive	16.70.50
10' Double Drive	2120.00
12' Double Drive	2475.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Ronald Eldridge

Signature _____

Title: Owner

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is 2/20/04.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21

2. This sworn statement is submitted by (entity) RFE Construction whose business address is 4622 Cathwood Dr E and (if applicable) Federal Employer Identification Number (FEIN) is 800415017 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ronald Etheridge and my relationship to the entity named above is Owner.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU)

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 23rd day of June, 2025 and is personally known to me, or has provided FL/DL as identification.

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

Notary Public
My Commission expires: 9-30-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: RFE Construction & Fence Services, Inc

CITY: Jax STATE: FL ZIP CODE: 32206

SIGNATURE: _____ PHONE: 9046131752

NAME (TYPED OR PRINTED): Ronald Etheridge TITLE: Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 25-21

Project Description: Fencing

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: LFE Construction & Fence Services Inc

Authorized Signature:

Title: Owner

Date: 6-23-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Ronald Eldridge Title: Owner

Signature: _____ Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) RFE Construction & Fence whose business address is 4622 Craftsman Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 820405012 (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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23rd, 2025, and is personally known to me, or has provided DL / FL as identification.

Notary Signature My Commission expires: 9-30-25

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 25-21.

This sworn statement is submitted by (entity) RFE Construction & Tech whose business address is 4622 Caitlemoul Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 800415012 (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] 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

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

[signature] My Commission expires: 9-30-25
Notary Signature

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025
NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

R-E Construction & Fence Service — 6/23/25
Firm — Date

Authorized Signature — Ronald Effridge
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: RFE Construction & Fence Services Inc

Federal Taxpayer ID: 800 415017

Mailing Address: 4622 Castlewood Dr E

City, State, & Zip Code: Jax FL 32206

Telephone: 9046131752 **Fax:** _____

Email: Ronetheridge@hotmail.com

Submitted By: Ron Etheridge

Title: Owner

Accounting Contact:

Name: Ron Etheridge **Title:** Owner

Email Address: Ronetheridge@hotmail.com **Phone:** 9046131752

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	20.00
5'	24.00
6'	25.00
7'	27.00
8'	30.00

Gates

Size	$ Price
4'	300.00
5'	425.00
6'	650.00
7'	975.00
8' Double Drive	1750.00
10' Double Drive	2460.00
12' Double Drive	2680.00
14' Double Drive	2940.00
16' Double Drive	3125.00
18' Double Drive	3350.00
20' Double Drive	3590.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	60.00
54"	65.00
6'	70.00

Gates

Size	$ Price
4'	600.00
5'	750.00
6'	940.00
7'	1375.00
8' Double Drive	1975.00
10' Double Drive	2970.00
12' Double Drive	3160.00

Wood Stockade

Size	$ Per LF Price
6'	26.00

Gates

Size	$ Price
4'	400.00
5'	700.00
6'	725.00
7'	975.00
8' Double Drive	1510.00
10' Double Drive	1760.00
12' Double Drive	1925.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	55.00

Gates

Size	$ Price
4'	500.00
5'	750.00
6'	850.00
7'	1260.00
8' Double Drive	16.70.50
10' Double Drive	2120.00
12' Double Drive	2475.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Ronald Eldridge

Signature _____

Title: Owner

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is 2/20/04.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21

2. This sworn statement is submitted by (entity) RFE Construction whose business address is 4622 Cathwood Dr E and (if applicable) Federal Employer Identification Number (FEIN) is 800415017 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ronald Etheridge and my relationship to the entity named above is Owner.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU)

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 23rd day of June, 2025 and is personally known to me, or has provided FL/DL as identification.

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

Notary Public
My Commission expires: 9-30-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: RFE Construction & Fence Services, Inc

CITY: Jax STATE: FL ZIP CODE: 32206

SIGNATURE: _____ PHONE: 9046131752

NAME (TYPED OR PRINTED): Ronald Etheridge TITLE: Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 25-21

Project Description: Fencing

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: LFE Construction & Fence Services Inc

Authorized Signature:

Title: Owner

Date: 6-23-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Ronald Eldridge Title: Owner

Signature: _____ Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) RFE Construction & Fence whose business address is 4622 Craftsman Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 820405012 (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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23rd, 2025, and is personally known to me, or has provided DL / FL as identification.

Notary Signature My Commission expires: 9-30-25

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 25-21.

This sworn statement is submitted by (entity) RFE Construction & Tech whose business address is 4622 Caitlemoul Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 800415012 (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] 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

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

[signature] My Commission expires: 9-30-25
Notary Signature

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025
NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

R-E Construction & Fence Service — 6/23/25
Firm — Date

Authorized Signature — Ronald Effridge
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: RFE Construction & Fence Services Inc

Federal Taxpayer ID: 800 415017

Mailing Address: 4622 Castlewood Dr E

City, State, & Zip Code: Jax FL 32206

Telephone: 9046131752 **Fax:** _____

Email: Ronetheridge@hotmail.com

Submitted By: Ron Etheridge

Title: Owner

Accounting Contact:

Name: Ron Etheridge **Title:** Owner

Email Address: Ronetheridge@hotmail.com **Phone:** 9046131752

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	20.00
5'	24.00
6'	25.00
7'	27.00
8'	30.00

Gates

Size	$ Price
4'	300.00
5'	425.00
6'	650.00
7'	975.00
8' Double Drive	1750.00
10' Double Drive	2460.00
12' Double Drive	2680.00
14' Double Drive	2940.00
16' Double Drive	3125.00
18' Double Drive	3350.00
20' Double Drive	3590.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	60.00
54"	65.00
6'	70.00

Gates

Size	$ Price
4'	600.00
5'	750.00
6'	940.00
7'	1375.00
8' Double Drive	1975.00
10' Double Drive	2970.00
12' Double Drive	3160.00

Wood Stockade

Size	$ Per LF Price
6'	26.00

Gates

Size	$ Price
4'	400.00
5'	700.00
6'	725.00
7'	975.00
8' Double Drive	1510.00
10' Double Drive	1760.00
12' Double Drive	1925.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	55.00

Gates

Size	$ Price
4'	500.00
5'	750.00
6'	850.00
7'	1260.00
8' Double Drive	16.70.50
10' Double Drive	2120.00
12' Double Drive	2475.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Ronald Eldridge

Signature _____

Title: Owner

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is 2/20/04.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21

2. This sworn statement is submitted by (entity) RFE Construction whose business address is 4622 Cathwood Dr E and (if applicable) Federal Employer Identification Number (FEIN) is 800415017 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ronald Etheridge and my relationship to the entity named above is Owner.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU)

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 23rd day of June, 2025 and is personally known to me, or has provided FL/DL as identification.

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

Notary Public
My Commission expires: 9-30-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: RFE Construction & Fence Services, Inc

CITY: Jax STATE: FL ZIP CODE: 32206

SIGNATURE: _____ PHONE: 9046131752

NAME (TYPED OR PRINTED): Ronald Etheridge TITLE: Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 25-21

Project Description: Fencing

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: LFE Construction & Fence Services Inc

Authorized Signature:

Title: Owner

Date: 6-23-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Ronald Eldridge Title: Owner

Signature: _____ Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) RFE Construction & Fence whose business address is 4622 Craftsman Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 820405012 (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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23rd, 2025, and is personally known to me, or has provided DL / FL as identification.

Notary Signature My Commission expires: 9-30-25

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 25-21.

This sworn statement is submitted by (entity) RFE Construction & Tech whose business address is 4622 Caitlemoul Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 800415012 (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] 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

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

[signature] My Commission expires: 9-30-25
Notary Signature

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025
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THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

R-E Construction & Fence Service — 6/23/25
Firm — Date

Authorized Signature — Ronald Effridge
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: RFE Construction & Fence Services Inc

Federal Taxpayer ID: 800 415017

Mailing Address: 4622 Castlewood Dr E

City, State, & Zip Code: Jax FL 32206

Telephone: 9046131752 **Fax:** _____

Email: Ronetheridge@hotmail.com

Submitted By: Ron Etheridge

Title: Owner

Accounting Contact:

Name: Ron Etheridge **Title:** Owner

Email Address: Ronetheridge@hotmail.com **Phone:** 9046131752

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	20.00
5'	24.00
6'	25.00
7'	27.00
8'	30.00

Gates

Size	$ Price
4'	300.00
5'	425.00
6'	650.00
7'	975.00
8' Double Drive	1750.00
10' Double Drive	2460.00
12' Double Drive	2680.00
14' Double Drive	2940.00
16' Double Drive	3125.00
18' Double Drive	3350.00
20' Double Drive	3590.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
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Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	60.00
54"	65.00
6'	70.00

Gates

Size	$ Price
4'	600.00
5'	750.00
6'	940.00
7'	1375.00
8' Double Drive	1975.00
10' Double Drive	2970.00
12' Double Drive	3160.00

Wood Stockade

Size	$ Per LF Price
6'	26.00

Gates

Size	$ Price
4'	400.00
5'	700.00
6'	725.00
7'	975.00
8' Double Drive	1510.00
10' Double Drive	1760.00
12' Double Drive	1925.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	55.00

Gates

Size	$ Price
4'	500.00
5'	750.00
6'	850.00
7'	1260.00
8' Double Drive	16.70.50
10' Double Drive	2120.00
12' Double Drive	2475.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Ronald Eldridge

Signature _____

Title: Owner

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is 2/20/04.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21

2. This sworn statement is submitted by (entity) RFE Construction whose business address is 4622 Cathwood Dr E and (if applicable) Federal Employer Identification Number (FEIN) is 800415017 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ronald Etheridge and my relationship to the entity named above is Owner.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU)

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 23rd day of June, 2025 and is personally known to me, or has provided FL/DL as identification.

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

Notary Public
My Commission expires: 9-30-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: RFE Construction & Fence Services, Inc

CITY: Jax STATE: FL ZIP CODE: 32206

SIGNATURE: _____ PHONE: 9046131752

NAME (TYPED OR PRINTED): Ronald Etheridge TITLE: Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 25-21

Project Description: Fencing

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: LFE Construction & Fence Services Inc

Authorized Signature:

Title: Owner

Date: 6-23-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Ronald Eldridge Title: Owner

Signature: _____ Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) RFE Construction & Fence whose business address is 4622 Craftsman Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 820405012 (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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23rd, 2025, and is personally known to me, or has provided DL / FL as identification.

Notary Signature My Commission expires: 9-30-25

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 25-21.

This sworn statement is submitted by (entity) RFE Construction & Tech whose business address is 4622 Caitlemoul Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 800415012 (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] 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

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

[signature] My Commission expires: 9-30-25
Notary Signature

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025
NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

R-E Construction & Fence Service — 6/23/25
Firm — Date

Authorized Signature — Ronald Effridge
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: RFE Construction & Fence Services Inc

Federal Taxpayer ID: 800 415017

Mailing Address: 4622 Castlewood Dr E

City, State, & Zip Code: Jax FL 32206

Telephone: 9046131752 **Fax:** _____

Email: Ronetheridge@hotmail.com

Submitted By: Ron Etheridge

Title: Owner

Accounting Contact:

Name: Ron Etheridge **Title:** Owner

Email Address: Ronetheridge@hotmail.com **Phone:** 9046131752

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	20.00
5'	24.00
6'	25.00
7'	27.00
8'	30.00

Gates

Size	$ Price
4'	300.00
5'	425.00
6'	650.00
7'	975.00
8' Double Drive	1750.00
10' Double Drive	2460.00
12' Double Drive	2680.00
14' Double Drive	2940.00
16' Double Drive	3125.00
18' Double Drive	3350.00
20' Double Drive	3590.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	60.00
54"	65.00
6'	70.00

Gates

Size	$ Price
4'	600.00
5'	750.00
6'	940.00
7'	1375.00
8' Double Drive	1975.00
10' Double Drive	2970.00
12' Double Drive	3160.00

Wood Stockade

Size	$ Per LF Price
6'	26.00

Gates

Size	$ Price
4'	400.00
5'	700.00
6'	725.00
7'	975.00
8' Double Drive	1510.00
10' Double Drive	1760.00
12' Double Drive	1925.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	55.00

Gates

Size	$ Price
4'	500.00
5'	750.00
6'	850.00
7'	1260.00
8' Double Drive	16.70.50
10' Double Drive	2120.00
12' Double Drive	2475.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Ronald Eldridge

Signature _____

Title: Owner

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is 2/20/04.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21

2. This sworn statement is submitted by (entity) RFE Construction whose business address is 4622 Cathwood Dr E and (if applicable) Federal Employer Identification Number (FEIN) is 800415017 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ronald Etheridge and my relationship to the entity named above is Owner.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU)

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 23rd day of June, 2025 and is personally known to me, or has provided FL/DL as identification.

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

Notary Public
My Commission expires: 9-30-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: RFE Construction & Fence Services, Inc

CITY: Jax STATE: FL ZIP CODE: 32206

SIGNATURE: _____ PHONE: 9046131752

NAME (TYPED OR PRINTED): Ronald Etheridge TITLE: Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 25-21

Project Description: Fencing

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: LFE Construction & Fence Services Inc

Authorized Signature:

Title: Owner

Date: 6-23-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Ronald Eldridge Title: Owner

Signature: _____ Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) RFE Construction & Fence whose business address is 4622 Craftsman Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 820405012 (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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23rd, 2025, and is personally known to me, or has provided DL / FL as identification.

Notary Signature My Commission expires: 9-30-25

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 25-21.

This sworn statement is submitted by (entity) RFE Construction & Tech whose business address is 4622 Caitlemoul Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 800415012 (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] 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

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

[signature] My Commission expires: 9-30-25
Notary Signature

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025
NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

R-E Construction & Fence Service — 6/23/25
Firm — Date

Authorized Signature — Ronald Effridge
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A"

CONTACT SHEET

Price is in accordance with the Specifications and the General Conditions of the ITB as provided. Bids are to be formatted by a price per linear.

Name: RFE Construction & Fence Services Inc

Federal Taxpayer ID: 800 415017

Mailing Address: 4622 Castlewood Dr E

City, State, & Zip Code: Jax FL 32206

Telephone: 9046131752 **Fax:** _____

Email: Ronetheridge@hotmail.com

Submitted By: Ron Etheridge

Title: Owner

Accounting Contact:

Name: Ron Etheridge **Title:** Owner

Email Address: Ronetheridge@hotmail.com **Phone:** 9046131752

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "A-1"

BID PRICING FORM

The undersigned, having carefully examined the bid documents, hereby offer and agree to furnish all labor, equipment, materials and supervision necessary to the perform the Installation of Fencing in accordance with the proposed contract documents, without exception for the following:

INSTALLATION OF FENCING PROJECT AS SPECIFIED FOR CITY FACILITIES
Bids are to be formatted by a price per linear foot:

Aluminized Chain Link Fence 9 Gauge

Size	$ Per LF Price
4'	20.00
5'	24.00
6'	25.00
7'	27.00
8'	30.00

Gates

Size	$ Price
4'	300.00
5'	425.00
6'	650.00
7'	975.00
8' Double Drive	1750.00
10' Double Drive	2460.00
12' Double Drive	2680.00
14' Double Drive	2940.00
16' Double Drive	3125.00
18' Double Drive	3350.00
20' Double Drive	3590.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Aluminum 3-Rail Fence

Size	$ Per LF Price
4'	60.00
54"	65.00
6'	70.00

Gates

Size	$ Price
4'	600.00
5'	750.00
6'	940.00
7'	1375.00
8' Double Drive	1975.00
10' Double Drive	2970.00
12' Double Drive	3160.00

Wood Stockade

Size	$ Per LF Price
6'	26.00

Gates

Size	$ Price
4'	400.00
5'	700.00
6'	725.00
7'	975.00
8' Double Drive	1510.00
10' Double Drive	1760.00
12' Double Drive	1925.00

White Vinyl/Tan Vinyl

Size	$ Per LF Price
6'	55.00

Gates

Size	$ Price
4'	500.00
5'	750.00
6'	850.00
7'	1260.00
8' Double Drive	16.70.50
10' Double Drive	2120.00
12' Double Drive	2475.00

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

Name (typed or printed): Ronald Eldridge

Signature _____

Title: Owner

(CORPORATE SEAL)

Attest _____

Date of Qualification to do business in Florida is 2/20/04.

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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 ITB #25-21

2. This sworn statement is submitted by (entity) RFE Construction whose business address is 4622 Cathwood Dr E and (if applicable) Federal Employer Identification Number (FEIN) is 800415017 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ronald Etheridge and my relationship to the entity named above is Owner.

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.

   6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any

7. natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors,

executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF NASSAU)

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 23rd day of June, 2025 and is personally known to me, or has provided FL/DL as identification.

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

Notary Public
My Commission expires: 9-30-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: RFE Construction & Fence Services, Inc

CITY: Jax STATE: FL ZIP CODE: 32206

SIGNATURE: _____ PHONE: 9046131752

NAME (TYPED OR PRINTED): Ronald Etheridge TITLE: Owner

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: ITB # 25-21

Project Description: Fencing

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: LFE Construction & Fence Services Inc

Authorized Signature:

Title: Owner

Date: 6-23-25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

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: Ronald Eldridge Title: Owner

Signature: _____ Date: 6/23/25

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for ITB #25-21.

This sworn statement is submitted by (entity) RFE Construction & Fence whose business address is 4622 Craftsman Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 820405012 (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 not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 23rd, 2025, and is personally known to me, or has provided DL / FL as identification.

Notary Signature My Commission expires: 9-30-25

JAVIER DAVILA
Notary Public, State of Florida
Commission# HH 180901
My comm. expires Sept. 30, 2025

NOTARY PUBLIC

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
ITB #25-21
CONTRACT FOR FENCING PROJECTS AS SPECIFIED FOR CITY FACILITIES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for ITB 25-21.

This sworn statement is submitted by (entity) RFE Construction & Tech whose business address is 4622 Caitlemoul Dr E 32206 and (if applicable) Federal Employer Identification Number (FEIN) is 800415012 (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] 6/23/25
Signature Date:

STATE OF FLORIDA
COUNTY OF DUVAL

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

[signature] My Commission expires: 9-30-25
Notary Signature

JAVIER DAVILA
Notary Public, State of Florida
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CITY OF FERNANDINA BEACH, FLORIDA
INVITATION TO BID
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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 (5) years?
YES___ NO_X_

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

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

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

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

R-E Construction & Fence Service — 6/23/25
Firm — Date

Authorized Signature — Ronald Effridge
Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID/PROPOSAL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/22/2024

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

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

PRODUCER
All Lines Insurance Agency, Inc.
4828 Blanding Blvd Suite 1
Jacksonville FL 32210-7390

CONTACT NAME: Stephanie A Lang
PHONE (A/C, No, Ext): 904-384-0783 **FAX (A/C, No):** 904-384-0550
E-MAIL ADDRESS: slang@all-lines.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Clear Blue Insurance Company	28860
INSURER B : Lancer Insurance Company	26077
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED RFECONS-01
R F E CONSTRUCTION & FENCE SERVICES INC.
4622 Castlewood Dr E
Jacksonville FL 32206

COVERAGES **CERTIFICATE NUMBER:** 1291179811 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY**	Y		BGFL0022584603	2/1/2024	2/1/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	**UMBRELLA LIAB** X OCCUR			BXFL0022584602	2/1/2024	2/1/2025	EACH OCCURRENCE	$ 1,000,000
	X **EXCESS LIAB** CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED RETENTION $							$
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N	N / A		11453	1/28/2024	1/28/2025	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?						E.L. EACH ACCIDENT	$ 1,000,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						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)
RE: FEC Project 2290563 /Emerald trail model mile
Astra Group, LLC and Florida East Coast Railway, LLC, 7150 Phillips Highway, Jacksonville, FL are Additional Insureds with respect to General Liability as required by written contract.

CERTIFICATE HOLDER

Astra Group, LLC
300 Churchill Ct.
Woodstock GA 30188

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
RFE Construction & Fence Services, Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
4622 Castlewood Dr E

Requester's name and address (optional)

6 City, state, and ZIP code
Jacksonville, Florida 32206

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] – [ ][ ] – [ ][ ][ ][ ]

or

Employer identification number
8 0 – 0 4 1 5 0 1 2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 2-20-20

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

CITY OF FERNANDINA BEACH ITB OPENING TALLY

ITB 25-21, June 24, 2025 2:15PM
Bid Name: FENCING AS SPECIFIED FOR CITY LOCATIONS
Attended by: Scott Mikelson, Wanda Weaks

DATE/TIME REC'D	COMPANY NAME/LOCATION	BID PRICE
6/24/2025 11:51AM	FencePro, Jacksonville, FL	see spreadsheet attached
6/23/2025 3:04PM	M.A.E. Contracting, LLC, Callahan, FL	see spreadsheet attached
6/23/2025 2:57PM	RFE Construction & Fence Service, Inc. Jacksonville, FL	see spreadsheet attached
6/23/2025 12:07PM	Armstrong Fence Co., Jacksonville, FL	see spreadsheet attached

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

Bid Pricing Page 1 - ITB 25-21 Fencing

	Armstrong Fence Co		MAE Contracting LLC **gate pricing is price of the gate and hardware to install		FencePro		RFE Const & Fence Svcs	
ALUMINIZED CHAIN LINK FENCE 9 GAUGE	**$ per LF Price**		**$ per LF Price**		**$ per LF Price**		**$ per LF Price**	
	Size		**Size**		**Size**		**Size**	
	4'	25.00	4'	19.82	4'	21.00	4'	20.00
	5'	28.00	5'	22.74	5'	23.00	5'	24.00
	6'	32.00	6'	26.28	6'	30.00	6'	25.00
	7'	42.00	7'	29.52	7'	32.00	7'	27.00
	8'	52.00	8'	33.78	8'	34.00	8'	30.00
	Gates		**Gates**		**Gates**		**Gates**	
	Size		**Size**		**Size**		**Size**	
	4' High Gate		**4' High Gate**		**4' High Gate**		**4' High Gate**	
	4'x4'	300.00	4'x4'	553.00	4'x4'	500.00	4'	300.00
	4'x5'	400.00	4'x5'	634.00	4'x5'	550.00	5'	425.00
	4'x6'	500.00	4'x6'	684.00	4'x6'	600.00	6'	650.00
	4'x7'	600.00	4'x7'	715.00	4'x7'	650.00	7'	975.00
	8' Double Drive	650.00	8' Double Drive	803.00	8' Double Drive	1,100.00	8' Double Drive	1,790.00
	10' Double Drive	750.00	10' Double Drive	1,003.00	10' Double Drive	1,300.00	10' Double Drive	2,460.00
	12' Double Drive	850.00	12' Double Drive	1,143.00	12' Double Drive	1,400.00	12' Double Drive	2,680.00
	14' Double Drive	950.00	14' Double Drive	1,173.00	14' Double Drive	1,600.00	14' Double Drive	2,940.00
	16' Double Drive	1,050.00	16' Double Drive	1,209.00	16' Double Drive	1,700.00	16' Double Drive	3,125.00
	18' Double Drive	1,200.00	18' Double Drive	1,244.00	18' Double Drive	1,900.00	18' Double Drive	3,350.00
	20' Double Drive	1,500.00	20' Double Drive	1,276.00	20' Double Drive	2,300.00	20' Double Drive	3,590.00
	Size		**Size**					
	5' High Gate		**5' High Gate**					
	5'x4'	350.00	5'x4'	567.00				
	5'x5'	450.00	5'x5'	659.00				
	5'x6'	550.00	5'x6'	711.00				
	5'x7'	650.00	5'x7'	741.00				
	8' Double Drive	850.00	8' Double Drive	1,052.00				
	10' Double Drive	950.00	10' Double Drive	1,172.00				
	12' Double Drive	1,050.00	12' Double Drive	1,222.00				
	14' Double Drive	1,150.00	14' Double Drive	1,272.00				
	16' Double Drive	1,250.00	16' Double Drive	1,324.00				
	18' Double Drive	1,500.00	18' Double Drive	1,458.00				
	20' Double Drive	1,800.00	20' Double Drive	1,483.00				
	Size		**Size**					
	6' High Gate		**6' High Gate**					
	6'x4'	400.00	6'x4'	639.00				
	6'x5'	500.00	6'x5'	685.00				
	6'x6'	600.00	6'x6'	737.00				
	6'x7'	700.00	6'x7'	767.00				
	8' Double Drive	1,000.00	8' Double Drive	1,122.00				
	10' Double Drive	1,200.00	10' Double Drive	1,251.00				
	12' Double Drive	1,300.00	12' Double Drive	1,303.00				
	14' Double Drive	1,400.00	14' Double Drive	1,350.00				
	16' Double Drive	1,500.00	16' Double Drive	1,408.00				
	18' Double Drive	1,700.00	18' Double Drive	1,535.00				
	20' Double Drive	1,900.00	20' Double Drive	1,588.00				
	Size		**Size**					
	7' High Gate		**7' High Gate**					
	7'x4'	450.00	7'x4'	654.00				
	7'x5'	550.00	7'x5'	709.00				
	7'x6'	650.00	7'x6'	741.00				
	7'x7'	750.00	7'x7'	797.00				
	8' Double Drive	1,100.00	8' Double Drive	1,176.00				
	10' Double Drive	1,300.00	10' Double Drive	1,310.00				
	12' Double Drive	1,400.00	12' Double Drive	1,366.00				
	14' Double Drive	1,500.00	14' Double Drive	1,422.00				
	16' Double Drive	1,600.00	16' Double Drive	1,477.00				
	18' Double Drive	1,800.00	18' Double Drive	1,613.00				
	20' Double Drive	2,000.00	20' Double Drive	1,667.00				
	Size		**Size**					
	8' High Gate		**8' High Gate**					
	4'x8'	700.00	4'x8'	745.00				
	5'x8'	750.00	5'x8'	771.00				
	6'x8'	800.00	6'x8'	806.00				
	7'x8'	850.00	7'x8'	835.00				
	8' Double Drive	1,200.00	8' Double Drive	1,240.00				
	10' Double Drive	1,400.00	10' Double Drive	1,550.00				
	12' Double Drive	1,500.00	12' Double Drive	1,860.00				
	14' Double Drive	1,600.00	14' Double Drive	2,480.00				
	16' Double Drive	1,700.00	16' Double Drive	2,480.00				
	18' Double Drive	1,900.00	18' Double Drive	2,790.00				
	20' Double Drive	2,200.00	20' Double Drive	3,100.00				

Bid Pricing Page 2 - ITB 25-21 Fencing

ALUMINUM 3-RAIL FENCE	Armstrong Fence Co $ per LF Price	MAE Contracting LLC **gate pricing is price of the gate and hardware to install $ per LF Price	FencePro $ per LF Price	RFE Const & Fence Svcs $ per LF Price
(3/4 Picket) Size		**Size**	**Size**	**Size**
4'	30.00	4' 27.80	4' 30.00	4' 60.00
54"	40.00	54" 29.80	54" 31.00	54" 65.00
6'	50.00	6' 48.00	6' 33.00	6' 70.00
Gates		**Gates**	**Gates**	**Gates**
(3/4 Picket) Size 4' High		**Size 4' High**	**Size 4' High**	**Size**
4'x4'	700.00	4'x4' 527.00	4'x4' 570.00	4' 600.00
4'x54" High	800.00	4'x54" 557.70	4'x5' 570.00	5' 750.00
4'x6'	1,000.00	4'x6' 711.00	4'x6' 600.00	6' 940.00
			4'x7' 650.00	7' 1,375.00
8' Double Drive	1,500.00	8' Double Drive 1,053.80	8' Double Drive 1,100.00	8' Double Drive 1,975.00
10' Double Drive	1,700.00	10' Double Drive 1,287.25	10' Double Drive 1,200.00	10' Double Drive 2,970.00
12' Double Drive	2,000.00	12' Double Drive 1,520.70	12' Double Drive 1,400.00	12' Double Drive 3,160.00
(3/4 Picket) Size 5' High		**Size 5' High**		
5'x4'	800.00	5'x4' 643.75		
5'x54"	900.00	5'x54" 682.25		
5'x6'	1,100.00	5'x6' 873.75		
8' Double Drive	1,700.00	8' Double Drive 1,115.60		
10' Double Drive	1,900.00	10' Double Drive 1,364.50		
12' Double Drive	2,100.00	12' Double Drive 1,613.40		
(3/4 Picket) Size 6' High		**Size 6' High**		
6'x4'	900.00	6'x4' 760.50		
6'x54"	1,000.00	6'x54" 806.70		
6'x6'	1,200.00	6'x6' 1,036.50		
8' Double Drive	1,900.00	8' Double Drive 1,420.00		
10' Double Drive	2,100.00	10' Double Drive 1,747.50		
12' Double Drive	2,300.00	12' Double Drive 2,073.00		
(3/4 Picket) Size 7' High		**Size 7' High**		
7'x4'	1,000.00	7'x4' 877.25		
7'x54"	1,100.00	7'x54" 931.15		
7'x6'	1,300.00	7'x6' 1,199.25		

Bid Pricing Page 3 - ITB 25-21 Fencing

	Armstrong Fence Co		MAE Contracting LLC **gate pricing is price of the gate and hardware to install		FencePro		RFE Const & Fence Svcs	
Wood Stockade	**$ per LF Price**		**$ per LF Price**		**$ per LF Price**		**$ per LF Price**	
Size		**Size**		**Size**		**Size**		
6'	32.00	6'	24.00	6'	23.00	6'	26.00	
Gates		**Gates**		**Gates**		**Gates**		
6' High		**6' High**		**6' High**		**6' High**		
4'x6'	400.00	4'	560.00	4'	450.00	4'	400.00	
5'x6'	500.00	5'	600.00	5'	550.00	5'	700.00	
6'x7'	600.00	6'	640.00	6'	650.00	6'	725.00	
7'x7'	900.00	7'	680.00	7'	750.00	7'	975.00	
8' Double Drive	1,100.00	8' Double Drive	772.00	8' Double Drive	900.00	8' Double Drive	1,510.00	
10' Double Drive	1,300.00	10' Double Drive	972.00	10' Double Drive	1,000.00	10' Double Drive	1,360.00	
12' Double Drive	1,400.00	12' Double Drive	1,167.00	12' Double Drive	1,200.00	12' Double Drive	1,925.00	
White Vinyl		**White Vinyl**		**White Vinyl/Tan Vinyl**		**White Vinyl/Tan Vinyl**		
Size		**Size**		**Size**		**Size**		
6'	36.00	6'	28.00	6'	30.00	6'	55.00	
Gates		**Gates**						
Size		**Size**		**Size**		**Size**		
4'	700.00	4'	400.00	4'	600.00	4'	500.00	
5'	800.00	5'	430.00	5'	700.00	5'	750.00	
6'	100.00	6'	750.00	6'	800.00	6'	890.00	
7'	1,200.00	7'	960.00	7'	900.00	7'	1,260.00	
8' Double Drive	1,500.00	8' Double Drive	925.00	8' Double Drive	1,300.00	8' Double Drive	1,670.50	
10' Double Drive	1,700.00	10' Double Drive	1,075.00	10' Double Drive	1,400.00	10' Double Drive	2,120.00	
12' Double Drive	1,900.00	12' Double Drive	1,600.00	12' Double Drive	1,600.00	12' Double Drive	2,475.00	

Tan Vinyl		Tan Vinyl	
Size		**Size**	
6'	38.00	6'	30.00
Gates		**Gates**	
Size		**Size**	
4'	800.00	4'	445.00
5'	900.00	5'	470.00
6'	1,200.00	6'	810.00
7'	1,400.00	7'	1,060.00
8' Double Drive	1,600.00	8' Double Drive	1,110.00
10' Double Drive	1,800.00	10' Double Drive	1,160.00
12' Double Drive	2,000.00	12' Double Drive	1,680.00

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2025-140
Purchase Approval - Fire Department

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2025-140.

SYNOPSIS: In 2025, the City of Fernandina Beach completed construction of Fire Station 2 located at the Fernandina Beach Municipal Airport. One vehicle bay of Fire Station 2 was constructed for the purpose of storing an Airport Rescue and Firefighting (ARFF) Vehicle to respond to airport-related incidents. Furthermore, the City of Fernandina Beach adopted Resolution 2025-57 to accept Public Transportation Grant Agreement (PTGA) #446127-1-94-01 from the Florida Department of Transportation providing grant funding for acquisition of an ARFF Vehicle at a total project cost of $375,000 with a 20% local matching requirement. Any expenses greater than the authorized grant amount will be funded locally by the airport department for this project.

Proposal #2342 was provided to the City of Fernandina Beach for acquisition of the Skeeter QRV in the amount of $529,484.00 utilizing pricing from the Florida Sheriff's Association Cooperative Purchasing Equipment Contract (#FSA25-VEF19.0). The City of Fernandina Beach has issued a letter of intent to purchase this vehicle contingent upon City Commission approval to lock-in vehicle pricing until review/approval of the City Commission. The Airport Department has budgeted FDOT grant revenue and expenses within the proposed FY2025/2026 budget for acquisition of this vehicle. According to the vehicle supplier, the manufacturing of this vehicle may take up to 24 months, and the budgeted grant revenue and expense funding will be rolled-over in future fiscal years, as needed, to complete this acquisition upon completion of vehicle production.

FISCAL IMPACT: FDOT grant revenue and expense funding for the purchase of this vehicle has been budgeted within the proposed 2025/2026 Airport Department budget and will be carried over until completion and delivery of the vehicle.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2025-140.

Jeremy Holmes, Fire Chief	08/11/2025
Catherine Sabattini, Public Works/Operations Director	08/11/2025
Kimberly Elliott-Briley, Deputy City Clerk	08/11/2025
Alisha Brown, Budget Analyst	08/11/2025
Jeremiah Glisson, Deputy City Manager	08/12/2025
Sarah Campbell, City Manager	08/12/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025



Date: July 23, 2025

Submitted By: Nathan Coyle, Airport Consultant

COMMISSION ACTION: Adopt

RESOLUTION 2025-140

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE PURCHASE OF SKEETER QRV AIRPORT RESCUE AND FIREFIGHTING (ARFF) VEHICLE FOR THE FIRE DEPARTMENT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in 2025, the City of Fernandina Beach completed construction of Fire Station 2 located at the Fernandina Beach Municipal Airport. One vehicle bay of Fire Station 2 was constructed for the purpose of storing an Airport Rescue and Firefighting (ARFF) Vehicle to respond to airport-related incidents; and

WHEREAS, the City of Fernandina Beach adopted Resolution 2025-57 to accept Public Transportation Grant Agreement (PTGA) #446127-1-94-01 from the Florida Department of Transportation providing grant funding for acquisition of an ARFF Vehicle at a total project cost of $375,000 with a 20% local matching requirement; and

WHEREAS, Proposal #2342 was provided to the City of Fernandina Beach for acquisition of the Skeeter QRV in the amount of $529,484.00 utilizing pricing from the Florida Sheriff's Association Cooperative Purchasing Equipment Contract (#FSA25-VEF19.0); and

WHEREAS, the Airport Department has budgeted FDOT grant revenue and expenses within the proposed FY2025/2026 budget for acquisition of this vehicle to be carried over until production of the vehicle is complete.

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 purchase of a Skeeter QRV ARFF Vehicle via Proposal #2342 at Exhibit A for the Fire Department utilizing funding from the Airport Department.

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

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

ADOPTED this 19th day of August, 2025

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Equipment Proposal

Proposal # 2342

This Equipment Proposal (the "Proposal") has been prepared by Ten-8 Fire & Safety, LLC ("Company") in response to the undersigned Customer's request for a proposal. This Proposal is comprised of the special terms set forth below, the Proposal Option List, Warranty, and Company's Purchasing Terms and Conditions. Through its signature below or other Acceptance (as defined below), Customer acknowledges having received, read and being bound by this Proposal, all attachments and Company's Purchasing Terms and Conditions.

Date: May 28, 2025 ("Proposal Date") **Customer: City of Fernandina Beach** ("Customer")

Customer Address: 225 South 14th Street, Fernandina Beach, Florida, 32034

Qty	Product Description & Options	Price
1	**Skeeter Ford F550 4x4 based on FSA25-VEF19.0 Contract, Item 314, Skeeter, Ford.**	**$223,335.00**
	Options to meet Fernandina Beach Quick Response Vehicle requirements.	**$315,617.53**
	3% Discount on options as required by the FSA contract.	**($9,468.53)**
	Total:	**$529,484.00**

** Pricing is subject to change as follows:

(a) Commercial chassis price is an estimate; final chassis price will be determined when chassis is delivered by the manufacturer to the original equipment manufacturer ("OEM"). The OEM will notify Company of its final price, and Company will notify Customer of the final price.

(b) Persistent Inflationary Environment: If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] ("PPI") has increased at a compounded annual growth rate of 5.0% or more between the month the OEM accepts this order ("Order Month") and a month 14 months prior to the then predicted "ready for pick up" date ("Evaluation Month"), then Company may update the pricing in an amount equal to the increase in PPI over 5.0% in each year or fractional year between the Order Month and the Evaluation Month. Company will document any such updated price for Customer's approval, and Company will provide to Customer the option to cancel this Order for 45 days if Customer does not accept the updated price. If Customer accepts or fails to respond within such 45 day period, Customer will be obligated to complete the Product purchase at the updated Total price.

Delivery Timing: The Product described above in the Product Description and Options Section of this document will be built by and shipped from the manufacturer approximately **22-24** (months) after Company receives Customer's acceptance of this Proposal as defined below, subject to market and production conditions, Force Majeure, delays from the chassis manufacturer, changes to Order Specifications, or any other circumstances or cause beyond Company's or manufacturer's control.

Other: Price quoted includes a preconstruction and final inspection trip to the factory in Hillsboro,Texas for Fernandina Beach Fire Department personnel.

Unless accepted within **30** days from date of proposal, the right is reserved to withdraw this proposal.

Order continues on immediately following page.

ACCEPTANCE OF THIS PROPOSAL CREATES AN ENFORCEABLE BINDING AGREEMENT BETWEEN COMPANY AND CUSTOMER. "ACCEPTANCE" MEANS THAT CUSTOMER DELIVERS TO COMPANY: (A) A PROPOSAL SIGNED BY AN AUTHORIZED REPRESENTATIVE, OR (B) A PURCHASE ORDER INCORPORATING THIS PROPOSAL, WHICH IS DULY APPROVED, TO THE EXTENT APPLICABLE, BY CUSTOMER'S GOVERNING BOARD. ACCEPTANCE OF THIS PROPOSAL IS EXPRESSLY LIMITED TO THE TERMS CONTAINED IN THIS PROPOSAL AND COMPANY'S PURCHASING TERMS AND CONDITIONS. ANY ADDITIONAL OR DIFFERENT TERMS, WHETHER CONTAINED IN CUSTOMER'S FORMS OR OTHERWISE PRESENTED BY CUSTOMER AT ANY TIME, ARE HEREBY REJECTED.

INTENDING TO CREATE A BINDING AGREEMENT, Customer and Company have each caused this Proposal to be executed by their duly authorized representatives as of date of the last signature below.

Customer: **City of Fernandina Beach**

By: _____

Title: City Manager

Print: Sarah Campbell

Date: _____

Ten-8 Fire & Safety, LLC

By:

Title: **Authorized Sales Representative**

Print: **Robert S. Wallace**

Date: **5/28/2025**

APPROVED AS TO FORM AND LEGALITY:

Tessa L. Prince

CITY ATTORNEY

PURCHASING TERMS AND CONDITIONS

These Purchasing Terms and Conditions, together with the Equipment Proposal and all attachments (collectively, the "Agreement") are entered into by and between Ten-8 Fire & Safety, LLC, a Florida company ("Company") and Customer (as defined in Ten-8 Fire & Safety LLC's Equipment Proposal document) and is effective as of the date specified in Section 3 of these Purchasing Terms and Conditions. Both Company and Customer may be referred throughout this document individually as a "party" or collectively as the "parties."

1. Definitions.
   a. **"Acceptance"** has the same meaning set forth in Company's Equipment Proposal.
   b. **"Company's Equipment Proposal"** means the Equipment Proposal provided by Company and prepared in response to Customer's request for proposal for a fire apparatus or associated equipment.
   c. **"Cooperative Purchasing Contract"** means an Agreement between Company and a public authority, including without limitation, a department, division, agency of a municipal, county or state government ("Public Authority"), that adopts or participates in an existing agreement between Company and another non-party customer (including, but not limited to such non-party customer's equipment proposal, its applicable exhibits, attachments and purchasing terms and conditions), often referred to as a "piggyback arrangement," which is expressly agreed to, in writing, by Company. Company has sole discretion to determine whether it will agree to such a Cooperative Purchasing Contract.
   d. **"Delivery"** means when Company delivers physical possession of the Product to Customer.
   e. **"Manufacturer"** means the Manufacturer of any Product.
   f. **"Prepayment Discount"** means the prepayment discounts, if any, specified in Company's Equipment Proposal.
   g. **"Product"** means the fire apparatus and any associated equipment manufactured or furnished for Customer by Company pursuant to the Specifications.
   h. **"Purchase Price"** means the Total price set forth in the Quotation, after applicable pricing adjustments set forth in the Quotation. Additionally, if transportation charges are included in the Purchase Price, any changes in transportation charges shall be borne by Customer. Unless otherwise stated herein, Company shall not be responsible for switching, handling, loading, sorting, storage, demurrage, or any other transportation or peripheral charges. If any tax, public charge, tariff, duty, or increase in such taxes or tariffs, is now, or shall be, assessed, levied, or imposed upon, or with respect to the sale of Product by Company or the Manufacturer to Customer or upon any sale, delivery, or other action taken under any validly accepted order for Product, or upon the export or import of such Product by Company or Manufacturer, or if any change shall be made in the custom house or railway classification of such Product or in existing freight rates applicable thereto, the burden of such charge or change shall be borne by the Customer.
   i. **"Purchasing Terms and Conditions"** means these Purchasing Terms and Conditions; however, if the Company's Equipment Proposal or the Customer's related Purchase Order states that it is governed by a Cooperative Purchasing Agreement, "Purchasing Terms and Conditions" shall mean those terms and conditions set forth in the applicable Cooperative Purchasing Agreement.
   j. **"Specifications"** means the general specifications, technical specifications, training, and testing requirements for the Product contained in Company's Equipment Proposal and its Exhibit A (Proposal Option List), prepared in response to Customer's request for such a proposal.

2. Purpose. This Agreement sets forth the terms and conditions of Company's sale of the Product to Customer.

3. Term of Agreement. This Agreement will become effective on the date of Acceptance as defined in Company's Equipment Proposal ("Effective Date") and, unless earlier terminated pursuant to the terms of this Agreement, it will terminate upon Delivery and payment in full of the Purchase Price.

4. Purchase and Payment. Customer agrees to pay Company the Purchase Price for the Product(s). The Purchase Price is in U.S. dollars. Where Customer opts for a Prepayment Discount that specifies that Customer will tender one or more prepayments to Company, Customer must provide each prepayment within the time frame specified in the Equipment Proposal in order to receive the Prepayment Discount for that prepayment installment. To the extent permitted by applicable law, Company may in its sole discretion charge a convenience fee if Customer elects to pay the Purchase Price by means of a credit card.

5. Representations and Warranties. Customer hereby represents and warrants to Company that the purchase of the Product(s) has been approved by Customer in accordance with applicable general laws and, as applicable, Customer's charter, ordinances and other governing documents, and funding for the purchase has been duly budgeted and appropriated.

6. Cancellation/Termination. In the event this Agreement is cancelled or terminated by Customer before completion, Company may charge Customer a cancellation fee. The following charge schedule is based on costs incurred by Manufacturer and Company for the Product, which may be applied and charged to Customer: (a) 12% of the Purchase Price after the order for the Product(s) is accepted and entered into Manufacturer's system by Company; (b) 22% of the Purchase Price after completion of approval drawings by Customer, and; (c) 32% of the Purchase Price upon any material requisition made by the Manufacturer for the Product. The cancellation fee will increase in excess of (c) in this Section 6, accordingly, as additional costs are incurred by Manufacturer and Company as the order progresses through engineering and into the manufacturing process.

7. Delivery. The Product is scheduled to be delivered as specified in the Delivery Timing section of the Equipment Proposal ("Delivery Timing"), which will be F.O.B. Company's facility. The Delivery Timing is an estimate, and Company is not bound to such date unless it otherwise agrees in writing. Company is not responsible for Delivery delays caused by or as the result of actions, omissions or conduct of the Manufacturer, its employees, affiliates, suppliers, contractors, and carriers. All right, title and interest in and to the Product, and risk of loss, shall pass to Customer upon Delivery of the Product(s) to Customer.

8. Standard Warranty. The manufacturer warranties applicable to this Agreement, if any, are attached to Company's Equipment Proposal as Exhibit A and are incorporated herein as part of the Agreement.

    a. Disclaimer. EXCEPT AS OTHERWISE SET FORTH IN THIS AGREEMENT, COMPANY, INCLUDING ITS PARENT COMPANY, AFFILIATES, SUBSIDIARIES, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES DO NOT MAKE ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCTS PROVIDED UNDER THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING DISCLAIMER, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, IMPLIED WARRANTY AGAINST INFRINGEMENT, AND IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

9. Limitation of Liability. COMPANY WILL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, ECONOMIC, PUNITIVE, SPECIAL OR EXEMPLARY DAMAGES ARISING FROM OR IN ANY WAY CONNECTED WITH THIS AGREEMENT WITHOUT REGARD TO THE NATURE OF THE CLAIM OR THE UNDERLYING THEORY OR CAUSE OF ACTION (WHETHER IN CONTRACT, TORT, STRICT LIABILITY, EQUITY OR ANY OTHER THEORY OF LAW) ON WHICH SUCH DAMAGES ARE BASED. COMPANY'S LIMIT OF LIABILITY UNDER THIS AGREEMENT SHALL BE CAPPED AT THE TOTAL AMOUNT OF THE MONIES PAID BY CUSTOMER TO COMPANY UNDER THIS AGREEMENT.

10. Force Majeure. Company shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond Company's control or which make Company's performance impracticable, including but not limited to wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, transportation or delivery delays or losses outside of Company's control, any act of government, inability or delay of Company or manufacture in obtaining necessary labor or adequate or suitable manufacturing components at reasonable prices, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy, terrorism, epidemics, quarantine restrictions, failure of vendors to perform their contracts or labor troubles of Company or a manufacturer causing cessation, slowdown, or interruption of work.

11. Customer's Obligations. Customer shall provide its timely and best efforts to cooperate with Company and Manufacturer during the manufacturing process to create the Product. Reasonable and timely cooperation includes, without limitation, Customer's providing timely information in response to a request from Manufacturer or Company and Customer's participation in traveling to Manufacturer's facility for inspections and approval of the Product.

12. Default. The occurrence of one or more of the following shall constitute a default under this Agreement: (a) Customer's failure to pay any amounts due under this Agreement or Customer's failure to perform any of its obligations under this Agreement; (b) Company's failure to perform any of its obligations under this Agreement; (c) either party becoming insolvent or becoming subject to bankruptcy or insolvency proceedings; (d) any representation made by either party to induce the other to enter into this Agreement, which is false in any material respect; (e) an action by Customer to dissolve, merge, consolidate or transfer a substantial portion of its property to another entity; or (f) a default or breach by Customer under any other contract or agreement with Company.

13. Manufacturer's Statement of Origin. Company shall retain possession of the manufacturer's statement of origin ("MSO") for the Product until the entire Purchase Price has been paid. If more than one Product is covered by this Agreement, Company shall retain the MSO for each individual Product until the Purchase Price for that Product has been paid in full.

~~14. Arbitration. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The Arbitration shall take place in Bradenton, Florida.~~

15. Miscellaneous. The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venture of or with the other. Neither party may assign its rights and obligations under this Agreement without the prior written approval of the other party. This Agreement and all transactions between Ten-8 Fire & Safety, LLC will be governed by and construed in accordance with the laws of the State of Florida. The delivery of signatures to this Agreement may be via facsimile transmission or other electronic means and shall be binding as original signatures. This Agreement shall constitute the entire agreement and supersede any prior agreement between the parties concerning the subject matter of this Agreement. This Agreement may only be modified by an amendment, in writing, signed by duly authorized representatives of both parties with authority to sign such amendments to this Agreement. In the event of a conflict between the Ten-8 Proposal and these Terms and Conditions, the Ten-8 Proposal shall control except in the case of a Cooperative Purchasing Contract as set forth in Section 1(c) and (i) of these Purchasing Terms and Conditions. If any term of this Agreement is determined to be invalid or unenforceable by a competent legal authority, such term will be either reformed or deleted, as the case may be, but only to the extent necessary to comply with the applicable law, regulation, order or rule, and the remaining provisions of the Agreement will remain in full force and effect.

FSA Cooperative Purchasing Program



FSA25-VEF19.0: Fire & Rescue Vehicles, Boats & Equipment Contract Packet

PROTECTING, LEADING & UNITING SINCE 1893
FLORIDA SHERIFFS ASSOCIATION
2617 Mahan Drive
Tallahassee, Florida 32308
p: (850) 877-2165 f: (850) 878-8665
flsheriffs.org

NOTICE OF FINAL AWARD
CONTRACT FSA25-VEF19.0 Fire & Rescue Vehicles, Boats & Equipment

Date: April 1, 2025

To: All Prospective Bidders and Purchasers

From: Matt Dunagan, Executive Director
Sarrah Glassner, Deputy Executive Director of Administration

Re: Contract Number FSA25-VEF19.0 Fire & Rescue Vehicles, Boats & Equipment: Contract Awards

We are pleased to announce that the Florida Sheriffs Association (FSA) has successfully completed its latest nationwide cooperative bid for Fire & Rescue Vehicles, Boats & Equipment. This contract is in effect beginning April 1, 2025, through March 31, 2027.

This notification is for the Florida Sheriffs Association (FSA), Cooperative Purchasing Program (CPP) Award for contract FSA25-VEF19.0 Fire & Rescue Vehicles, Boats & Equipment. All bids were received in a timely manner, reviewed, and evaluated by the FSA and its Fleet Advisory Committee.

The contract specifications include:

- Airport Rescue Fire Fighting Apparatus (ARFF)
- Emergency Transport Utility Vehicles
- Fire Apparatus – Initial Attack
- High Water Rescue Vehicle – Amphibious
- High Water Rescue Vehicle – Non-Amphibious
- High Water Rescue Vehicle – UTV
- Mid Mounted Aerial Apparatus
- Mid Mounted Aerial Platform
- Mobile Command Unit
- Mobile Water Supply Fire Apparatus – Single or Dual Axle
- Outboard Engines
- Pumper Commercial 2-Door
- Pumper- Electric (EV)
- Pumper – Level 1 Custom 4-Door Chassis
- Pumper – Level 2 Custom 4-Door Chassis
- Rear Mounted Aerial Apparatus
- Rear Mounted Aerial Platform

- Rescue Apparatus – Heavy
- Rescue Appartus – Medium
- Resue Apparatus – Walk-In
- Tractor-Drawn Aerial Apparatus
- Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)
- Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)
- Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine
- Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine
- Wildland Fire Apparatus

The competitive process for this award began in August 2024, when FSA Fleet Advisory Committee, bidders, and stakeholders provided input regarding vehicle and equipment procurement needs. Specifications were developed based on prior years activity, and new additions were included based on feedback from the FSA Committee, bidders, and stakeholders.

Advertisements of the Invitation to Bid (ITB) were placed on the FSA website on August 26, 2024, and within the Florida Administrative Register on August 26, 2024, and October 3, 2024.

From the ITB, 33 bidders completed the pre-bid process. Of these respondents, 13 submitted bids. 10 responsive bidders were awarded after bids were evaluated by the FSA Fleet Advisory Committee and FSA staff.

The Florida Sheriffs Association Cooperative Purchasing Program has followed the Contract Terms and Conditions to procure this contract.

Contract prices are extended and guaranteed to any local government or political subdivision of the state, public educational institutions, other public agencies or authorities with the State of Florida, and other entities approved by the manufacturer to participate in this contract.

Out-of-state sales are permitted under this contract. All purchasers are bound by their local governing purchasing ordinances, rules and regulations.

All awarded vendors are governed by their manufacturer agreements and the Contract Terms and Conditions.

List of Intended Awards in Alphabetical Order:

1. ETR, L.L.C.
2. Excellance, Inc.
3. Love Power Equipment, Inc.
4. Matheny Fire & Emergency
5. Ring Power Corporation
6. Sherp USA
7. South Florida Emergency Vehicl
8. Ten-8 Fire & Safety, LLC

9. Toyne, Inc.
10. Warrior Brush Trucks

The final award page document for all awarded bid items is attached.

FSA Cooperative Purchasing Program

FSA25-VEF19.0: Fire & Rescue Vehicles, Boats & Equipment Final Award Report

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Fire Apparatus - Initial Attack

Item: 33, E-ONE, Ford F-550 2-Door 4x2, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$357,668.00	480 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Fire Apparatus - Initial Attack

Item: 34, Fouts Bros, First Out Untility Rescue, Fouts F.O.U.R

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	South Florida Emergency Vehicle	$368,241.00	8 Months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Fire Apparatus - Initial Attack

Item: 35, Pierce Manufacturing Inc., Ford F-550 MP, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$385,076.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Fire Apparatus - Initial Attack

Item: 37, Skeeter Emergency Vehicles, Initial Attack, Initial Attack

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$399,951.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Fire Apparatus - Initial Attack

Item: 38, Toyne, Ford Initial Attack, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$337,714.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mid Mounted Aerial Platform

Item: 62, E-ONE, Typhoon - Aluminum, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,058,932.00	1320 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mid Mounted Aerial Platform

Item: 63, Ferrara Fire Apparatus, Inc., Ferrara Inferno XD100, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,069,485.00	720 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mid Mounted Aerial Platform

Item: 64, Pierce Manufacturing Inc., Enforcer Ascendant Aerial Tower - Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,938,788.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mid Mounted Aerial Platform

Item: 66, Spartan ER, Gladiator LT, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,521,517.00	600 Days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mid Mounted Aerial Platform

Item: 67, Spartan ER, Gladiator SFA 100`, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,206,101.00	600 Days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mid Mounted Aerial Platform

Item: 70, Seagrave, Marauder 95` Aerialscope, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,984,118.00	1400 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 132, E-ONE, Cyclone II 100` - Aluminum, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,428,181.00	1320 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 133, E-ONE, Cyclone II 137` - Aluminum, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,568,349.00	1320 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 134, E-ONE, Typhoon 75` - Aluminum, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,208,901.00	1320 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 135, E-ONE, Typhoon 78` - Aluminum, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,259,814.00	1320 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 136, Ferrara Fire Apparatus, Inc., Ferrara Cinder XD96, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,296,443.00	720 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 138, Ferrara Fire Apparatus, Inc., Ferrara Inferno XD100 77`, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,330,076.00	720 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 139, Ferrara Fire Apparatus, Inc., Ferrara Inferno XD100 107`, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,583,200.00	720 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 140, Pierce, Enforcer, Tandem 107`

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,475,633.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 141, Pierce Manufacturing Inc., Enforcer - Aluminum, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,570,401.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 142, Pierce Manufacturing Inc., Enforcer 105` - Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,459,184.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 143, Pierce Manufacturing Inc., Enforcer 107` - Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,416,945.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 144, Pierce Manufacturing Inc., Enforcer 75` - Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,286,932.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 145, Pierce Manufacturing Inc., Saber - Aluminum, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,294,329.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 147, Spartan ER, Gladiator LT, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,035,902.00	850 Days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 148, Spartan ER, Gladiator SFA 105`, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,848,946.00	600 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 149, Spartan ER, Gladiator SFA 125`, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,928,911.00	600 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 150, Spartan ER, Metro LT, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,489,159.00	850 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 151, Spartan ER, Metro SFA, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,620,878.00	600 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 152, Seagrave, Marauder 75`- Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,878,264.00	1400 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 153, Seagrave, Marauder100`- Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,100,870.00	1400 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Apparatus

Item: 154, Toyne, Metro Star Rear Mounted Aerial 75`, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$1,465,475.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Platform

Item: 155, E-ONE, Cyclone II - Platform Aluminum, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,740,487.00	1320 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Platform

Item: 156, Ferrara Fire Apparatus, Inc., Ferrara Inferno XD100, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,813,170.00	720 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Platform

Item: 157, Pierce, Enforcer, 100` Aluminum Rear Mount Platform

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,794,129.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Platform

Item: 158, Pierce Manufacturing Inc., Enforcer 100` - Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,696,590.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Platform

Item: 159, Pierce Manufacturing Inc., Enforcer 110` - Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,473,858.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rear Mounted Aerial Platform

Item: 161, Seagrave, Marauder105`- Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,423,475.00	1400 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Heavy

Item: 162, E-ONE, Cyclone II, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$849,023.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Heavy

Item: 163, E-ONE, Typhoon, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$805,076.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Heavy

Item: 164, Ferrara Fire Apparatus, Inc., Ferrara Cinder XD96, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$711,392.00	810 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Heavy

Item: 165, Pierce, Heavy Duty Rescue, Heavy Duty Rescue

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$856,287.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Heavy

Item: 166, Pierce Manufacturing Inc., Enforcer, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$856,287.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Heavy

Item: 168, Spartan ER, Gladiator, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$802,039.00	850 Days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Heavy

Item: 169, Spartan ER, Metro, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$752,722.00	850 Days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Heavy

Item: 170, Seagrave, Marauder, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,384,700.00	1300 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Wildland Fire Apparatus

Item: 311, Matheny, Ford F-550 2-Door, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$187,550.00	550	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Wildland Fire Apparatus

Item: 314, Skeeter, Ford, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$223,335.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Wildland Fire Apparatus

Item: 315, Skeeter, Freightliner, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$319,938.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Wildland Fire Apparatus

Item: 317, South Florida Emergency Vehicles, Ford SFEV Brush, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	South Florida Emergency Vehicle	$239,883.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Wildland Fire Apparatus

Item: 318, Toyne, Ford Wildland Attack Brush Rescue Unit, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$251,209.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Wildland Fire Apparatus

Item: 319, Warrior Brush Trucks, Wildland Fire Brush Truck, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Warrior Brush Trucks	$178,759.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Emergency Transport Utility Vehicles

Item: 32, Skeeter Emergency Vehicles, Polaris Emergency Transport Vehicle, Polaris Emergency Transport Vehicle

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$87,176.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Outboard Engines

Item: 101, Cox Marine, CX0300, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ring Power Corporation	$62,056.00	30 days	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 199, Braun, Chevrolet CV5500 Chief XL, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$335,695.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 200, Braun, Freightliner M2 Super Chief, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$425,571.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 201, Braun, International MV Super Chief, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$429,040.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 202, Demers, Chevrolet CV5500 MXP170, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$290,430.00	25 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 203, ETR/AEV Chevrolet, Chevrolet 6500 Heavy Duty, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$273,051.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 204, ETR/AEV Freightliner, Freightliner M2, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$320,107.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 205, ETR/AEV International, International CV 515, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$281,335.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 206, ETR/AEV International, International MV 607, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$316,324.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 207, Excellance, Dodge 5500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Excellance, Inc.	$321,363.00	18-30 after receipt of all customer-supplied items, signed documents, and receipt of chassis	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 208, Excellance, Freightliner M2, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	LeadTime	Build File
Nationwide	Primary	Excellance, Inc.	$328,386.00	18-30 after receipt of all customer-supplied items, signed documents, and receipt of chassis	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 209, Horton, Freightliner M2, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$321,913.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 210, Horton, International MV 607, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$315,669.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 211, Osage, Freightliner M2 Super Warrior, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$390,373.00	36 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 212, Osage, International MV Super Warrior, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$400,780.00	36 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 213, Road Rescue, Chevrolet 5500 Heavy Duty, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$307,336.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 214, Road Rescue, Freightliner M2, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$326,585.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 215, Road Rescue, International CV, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$317,653.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 216, Road Rescue, International MV, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$315,995.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 217, Wheeled Coach, Freightliner, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$299,001.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 218, Wheeled Coach, International 160x95x72, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$262,334.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)

Item: 219, Wheeled Coach, International 170x95x72, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$293,420.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 220, Braun, Chevy CK3500 Express Plus, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$275,188.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 221, Braun, Ford F-450 Express Plus, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$289,593.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 222, Braun, Ford F-550 Chief XL, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$328,695.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 223, Braun, Ram 4500 Express Plus, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$290,628.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 224, Braun, Ram 5500 Chief XL, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$326,941.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 225, Crestline, Chevy CK3500 CCL 150, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$196,422.00	24 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 226, Crestline, Ford F-350 CCL 150, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$199,700.00	24 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 227, Crestline, F450 CCLXL, F450 CCLXL

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$234,545.00	24 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 228, Demers, Ford F-450 MXP150, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$259,702.00	25 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 229, Demers, Ford F-550 MXP170, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$282,350.00	25 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 230, Demers, Ram 4500 MXP150, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$260,256.00	25 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 231, Demers, Ram 5500 MXP170, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$290,240.00	25 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 232, ETR/AEV Chevrolet, Chevrolet 3500 Heavy Duty, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$232,184.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 233, ETR/AEV Chevrolet, Chevrolet 4500 Heavy Duty, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$262,003.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 234, ETR/AEV Chevrolet, Chevrolet 5500 Heavy Duty, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$270,146.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 235, ETR/AEV Dodge, Dodge 3500 145x92x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$251,141.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 236, ETR/AEV Dodge, Dodge 3500 148x95x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$251,141.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 237, ETR/AEV Dodge, Dodge 4500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$271,924.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 238, ETR/AEV Dodge, Dodge Ram 5500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$276,067.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 239, ETR/AEV Ford, Ford F-350 145x92x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$231,062.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 240, ETR/AEV Ford, Ford F-350 148x95x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$258,115.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 241, ETR/AEV Ford, Ford F-450 148x95x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$268,805.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 242, ETR/AEV Ford, Ford F-450 172x95x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$273,475.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 243, ETR/AEV Ford, Ford F-550, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$273,883.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 244, Excellance, Dodge 4500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	LeadTime	Build File
Nationwide	Primary	Excellance, Inc.	$319,788.00	18-30 after receipt of all customer-supplied items, signed documents, and receipt of chassis	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 245, Excellance, Ford F-450, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	LeadTime	Build File
Nationwide	Primary	Excellance, Inc.	$316,663.00	18-30 after receipt of all customer-supplied items, signed documents, and receipt of chassis	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 246, Horton, Chevrolet C3500 Heavy Duty, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$275,317.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 248, Horton, Dodge Ram 4500 - 603, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$304,545.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 249, Horton, Dodge Ram 4500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$303,169.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 250, Horton, Dodge Ram 5500 - 603, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$303,047.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 251, Horton, Dodge Ram 5500 - 623, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$306,254.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 252, Horton, Dodge Ram 5500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$306,532.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 253, Horton, Ford F-350, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$286,656.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 254, Horton, Ford F-450 - 603, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$297,238.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 255, Horton, Ford F-450, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$297,238.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 256, Horton, Ford F-550 - 603, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$298,111.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 257, Horton, Ford F-550, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$290,881.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 258, Osage, Ford F-550 Super Warrior, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$308,671.00	36 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 259, Osage, Ford F-450 Warrior, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$290,680.00	36 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 260, Osage, Ram 4500 Warrior, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$281,295.00	36 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 261, Osage, Ram 5500 Super Warrior, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$298,829.00	36 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 262, Road Rescue, Dodge Ram 4500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$282,329.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 263, Road Rescue, Dodge Ram 5500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$288,683.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 264, Road Rescue, Ford F-450, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$277,827.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 265, Road Rescue, Ford F-550, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$286,893.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 266, Wheeled Coach, Chevrolet 3500 146x90x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$196,331.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 267, Wheeled Coach, Chevrolet 3500 153x95x67, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$229,701.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 268, Wheeled Coach, Dodge Ram 3500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$236,260.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 269, Wheeled Coach, Dodge Ram 4500 153x95x67, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$258,566.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 270, Wheeled Coach, Dodge Ram 4500 170x95x72, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$271,788.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 271, Wheeled Coach, Dodge Ram 5500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$269,855.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 272, Wheeled Coach, Ford F-350 146x90x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$201,958.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 273, Wheeled Coach, Ford F-350 153x95x67, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$235,340.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 274, Wheeled Coach, Ford F-450 153x95x67, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$256,094.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 275, Wheeled Coach, Ford F-450 170x95x72, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$266,077.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

Item: 276, Wheeled Coach, Ford F-550, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$267,643.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 285, Braun, Chevrolet 4500 Chief XL, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$268,030.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 286, Braun, Ford E-450 Chief XL, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$270,232.00	28 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 287, Crestline, Chevrolet 3500 CCL 150, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$163,106.00	24 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 288, Crestline, Ford E-350 CCL 150, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$165,083.00	24 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 289, Crestline, E450 CCLXL, E450 CCLXL

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$188,768.00	24 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 290, Demers, Chevrolet 4500 MX170, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$230,667.00	25 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 291, Demers, Ford E-450 MX170, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$235,368.00	25 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 292, ETR/AEV Chevrolet, Chevrolet G3500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$214,555.00	12-24 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 293, ETR/AEV Chevrolet, Chevrolet G4500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$222,763.00	12-24 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 294, ETR/AEV Ford, Ford E-350 145x92x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$198,186.00	12-24 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 295, ETR/AEV Ford, Ford E-350 145x95x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$215,564.00	12-24 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 296, ETR/AEV Ford, Ford E-450, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$221,951.00	12-24 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 297, ETR/AEV Sprinter, Sprinter 3500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$226,820.00	12-24 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 298, Excellance, Ford E-450, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	LeadTime	Build File
Nationwide	Primary	Excellance, Inc.	$249,730.00	18-30 after receipt of all customer-supplied items, signed documents, and receipt of chassis	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 299, Horton, Ford XLE E-450, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$248,191.00	24-30 Months Based on Options	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 300, Osage, Chevrolet 4500 Super Warrior, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$250,578.00	36 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 301, Osage, Ford E-450 Super Warrior, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$250,819.00	36 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 302, Road Rescue, Chevrolet G3500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$242,296.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 303, Road Rescue, Chevrolet G4500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$250,888.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 304, Road Rescue, Ford E-450, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$249,099.00	1080 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 305, Wheeled Coach, Chevrolet G3500 146x90x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$166,897.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 306, Wheeled Coach, Chevrolet G3500 153x95x72, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$204,886.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 307, Wheeled Coach, Chevrolet G4500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$217,057.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 308, Wheeled Coach, Ford E-350 146x90x68, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$167,672.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 309, Wheeled Coach, Ford E-350 153x95x72, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$201,560.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Item: 310, Wheeled Coach, Ford E-450, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$216,384.00	910 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine

Item: 277, Demers, T-250 Eco-Boost TES, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$128,932.00	8 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine

Item: 278, ETR/AEV Chevrolet, Chevrolet G3500, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$129,246.00	12 Months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine

Item: 279, ETR/AEV Ford, Ford Transit T-250 Gas, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	ETR, L.L.C.	$137,379.00	12 Months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine

Item: 280, FR Conversions, Ford Transit Intrepid, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$115,436.00	6 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine

Item: 281, FR Conversions, Ram Promaster 2500 Pioneer II, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$109,542.00	6 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine

Item: 282, Osage, Ford Transit Travois, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$138,050.00	24 months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine

Item: 284, Wheeled Coach, Ford Transit MR, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$126,577.00	210 days (please contact manufacturer for current build times)	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 78, E-ONE, Freightliner 1800 gal, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$382,358.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 79, E-ONE, Freightliner 2000 gal, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$385,143.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 80, E-ONE, Freightliner 2500 gal, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$419,771.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 81, E-ONE, Freightliner 3000 gal, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$434,097.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 82, E-ONE, International 1800 gal, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$398,341.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 83, E-ONE, International 2500 gal, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$429,789.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 84, E-ONE, International 3000 gal, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$437,899.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 86, Fouts Bros, Tanker - 2000 Gallons, WST3000

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	South Florida Emergency Vehicle	$493,171.00	8 Months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 87, Pierce Manufacturing Inc., Freightliner Dryside Single Rear Axle, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$474,970.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 88, Pierce Manufacturing Inc., Freightliner Dryside Tandem Rear Axle, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$505,533.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 89, Pierce Manufacturing Inc., Freightliner BX Single Rear Axle, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$437,166.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 90, Pierce Manufacturing Inc., Freightliner BX Tandem Rear Axle, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$468,183.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 93, Pierce Manufacturing Inc., Saber Dryside Single Rear Axle, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$760,197.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 94, Pierce Manufacturing Inc., Saber Dryside Tandem Rear Axle, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$844,060.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 96, Skeeter Emergency Vehicles, Single Axle Tanker, Single Axle Tanker

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$434,224.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 97, Skeeter Emergency Vehicles, Tandem Axle Tanker, Tandem Axle Tanker

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$497,436.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 98, Toyne, Freightliner 2100 gallon wetside, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$354,869.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 99, Toyne, Freightliner 2500 gallon dryside, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$424,061.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Water Supply Fire Apparatus - Single or Dual Axle

Item: 100, Toyne, Freightliner 3000 gallon dryside, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$429,502.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Commercial 2-Door

Item: 103, E-ONE, Freightliner 2-Door, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$383,319.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Commercial 2-Door

Item: 104, E-ONE, International 2-Door, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$393,359.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Commercial 2-Door

Item: 106, Fouts Bros, Commercial Chassis Pumper, Commercial Chassis Pumper

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	South Florida Emergency Vehicle	$496,194.00	8 Months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Commercial 2-Door

Item: 107, Pierce Manufacturing Inc., Freightliner, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$446,418.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Commercial 2-Door

Item: 108, Pierce Manufacturing Inc., Freightliner BXP, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$452,923.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Commercial 2-Door

Item: 110, Toyne, Freightliner Commercial Pumper, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$376,701.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Commercial 2-Door

Item: 111, Toyne, International Commercial Pumper, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$404,152.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Electric (EV)

Item: 112, E-ONE, Vector, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,399,712.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Electric (EV)

Item: 113, Ferrara Fire Apparatus, Inc., Vector, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,407,250.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Electric (EV)

Item: 114, Pierce, Enforcer, Volterra EV Pumper

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,967,084.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Electric (EV)

Item: 116, Spartan ER, Vector, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,408,283.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 1 Custom 4-Door Chassis

Item: 117, E-ONE, Cyclone II, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$740,130.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 1 Custom 4-Door Chassis

Item: 118, E-ONE, Typhoon, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$722,978.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 1 Custom 4-Door Chassis

Item: 119, Ferrara Fire Apparatus, Inc., Ferrara Cinder XD96, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$789,036.00	810 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 1 Custom 4-Door Chassis

Item: 120, Fouts Bros, Custom Pumper, FB-94

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	South Florida Emergency Vehicle	$685,326.00	8 Months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 1 Custom 4-Door Chassis

Item: 121, Pierce Manufacturing Inc., Saber, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$727,028.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 1 Custom 4-Door Chassis

Item: 123, Spartan ER, Metro, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$972,344.00	800 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 1 Custom 4-Door Chassis

Item: 124, Toyne, Metro Star Level 1 Custom Pumper, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$647,085.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 2 Custom 4-Door Chassis

Item: 125, E-ONE, Cyclone II, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$876,498.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 2 Custom 4-Door Chassis

Item: 126, E-ONE, Typhoon, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$830,938.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 2 Custom 4-Door Chassis

Item: 127, Ferrara Fire Apparatus, Inc., Ferrara Inferno XD100, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$838,997.00	810 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 2 Custom 4-Door Chassis

Item: 128, Pierce Manufacturing Inc., Enforcer, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$814,658.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 2 Custom 4-Door Chassis

Item: 130, Seagrave, Marauder, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,122,821.00	1300 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Pumper - Level 2 Custom 4-Door Chassis

Item: 131, Toyne, Gladiator Level 2 Custom Pumper, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$714,960.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Medium

Item: 172, BME Fire Trucks, Medium Duty Rescue, Medium Duty Rescue

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$534,127.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Medium

Item: 173, E-ONE, Freightliner M2, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$319,928.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Medium

Item: 174, E-ONE, International, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$329,774.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Medium

Item: 176, Fouts Bros, Medium Duty Rescue, Medium Duty Rescue

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	South Florida Emergency Vehicle	$551,106.00	8 Months	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Medium

Item: 180, Skeeter Emergency Vehicles, Medium Duty Rescue, Medium Duty Rescue

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$319,509.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Medium

Item: 181, Spartan ER, Freightliner M2, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$450,565.00	800 Days after order Receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Medium

Item: 183, Toyne, Freightliner Medium Duty Rescue, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Toyne, Inc.	$399,714.00	825	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Walk-In

Item: 184, E-ONE, Typhoon, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$742,041.00	1050 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Walk-In

Item: 185, Frontline Communications, Freightliner Frontline C30, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$616,756.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Walk-In

Item: 186, Frontline Communications, Freightliner Frontline C35, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$708,142.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Walk-In

Item: 187, Frontline Communications, Freightliner Frontline C40, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$775,108.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Walk-In

Item: 188, Frontline Communications, Saber Frontline C40, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,216,851.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Walk-In

Item: 189, Pierce Manufacturing, Inc., Enforcer Walk-In, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$930,308.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Rescue Apparatus - Walk-In

Item: 192, Seagrave, Marauder, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$1,469,146.00	1300 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Mobile Command Unit

Item: 77, Frontline Communications, CRU-22, CRU-22

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$353,080.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Tractor-Drawn Aerial Apparatus

Item: 194, Ferrara Fire Apparatus, Inc., Ferrara Inferno XD100, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,349,167.00	810 after receipt of order	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Tractor-Drawn Aerial Apparatus

Item: 195, Pierce Manufacturing Inc., Enforcer - Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,794,391.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Tractor-Drawn Aerial Apparatus

Item: 197, Spartan ER, Gladiator, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,207,560.00	850 Days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Tractor-Drawn Aerial Apparatus

Item: 198, Seagrave, Marauder - 100` Steel, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Matheny Fire & Emergency	$2,482,518.00	1400 days after order receipt	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Airport Rescue Fire Fighting Apparatus (ARFF)

Item: 1, Oshkosh Airport Products, Striker 4x4, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,220,098.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Airport Rescue Fire Fighting Apparatus (ARFF)

Item: 2, Oshkosh Airport Products, Striker 6x6, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$1,287,869.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Airport Rescue Fire Fighting Apparatus (ARFF)

Item: 3, Oshkosh Airport Products, Striker 8x8, N/A

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$2,370,636.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: Airport Rescue Fire Fighting Apparatus (ARFF)

Item: 4, Global ARFF, Attackmaster QRV, Attackmaster QRV

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$499,502.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: High Water Rescue Vehicle - Non-Amphibious

Item: 57, Skeeter Emergency Vehicles, High Water Rescue Vehicle 4x4, High Water Rescue Vehicle 4x4

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Ten-8 Fire & Safety, LLC	$319,825.00		Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: High Water Rescue Vehicle - Amphibious

Item: 55, Sherp, Sherp N, N1200

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Sherp USA	$169,650.00	6 Weeks	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: High Water Rescue Vehicle - UTV

Item: 58, ARGO, SASQUATCH, SASQUATCH XTX

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Love Power Equipment, Inc	$187,999.00	6-8 weeks	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: High Water Rescue Vehicle - UTV

Item: 59, ARGO, AURORA, 950 SAR 8X8

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Love Power Equipment, Inc	$33,999.00	6-8 WEEKS	Build

Bid Award

Contract: FSA25-VEF19.0, Fire & Rescue Vehicles, Boats, and Equipment

Group: High Water Rescue Vehicle - UTV

Item: 60, ARGO, AURORA, 950 8X8

Description: Refer FSA Base Specifications PDF document.

Model Upgrade/Downgrade:

Zone	Rank	Vendor	Price	Lead Time	Build File
Nationwide	Primary	Love Power Equipment, Inc	$33,599.00	6-8 WKS	Build

FSA Cooperative Purchasing Program



FSA25-VEF19.0: Fire & Rescue Vehicles, Boats & Equipment
How to Order

How to Purchase



FSA Cooperative Purchasing Program

FSA25-VEF19.0: Fire & Rescue Vehicles, Boats & Equipment
Awarded Vendor Contract Signature Pages

Docusign Envelope ID: D3381740-8D51-4B1A-82D8-68572323C27A

CONTRACT SIGNATURE FORM

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The Bidder further declares that they have carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and grade of materials required.

The Bidder further declares that they have provided a discount on all factory options included in this bid, and such discount will be included in all purchase orders.

The Bidder further declares that the company understands the financial responsibility associated with this bid as stated and further declares that it has the ability to meet the financial responsibility associated with this bid.

The Bidder further declares that the company will furnish the items awarded for the price bid.

FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name ETR, L.L.C.

Business Address 700 S French Avenue, Sanford FL 32771

Name of Authorized Agent Jerry Michaluk

Email address of authorized agent JERRY@ETRLLC.ORG

Signature DocuSigned by: Jerry Michaluk C925ABB2A8D0411...

Date 3/24/2025

Docusign Envelope ID: 6424CF30-BED6-4358-871B-6D1DC138E523

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FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name Excellance, INC.

Business Address 1635 HARVEST, ALA. 35749

Name of Authorized Agent Chalie Epps

Email address of authorized agent charlie@excellance.com

Signature Signed by: Charlie Epps 3A78F22D6D154F5...

Date 3/24/2025

Docusign Envelope ID: 75C1080C-532F-4A0F-B697-759D52F7E2F0

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FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name Love Power Equipment, Inc

Business Address 2081 South Suncoast Blvd Homosassa Fl 34448

Name of Authorized Agent Ed Gurry

Email address of authorized agent ed.gurry@lovepowerequipment.com

Signature Signed by: Ed Gurry EA5DFADB50FD4DE...

Date 3/20/2025

Docusign Envelope ID: CDF945D2-5C5B-4317-B2BC-92E983041540

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FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name Matheny Fire & Emergency

Business Address 725 SW 46th Ave, Ocala, FL 34474

Name of Authorized Agent Dee Daniels

Email address of authorized agent DDaniels@mathenyfire.com

Signature Signed by: Dee Daniels 3DE53B22D95E4BE...

Date 3/21/2025

Docusign Envelope ID: 958379AA-13F3-4228-9D95-DC7841B7E5D0

CONTRACT SIGNATURE FORM

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FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name Ring Power Corporation

Business Address 500 World Commerce Parkway, St Augustine Fla 32092

Name of Authorized Agent Jay Lusk

Email address of authorized agent jay.lusk@ringpower.com

Signature DocuSigned by: Jay Lusk C7E0CB2B142F446...

Date 3/21/2025

Docusign Envelope ID: A5D3E66F-27C9-4D03-8C95-F31E5F1F8CA8

CONTRACT SIGNATURE FORM

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FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name South Florida Emergency Vehicles LLC

Business Address 4655 Cummins Court
Fort Myers Florida 33905

Name of Authorized Agent Ken Creese

Email address of authorized agent kcreese@sflev.com

Signature Signed by: Ken Creese 78B7180B2FCB413...

Date 3/20/2025

Docusign Envelope ID: D804C4FD-BD71-44A5-8F73-E63632CAFF73

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FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name SHerp USA

Business Address 489 Amos Way NW

Name of Authorized Agent Brian Wolf

Email address of authorized agent brian@sherpusa.com

Signature Signed by: Brian J. Wolf 206ECEE1255B4DB...

Date 3/26/2025

Docusign Envelope ID: ED33E9EE-66F6-4753-8D26-7720BF3C0CD7

CONTRACT SIGNATURE FORM

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FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name Ten-8 Fire & Safety, LLC

Business Address 1112 Manatee Avenue E. Bradenton, FL 34208

Name of Authorized Agent Cindy Morgan

Email address of authorized agent cmorgan@ten8fire.com

Signature DocuSigned by: Cindy Morgan FC6D29A6A2E64A0...

Date 3/20/2025

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CONTRACT SIGNATURE FORM

By submitting a response to this Invitation to Bid and signing this form, the Bidder declares that he or she has read, and the company understands, accepts and will comply with the terms, conditions and specifications of this bid and any addenda issued. The failure or omission to review this document shall in no way relieve the authorized agent of obligations with respect to this bid. The submission of a bid and signature below shall be taken as evidence of acceptance of the terms and conditions of this bid.

The Bidder further declares that no other persons other than the authorized agent herein named has any interest in this bid or in the contract to be taken, and that it is made without any connection with any other person or persons making proposal for the same article, and is in all respects fair and without collusion or fraud.

The Bidder further declares that they have carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and grade of materials required.

The Bidder further declares that they have provided a discount on all factory options included in this bid, and such discount will be included in all purchase orders.

The Bidder further declares that the company understands the financial responsibility associated with this bid as stated and further declares that it has the ability to meet the financial responsibility associated with this bid.

The Bidder further declares that the company will furnish the items awarded for the price bid.

FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name Toyne Inc.

Business Address 104 Granite Ave., Breda IA 51436

Name of Authorized Agent Michael D. Schwabe

Email address of authorized agent royce@tacticalfirevehicles.com

Signature Signed by: Michael D. Schwabe F46067B437CA439...

Date 3/24/2025

Docusign Envelope ID: 59CEE19D-AD68-4688-9AE7-3556B8209C61

CONTRACT SIGNATURE FORM

By submitting a response to this Invitation to Bid and signing this form, the Bidder declares that he or she has read, and the company understands, accepts and will comply with the terms, conditions and specifications of this bid and any addenda issued. The failure or omission to review this document shall in no way relieve the authorized agent of obligations with respect to this bid. The submission of a bid and signature below shall be taken as evidence of acceptance of the terms and conditions of this bid.

The Bidder further declares that no other persons other than the authorized agent herein named has any interest in this bid or in the contract to be taken, and that it is made without any connection with any other person or persons making proposal for the same article, and is in all respects fair and without collusion or fraud.

The Bidder further declares that they have carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and grade of materials required.

The Bidder further declares that they have provided a discount on all factory options included in this bid, and such discount will be included in all purchase orders.

The Bidder further declares that the company understands the financial responsibility associated with this bid as stated and further declares that it has the ability to meet the financial responsibility associated with this bid.

The Bidder further declares that the company will furnish the items awarded for the price bid.

FSA Contract Number FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment

Bidder Company Name Chemical Containers, Inc.

Business Address 413 ABC Road
Lake Wales, Florida 33859

Name of Authorized Agent Andrew Motis

Email address of authorized agent gov@chemicalcontainers.com

Signature Signed by: Andrew Motis 6F4B482530DC4CA...

Date 3/20/2025

FSA Cooperative Purchasing Program

FLORIDA
SHERIFFS ASSOCIATION
COOPERATIVE
PURCHASING PROGRAM

FSA25-VEF19.0: Fire & Rescue Vehicles, Boats & Equipment
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Item Groups Summary

All bid items shall be built to manufacturer base specifications for the item or model number indicated and shall include all standard manufacturer equipment unless otherwise specified. All items factory installed unless otherwise indicated.

Fire Apparatus

- Airport Rescue Fire Fighting Apparatus (ARFF)
- Fire Apparatus - Initial Attack
- Mid Mounted Aerial Apparatus
- Mid Mounted Aerial Platform
- Mobile Water Supply Fire Apparatus - Single or Dual Axle
- Pumper - Commercial 2-Door
- Pumper - Electric (EV)
- Pumper - Level 1 Custom 4-Door Chassis
- Pumper - Level 2 Custom 4-Door Chassis
- Rear Mounted Aerial Apparatus
- Rear Mounted Aerial Platform
- Rescue Apparatus - Heavy
- Rescue Apparatus - Medium
- Rescue Apparatus - Walk-In
- Tractor-Drawn Aerial Apparatus
- Wildland Fire Apparatus

Fire & Rescue Equipment

- Battery Powered Rescue Tools
- Emergency Transport Utility Vehicles
- Enclosed Breathing Air Compressor - Vertical, Electric Motor*
- Fire Rescue, EMS, and Patrol Boats
- Outboard Engines
- Personal Watercraft
- Stationary Containment Fill Station (SCFS)*

Ambulance Vehicles

- Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)
- Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty, Diesel Engine (Gas Engine Option)
- Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine
- Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

Other Vehicles

- High Water Rescue Vehicle - Amphibious*
- High Water Rescue Vehicle - Non-amphibious*
- High Water Rescue Vehicle – UTV*
- Mobile Command Unit

**Indicates that this is a new item group for FSA25-VEF19.0*

Airport Rescue Fire Fighting Apparatus (ARFF)

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). USDOT/FAA procurement specification AC 150/5220-10E. When requested by the purchaser, Vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient GVWR to safely accommodate all options selected by the purchaser. Bidders to bid Classes of ARFF that they produce.

Documentation

- Approval drawings provided prior to construction commencement

Power Train

- Engine certified by manufacturer for the application
- Transmission certified by manufacturer for the application

Fire Pump & Plumbing

- Centrifugal pump

Body

- Shall be corrosion resistant
- Minimum of 10 cubic feet of enclosed storage space

Water Tank

- AFFF Sized based on AC 150/5220-10E

Emergency Warning

- Fully compliant with AC 150/5210-5
- Electronic 100-watt siren with 100-watt siren speaker, minimum
- All emergency warning lights, rear, stop/turn/back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene and interior dome lights to be LED

Paint Finish/Reflective Striping

- Paint as required by 150/5220-10E
- Striping as required by 150/5220-10E

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated
- Five (5) year corrosion perforation on cab and body
- Lifetime frame warranty
- Two (2) year axle
- Five (5) year engine
- Five (5) year fire pump warranty
- Lifetime booster tank warranty

Fire Apparatus - Initial Attack

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings to be provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- Cab to axle – 60 inches or more
- Gross vehicle weight rating (GVWR) – 19,500 lbs.
- Heavy service suspension
- Power steering
- Tires – all season
- Alternator(s) meeting 12-volt system requirements
- Battery system to meet 12-volt system requirements
- Fuel tank, largest available
- Front tow hooks

Power Train

- Turbo diesel engine
- Automatic transmission
- Limited slip differential, if available as standard equipment

Cab

- 2-door seating for a minimum of (2) passengers; crew-cab seating for a minimum of four (4) passengers; vinyl split-bench seat
- Single tone cab paint finish
- Air conditioning and heating
- Power mirrors with separate flat and convex sections – extended trailer towing mirrors
- Slip resistant running boards

Fire Pump & Plumbing

- Minimum 500 gallons per minute (GPM) water pump with in-cab interlocked pump shift for pump engagement
- Primer
- Three (3) 2.5-inch discharge

Water Tank

- Maximum sized polypropylene booster tank allowable

Body

- Bidders to state thickness, alloys and construction methods of all materials used in body construction

- Minimum of four (4) body compartments. Compartments to be configured per customer request.
- Tailboard and/or stirrup type step for climbing from ground to rear of truck – bidders to state exact design
- No wood used in mounting

Emergency Warning

- Electronic 100-watt siren with 100-watt siren speaker, minimum
- All emergency warning lights, rear, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab finish and body to be painted matching color
- Single tone cab paint finish

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Five (5) year engine
- Five (5) transmission
- OEM chassis manufacturer's standard warranty
- Lifetime booster tank warranty
- Five (5) year fire pump warranty
- Cab & chassis standard manufacturer paint warranty
- Ten (10) year pro-rated paint warranty on body
- Five (5) year corrosion perforation on body

Mid Mounted Aerial Apparatus

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). Aerial manufacturers (i.e., companies that manufacture the entire aerial device) must maintain a Quality Control Program. When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings provided prior to construction commencement

Chassis

- 110,000 psi steel frame rail with full length inner 110,000 psi C-channel liner
- 6-inch minimum extended front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 5,000 cubic inch air reservoir capacity
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel

Powertrain

- Minimum 450 horsepower emergency vehicle service rated turbocharged diesel engine
- Secondary engine braking
- Emergency vehicle service rated automatic transmission

Cab

- Medium length tilt aluminum cab
- Seating for four (4), three (3) in self-contained breathing apparatus (SCBA) seats with SCBA brackets
- Air ride driver seat, all others fixed position
- Electric over hydraulic cab tilt with manual back-up
- Single tone cab paint finish
- Air conditioning and heating
- Remote controlled mirrors, from driver's position with separate flat and convex sections
- Dual air horns with dual in-cab controls

Aerial Apparatus

- Mid-mounted configuration
- Minimum two (2) section aerial
- Turntable with pedestal mounted controls
- Aerial rated load capacity not flowing water: 500 lbs. minimum in addition to equipment mounted at tip of ladder
- Aerial rated load capacity while flowing 1,000 gallons per minute (GPM) with monitor at the ladder tip: 500 lbs. minimum in addition to equipment mounted at tip of ladder
- Extend/retract, rotate and hydraulic or electric over hydraulic controls Hydraulic pressure gauge at turntable controls
- Illuminated Angle of Elevation Indicator

- Flowmeter on pump panel
- Fall protection provisions shall be provided
- Bidders to state type of stabilizers and overall stabilizers spread
- Lighted turntable area
- Minimum 1,000 gallons per minute (GPM) waterway system
- Controls at fly section and turntable control pedestal, with manual pinned waterway
- Minimum 3-inch waterway discharge with 3-inch valve
- Minimum 4-inch waterway inlet (non-gated)
- Waterway relief valve and minimum 1.5-inch drain
- Stabilizer controls and stabilizer to aerial controls

Fire Pump & Plumbing

- Minimum 1,250 gallons per minute (GPM) pump
- Pump shall be capable of achieving rated aerial flow without exceeding design performance.
- Air or electric operated pump shift
- Intake pressure relief valve
- Master drain valve
- Electric dry type or air primer
- Two (2) 2-inch cross-lay hose beds over the pump compartment
- Two (2) 2.5-inch left side discharges
- Two (2) 2.5-inch right side discharges
- Stainless steel plumbing

Water Tank

- Minimum 300-gallon polypropylene booster tank

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Ladder storage for minimum 85 ft. ground ladders, ladders to be included
- Rear pike pole storage for minimum of six (6) pike poles fully enclosed
- Hose bed with hose restraints
- Rub rail along each side of body
- Running boards at each pump panel

Emergency Warning

- Electronic 100-watt siren/PA with minimum 100-watt speaker
- All emergency lights, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated
- Ten (10) year plumbing

- Five (5) year corrosion perforation on cab and body
- Twenty (20) year aerial structural
- Lifetime frame warranty
- Two (2) year front axle
- Two (2) year rear axle
- Five (5) year engine
- Five (5) year transmission
- Five (5) year fire pump
- Lifetime booster tank warranty

Mid Mounted Aerial Platform

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). Aerial manufacturers (i.e., companies that manufacture the entire aerial device) must maintain a Quality Control Program. When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings provided prior to construction commencement

Chassis

- 110,000 psi steel frame rail with full length inner 110,000 psi C-channel liner
- 6-inch minimum extended front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 5,000 cubic inch air reservoir capacity
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel

Powertrain

- Minimum 450 horsepower emergency vehicle service rated turbocharged diesel engine
- Secondary engine braking
- Emergency vehicle service rated automatic transmission

Cab

- Medium length tilt aluminum cab meeting
- Seating for four (4), three (3) in self-contained breathing apparatus (SCBA) seats with SCBA brackets
- Air ride driver seat, all others fixed position
- Electric over hydraulic cab tilt with manual back-up
- Single tone cab paint finish
- Air conditioning and heating
- Remote controlled mirrors, from driver's position with separate flat and convex sections
- Dual air horns with dual in-cab controls

Aerial Platform

- Mid-mounted configuration
- Minimum three (3) section aerial
- Turntable with pedestal mounted controls
- Aerial rated load capacity not flowing water: 1,000 lbs. minimum in addition to equipment mounted in platform
- Aerial rated load capacity while flowing 1,000 gallons per minute (GPM): 500 lbs. minimum in addition to equipment mounted in platform
- Extend/retract, rotate and hydraulic or electric over hydraulic controls Hydraulic pressure gauge at turntable controls
- Illuminated Angle of Elevation Indicator

- Flowmeter to be mounted at pump panel or turntable pedestal
- Man-saver gate or similar fall protection provisions at top of pedestal.
- Bidders to state type of stabilizers and overall stabilizers spread
- Lighted turntable area
- Minimum 1,000 gallons per minute (GPM) waterway system with remote control nozzle
- Controls at platform and at turntable control pedestal
- Minimum 3-inch waterway discharge with 3-inch valve
- Minimum 4-inch waterway inlet (non-gated)
- Waterway relief valve and minimum 1.5-inch drain
- Stabilizer controls and stabilizer to aerial controls
- Platform shall have a minimum floor area of 14 square ft. and be provided with closed sides, 45-inch high all around
- The platform shall be completely enclosed along the floorboard to protect occupants
- Two (2) lightweight deck monitors installed

Fire Pump & Plumbing

- Minimum 1,250 gallon per minute (GPM) pump.
- Pump shall be capable to achieve rated aerial flow without exceeding design performance.
- Air or electric operated pump shift
- Intake pressure relief valve
- Master drain valve
- Electric dry type or air primer
- Two (2) 2-inch cross-lay hose beds over the pump compartment
- Two (2) 2.5-inch left side discharges
- Two (2) 2.5-inch right side discharges
- Stainless steel plumbing

Water Tank

- Minimum 300-gallon polypropylene booster tank

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Ladder storage for minimum 85 ft. ground ladders, ladders to be included
- Rear pike pole storage for minimum of six (6) pike poles fully enclosed
- Hose bed with hose restraints
- Rub rail along each side of body
- Running boards at each pump panel

Emergency Warning

- Electronic 100-watt siren/PA with minimum 100-watt speaker
- All emergency lights, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all vehicle components, excluding normal wear and tear items
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated
- Ten (10) year plumbing
- Five (5) year corrosion perforation on cab and body
- Twenty (20) year aerial structural
- Lifetime frame warranty
- Two (2) year front axle
- Two (2) year rear axle
- Five (5) year engine
- Five (5) year transmission
- Five (5) year fire pump
- Lifetime booster tank warranty

Mobile Water Supply Fire Apparatus - Single or Dual Axle

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable).

The intent of the mobile water supply specification is for all bidders to bid a mobile water supply vehicle with as much side and rear compartmentation as possible; equipped with an apparatus body, hose-bed, and pump module that are separate of the water tank. The hose-bed shall be integral to the apparatus body. When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval of drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- Two-wheel drive
- 110,000 psi heat treated steel frame with full length inner C-channel liner
- Front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes, as large as possible, with automatic slack adjusters
- Minimum 13.2 cubic feet per minute (cfm) gear driven air compressor
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel, if available

Powertrain

- Minimum 330 horsepower emergency vehicle service rated turbocharged diesel engine
- Secondary engine braking
- Emergency vehicle service rated automatic transmission

Cab

- Minimum seating for two (2)
- 12-volt switches and instruments
- Air conditioning and heating
- Single tone cab paint finish
- Driver remote controlled mirrors with separate flat and convex sections
- Dual air horns with dual in-cab controls
- 110-volt battery charger receptacle near driver's door

Fire Pump & Plumbing

- Minimum 500 gallons per minute (GPM) midship mounted PTO pump
- Intake pressure relief valve
- Master drain valve
- Electric dry type or air primer
- Two (2) 2-inch cross-lay hose beds with 1.5-inch connection over the pump compartment

- One (1) 2.5-inch left side discharge
- One (1) 2.5-inch right side discharge
- Stainless steel plumbing
- Side mount pump panel (not in a compartment)

Water Tank

- Minimum 1,800-gallon polypropylene booster tank
- Rear tank dump valve with 3-way dump capability

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Hard suction rack for two (2) lengths 10 ft x 4-inch minimum of hard suction
- Minimum of two (2) body compartments.
- Minimum of two (2) adjustable shelves. Compartments and shelves to be configured per customer request.
- Hose bed with hose restraints including one (1) adjustable divider
- Rub rail along each side of body and rear of body
- Running boards at each pump panel

Emergency Warning

- Electronic 100-watt siren with 100-watt siren speaker minimum
- All emergency warning lights, rear, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab OEM finish and body to be painted matching color
- Single tone cab paint finish

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Ten (10) year body structural
- Ten (10) year paint pro-rated on body
- Ten (10) year plumbing
- Five (5) year corrosion perforation on body
- OEM Chassis manufacturer's standard warranty
- OEM standard paint warranty
- Five (5) year fire pump warranty
- Five (5) year engine
- Five (5) year transmission
- Lifetime booster tank warranty

Pumper - Commercial 2-Door

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval of drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- Two-wheel drive
- 110,000 psi heat treated steel frame rail system
- Front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 13.2 cubic feet per minute (cfm) gear driven air compressor
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel, if available

Powertrain

- Minimum 330 horsepower emergency vehicle service rated turbocharged diesel engine
- Secondary engine braking
- Emergency vehicle service rated automatic transmission

Cab

- Minimum seating for two (2)
- Console between seats for 12-volt switches
- Air conditioning and heating
- Single tone cab paint finish
- Driver remote controlled mirrors with separate flat and convex sections
- Dual air horns with dual in-cab controls
- 110-volt receptacle near driver's door with onboard battery charger

Emergency Warning

- Electronic 100-watt siren with 100-watt siren speaker, minimum
- All emergency warning lights, rear, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Minimum of six (6) body compartments.
- Minimum of nine (9) total adjustable shelves. Compartments and shelves to be configured per customer request.

- Brackets for 24 ft. 2-section, 14 ft. roof, 10 ft. attic ladders and 2 pike poles, ladders to be included
- Hose bed with hose restraints including one (1) adjustable divider
- Rub rail along each side of body and rear of body
- Running boards at each pump panel
- No less than four (4) self-contained breathing apparatus (SCBA) Bottle Storage

Fire Pump & Plumbing

- Minimum 1,250 gallons per minute (GPM) drive shaft driven split shaft pump
- One 3-inch deck gun discharge
- Four (4) 2.5-inch discharge outlets including one (1) rear 2.5-inch discharge
- Two 1.5-inch cross-lays/speedlays with 2-inch piping
- Stainless steel plumbing
- Side mount pump panel (not in a compartment)

Water Tank

- 750-gallon T-type tank, poly

Paint Finish/Reflective Striping

- Cab OEM finish and body to be painted matching color

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Ten (10) year body structural
- Ten (10) year paint pro-rated
- Ten (10) year plumbing
- Five (5) year corrosion perforation on body
- OEM Chassis manufacturer's standard warranty
- Five (5) year fire pump warranty
- Five (5) year engine warranty
- Five (5) year transmission warranty
- Lifetime booster tank warranty

Pumper - Electric (EV)

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), and National Highway Traffic Safety Administration (NHTSA) standards. When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient GVWR to safely accommodate all options selected by the purchaser. Vender must submit the minimum power requirement needed for vehicles charging system.

Documentation

- Approval of drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- 110,000 psi heat treated steel frame rail system or equivalent that meets or exceeds NFPA standards
- Heavy duty 16-inch to 24-inch extended front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 4,200 cubic inch air reservoir capacity
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel

Power Train

- Primary drive shall be electric motor supplied power from onboard rechargeable EV batteries.
- Secondary drive/range extender shall activate when battery reaches a state of charge no lower than 15%
- Secondary braking

Vehicle Charging

- Daily use charger will need to be obtained from a third-party vendor. Awarded vendors must provide proper guidance for selection of charger to be used. Purchasers may consult the FSA24-PWR3.0 Electric Vehicle Charging contract for additional charging options.

Fire Pump & Plumbing

- 1,250 gallons per minute (GPM) pump
- One (1) 3-inch deck gun discharge
- Four (4) 2.5-inch discharge outlets (includes one (1) rear 2-1/2-inch discharge)
- Two (2) 1.5-inch crosslays with 2-inch piping
- Stainless steel plumbing
- Side mount pump panel

Cab

- Manufacturer's standard medium length tilt aluminum cab or equivalent meeting NFPA standards and seating requirements
- Seating for four (4), three (3) in self-contained breathing apparatus (SCBA) seats with SCBA brackets
- Air ride driver seat, all others fixed position
- Electric over hydraulic cab with manual back-up, if applicable

- Single tone cab paint finish
- Air conditioning and heating
- Remote controlled mirrors, from driver's position with separate flat and convex sections
- Dual air horns with dual in-cab controls

Emergency Warning

- Electronic 100-watt siren, minimum; 100-watt siren speaker, minimum
- All emergency warning lights, rear, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Minimum of six (6) body compartments
- Minimum of nine (9) adjustable shelves. Compartments and shelves to be configured per customer request.
- Brackets for 24 ft. 2-section, 14 ft. roof, 10 ft. attic ladders and 2 pike poles, ladders to be included
- Hose bed with hose restraints including one (1) adjustable divider
- Rub rail along each side of body and rear of body
- No less than four (4) self-contained breathing apparatus (SCBA) bottle storage compartments
- Running boards at each pump panel

Water Tank

- Minimum 500-gallon poly tank

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated
- Ten (10) year plumbing
- Five (5) year corrosion perforation on cab and body
- Lifetime frame warranty
- Two (2) year axle
- Five (5) year engine
- Five (5) year fire pump warranty
- Lifetime booster tank warranty
- EV Battery (Batteries) five (5) years or 100,000 miles

Pumper - Level 1 Custom 4-Door Chassis

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval of drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- 110,000 psi heat treated steel frame rail system
- 16-inch to 24-inch extended front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 4,200 cubic inch air reservoir capacity
- Power steering with tilt, telescopic wheel

Powertrain

- Minimum 350 horsepower emergency vehicle service rated turbocharged diesel engine
- Secondary engine braking
- Emergency vehicle service rated automatic transmission

Cab

- Manufacturer's standard medium length tilt aluminum cab.
- Seating for four (4), three (3) in self-contained breathing apparatus (SCBA) seats with SCBA brackets
- Air ride driver seat, all others fixed position
- Electric over hydraulic cab tilt with manual back-up
- Single tone cab paint finish
- Air conditioning and heating
- Remote controlled mirrors, from driver's position with separate flat and convex sections
- Dual air horns with dual in-cab controls

Emergency Warning

- Electronic 100-watt siren, minimum; 100-watt siren speaker, minimum
- All emergency warning lights, rear, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Minimum of six (6) body compartments.
- Minimum of nine (9) total adjustable shelves. Compartments and shelves to be configured per customer request.

- Brackets for 24 ft. 2-section, 14 ft. roof, 10 ft. attic ladders and 2 pike poles, ladders to be included
- Hose bed with hose restraints including one (1) adjustable divider
- Rub rail along each side of body and rear of body
- No less than four (4) self-contained breathing apparatus (SCBA) bottle storage compartments
- Running boards at each pump panel

Fire Pump & Plumbing

- Minimum 1,250 gallons per minute (GPM) drive shaft pump
- One 3-inch deck gun discharge
- Four (4) 2.5-inch discharge outlets including one (1) rear 2.5-inch discharge
- Two (2) 1.5-inch cross-lays with 2-inch piping
- Stainless steel plumbing
- Side mount pump panel (not in a compartment)

Water Tank

- 750-gallon T-type tank, poly

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all installed components excluding normal wear and tear items
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated
- Ten (10) year plumbing
- Five (5) year corrosion perforation on cab and body
- Lifetime frame warranty
- Two (2) year axle
- Five (5) year engine
- Five (5) year transmission
- Five (5) year fire pump warranty
- Lifetime booster tank warranty

Pumper - Level 2 Custom 4-Door Chassis

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval of drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- 110,000 psi steel frame rail system heat treated
- 16-inch to 24-inch extended front bumper
- 1.5-inch front jump line with enclosed compartment in center of front bumper to hold minimum 100 ft. of 1.75-inch DJ fire hose
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 5,000 cubic inch air reservoir capacity
- Air dryer, color coded air lines, turn drain valves on reservoirs
- Power steering with tilt/telescopic wheel

Powertrain

- Minimum 400 horsepower emergency vehicle service rated turbocharged diesel engine
- Secondary engine braking
- Automatic transmission emergency vehicle service rated

Cab

- Extended length tilt aluminum cab-minimum
- Seating for six (6), five (5) in self-contained breathing apparatus (SCBA) seats with SCBA brackets
- Air ride driver seat, all others fixed position
- Electric over hydraulic cab tilt with manual back-up
- Single tone cab paint finish
- Air conditioning and heating
- Remote controlled mirrors from driver's position with separate flat and convex sections
- Dual air horns with dual in-cab controls

Emergency Warning

- Electronic 100-watt siren, minimum; 100-watt siren speaker, minimum
- All emergency warning lights, rear, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Minimum of seven (7) body compartments.
- Minimum of thirteen (13) adjustable shelves. Compartments and shelves to be configured per customer request.
- Internal ladder storage compartment, to hold ground ladders and two (2) pike poles
- Hose bed with hose restraints including one (1) adjustable divider
- Minimum of six (6) self-contained breathing apparatus (SCBA) bottle storage compartments
- Rub rail along each side of body with reflective stripe in rub rail
- Running boards at each pump panel with a recessed hose well with hose restraint strap in the passenger side running board

Fire Pump & Plumbing

- Minimum 1,500 gallons per minute (GPM)
- One (1) 3-inch deck gun discharge
- Four (4) 2.5-inch discharge outlets-includes one (1) rear 2.5-inch discharge
- Two (2) 1.5-inch cross-lays with 2-inch piping
- Stainless steel plumbing
- One (1) 4-inch LDH discharge, right side pump panel, hand wheel control with 4-inch discharge valve and piping

Water Tank

- 750-gallon rectangular tank polyethylene fill tower

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated
- Ten (10) year plumbing
- Five (5) year corrosion perforation on cab and body
- Lifetime frame
- Two (2) year axle
- Five (5) year engine
- Five (5) year transmission
- Five (5) year fire pump
- Lifetime booster tank warranty

Rear Mounted Aerial Apparatus

Bidders may and are encouraged to bid multiple lengths as long as specifications are met to provide more flexibility and choices to meet purchaser needs.

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). Aerial manufacturers (i.e., companies that manufacture the entire aerial device) must maintain a Quality Control Program. When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- 110,000 psi steel frame rail with full length inner 110,000 psi C-channel liner
- 16-inch to 24-inch extended front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 5,000 cubic inch air reservoir capacity
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel

Powertrain

- Minimum 450 horsepower emergency vehicle service rated turbocharged diesel engine
- Secondary braking system
- Emergency vehicle service rated automatic transmission

Cab

- Medium length tilt aluminum cab
- Seating for four (4), three (3) in self-contained breathing apparatus (SCBA) seats with SCBA brackets
- Air ride driver seat, all others fixed position
- Electric over hydraulic cab tilt with manual back-up
- Single tone cab paint finish
- Air conditioning and heating
- Remote controlled mirrors from driver's position with separate flat and convex sections
- Dual air horns with dual in-cab controls

Aerial Apparatus

- Rear-mounted configuration
- Minimum two (2) section aerial

- Turntable with pedestal mounted controls
- Aerial rated load capacity not flowing water: 500 lbs. minimum in addition to equipment mounted at tip of ladder
- Aerial rated load capacity while flowing 1,000 gallons per minute (GPM): 500 lbs. minimum in addition to equipment mounted at tip of ladder
- Extend/retract, rotate and hydraulic or electric over hydraulic controls
- Hydraulic pressure gauge at turntable controls
- Illuminated Angle of Elevation Indicator
- Flowmeter on turntable control pedestal
- Fall protection provisions shall be provided
- Bidders to state type of stabilizers and overall stabilizers spread
- Lighted turntable area
- Minimum 1,000 gallons per minute (GPM) waterway system with remote control nozzle
- Controls at fly section and at turntable control pedestal with movable manual pinned waterway
- Minimum 4-inch rear waterway inlet with pressure gauge
- Minimum 4-inch waterway discharge with 4-inch valve
- Waterway relief valve and minimum 1.5-inch drain
- Stabilizer controls and stabilizer to aerial controls

Fire Pump & Plumbing

- Minimum 1,250 gallons per minute (GPM) pump.
- Pump shall be capable to achieve rated aerial flow without exceeding design performance.
- Air or electric operated pump shift
- Intake pressure relief valve
- Master drain valve
- Electric dry type or air primer
- Two (2) 2-inch cross-lay hose beds over the pump compartment with 1.5-inch connections
- Two (2) 2.5-inch left side discharges
- Two (2) 2.5-inch right side discharges
- Stainless steel plumbing

Water Tank

- Minimum 300-gallon polypropylene booster tank

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Minimum of two (2) body compartments.
- Minimum of two (2) adjustable shelves. Compartments and shelves to be configured per customer request.
- Ladder storage for minimum 85 ft. Ground ladders fully enclosed, ladders to be included
- Rear pike pole storage for minimum of six (6) pike poles fully enclosed
- Hose bed with hose restraints
- Rub rail along each side of body
- Running boards at each pump panel
- No fewer than four (4) self-contained breathing apparatus (SCBA) bottle storage

Emergency Warning

- Electronic 100-watt siren/PA with minimum 100-watt speaker recessed in bumper
- All emergency lights, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Bidder shall provide copy of paint warranty on aerial
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated
- Ten (10) year plumbing
- Five (5) year corrosion perforation on cab and body
- Twenty (20) year aerial structural
- Lifetime frame warranty
- Two (2) year axle
- Five (5) year engine
- Five (5) year transmission
- Five (5) year fire pump
- Lifetime booster tank warranty

Rear Mounted Aerial Platform

Bidders may and are encouraged to bid multiple lengths as long as specifications are met to provide more flexibility and choices to meet purchaser needs.

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). Aerial manufacturers (i.e., companies that manufacture the entire aerial device) must maintain a Quality Control Program. When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- 110,000 psi heat treated steel frame rail with full length inner 110,000 psi C-channel liner or integral torque box frame
- 16-inch to 24-inch extended front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 5,000 cubic inch air reservoir capacity
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel

Powertrain

- Minimum 450 horsepower emergency service rated turbocharged diesel engine
- Secondary engine braking
- Emergency vehicle service rated automatic transmission

Cab

- Medium length tilt aluminum cab
- Seating for four (4), three (3) in self-contained breathing apparatus (SCBA) seats with SCBA brackets
- Air ride driver seat, all others fixed position
- Electric over hydraulic cab tilt with manual back-up
- Single tone cab paint finish
- Air conditioning and heating
- Remote controlled mirrors from driver's position with separate flat and convex sections
- Dual air horns with dual in-cab controls

Aerial Apparatus

- Rear-mounted configuration

- Minimum three (3) section aerial
- Turntable with pedestal mounted controls
- Single axle chassis: platform rated load capacity not flowing water: 750 lbs. plus equipment. Dual axle chassis: platform rated load capacity not flowing water: 1,000 lbs. plus equipment.
- Platform rated load capacity while flowing 1,000 gallons per minute (GPM): 500 lbs. in addition to permanently affixed equipment
- Extend, retract, rotate and hydraulic or electric over hydraulic controls
- Hydraulic pressure gauge at turntable controls
- Illuminated Angle of Elevation Indicator
- Flowmeter on turntable control pedestal
- Fall protection provisions shall be provided
- Bidders to state type of stabilizers and overall stabilizers spread
- Lighted turntable area
- Minimum 1,000 gallons per minute (GPM) waterway system with remote control nozzle
- Controls in platform and at turntable control pedestal
- Minimum 4-inch rear waterway inlet with pressure gauge
- Minimum 4-inch waterway discharge with 4-inch valve
- Waterway relief valve and minimum 1.5-inch drain
- Stabilizer controls and stabilizer to aerial controls

Fire Pump & Plumbing

- Minimum 1,500 gallons per minute (GPM) pump.
- Pump shall be capable to achieve rated aerial flow without exceeding design performance.
- Air or electric operated pump shift
- Intake pressure relief valve
- Master drain valve
- Electric dry type or air primer
- Two (2) 2-inch cross-lay hose beds over the pump compartment with 1.5-inch connection
- Two (2) 2.5-inch left side discharges
- Two (2) 2.5-inch right side discharges
- Stainless steel plumbing

Water Tank

- Minimum 300-gallon polypropylene booster tank

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Minimum of two (2) body compartments.
- Minimum of eight (8) total adjustable shelves. Compartments and hose bed to be configured per customer request.
- Ladder storage for minimum 115 ft. ground ladders fully enclosed, ladders to be included.
- Rear pike pole storage for minimum of six (6) pike poles fully enclosed
- Hose bed with hose restraints
- Rub rail along each side of body
- Running boards at each pump panel
- No less than four (4) self-contained breathing apparatus (SCBA) bottle storage compartments

Emergency Warning

- Electronic 100-watt siren/PA with minimum 100-watt speaker
- All emergency lights, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all Installed components, excluding normal wear and tear items
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated
- Ten (10) year plumbing
- Five (5) year corrosion perforation on cab and body
- Twenty (20) year aerial structural
- Lifetime frame warranty
- Two (2) year axle
- Five (5) year engine
- Five (5) year transmission
- Five (5) year fire pump
- Lifetime booster tank warranty

Rescue Apparatus - Heavy

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- 110,000 psi steel frame rail with full length inner 110,000 psi C-channel liner
- 16-inch to 24-inch extended front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes, as large as possible, with automatic slack adjusters
- Minimum 5,000 cubic inch air reservoir capacity
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel

Powertrain

- Minimum 350 horsepower emergency vehicle service rated turbocharged diesel engine
- Emergency vehicle service rated automatic transmission
- Secondary engine braking

Cab

- Medium length tilt aluminum cab
- Seating for four (4), three (3) in self-contained breathing apparatus (SCBA) seats with SCBA brackets
- Air ride driver seat, all others fixed position
- Electric over hydraulic cab tilt with manual back-up
- Single tone cab paint finish
- Air conditioning and heating
- Remote controlled mirrors from driver's position with separate flat and convex sections
- Dual air horns with dual in-cab controls

Body

- Minimum 14 ft. body length, outside body length, do not include rear step in 14 ft. body length calculation, non-walk-in type body
- Minimum of four (4) body compartments.
- Minimum of five (5) adjustable shelves and one (1) pull out tray. Compartments and shelves to be configured per customer request.
- Minimum 10-inch rear step for access for rear storage compartment(s) with handrails

Emergency Warning

- Electronic 100-watt siren with 100-watt siren speaker, minimum
- All emergency warning lights, rear, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear item
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated
- Five (5) year corrosion perforation on cab and body
- Lifetime frame warranty
- Two (2) year axle
- Five (5) year engine
- Five (5) year transmission
- Two (2) year fire pump (if applicable)
- Lifetime booster tank warranty (if applicable)

Rescue Apparatus - Medium

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase
- 110,000 psi heat treated steel frame rail system
- Front bumper
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 13.2 cubic feet per minute (cfm) gear driven air compressor
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel, if available

Powertrain

- Minimum 330 horsepower emergency vehicle service rated turbocharged diesel engine
- Secondary engine braking
- Emergency vehicle service rated automatic transmission

Cab

- Seating for minimum of two (2) passengers
- Air conditioning and heating
- Single tone cab paint finish
- Driver remote controlled mirrors with separate flat and convex sections
- Alternator to meet the requirements of amp draw report.
- Dual air horns with dual in-cab controls

Body

- Minimum 9 ft. body length outside length, do not include rear step in 9 ft. calculation of body length; non-walk-in type
- Minimum of four (4) body compartments.
- Minimum of ten (10) adjustable shelves. Compartments and shelves to be configured per customer request.

Emergency Warning

- Electronic 100-watt siren with 100-watt siren speaker, minimum

- All emergency lights, rear, stop, turn, back-up lights, DOT clearance, pump panel, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab finish and body to be painted matching color
- Single tone cab paint finish

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- OEM chassis manufacturer's standard warranty
- Ten (10) year paint pro-rated
- Five (5) year engine
- Five (5) year transmission
- Cab & Chassis standard manufacturer paint warranty
- Five (5) year corrosion perforation on body

Rescue Apparatus - Walk-In

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel powered vehicles (where applicable). When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- 110,000 psi steel frame rail with full length inner 110,000 psi C-channel liner
- Tow hooks or eyes front and rear attached to the frame
- Air brake package
- Air dryer, turn drain valves on reservoirs
- Power steering with tilt, telescopic wheel

Powertrain

- Minimum 300 horsepower emergency vehicle service rated diesel engine
- Minimum EVS 3000 transmission or equivalent

Cab

- Seating for two (2)
- Air ride driver seat, all others fixed position
- Air conditioning and heating
- Remote controlled mirrors
- Dual air horns with dual in-cab controls

Body

- Minimum 15ft. body length, outside body length, do not include rear step in 15ft. body length calculation, walk-in type body
- Minimum of five (5) body compartments.
- Minimum of ten (10) adjustable shelves. Components and shelves to be configured per customer request.

Emergency Warning

- Electronic 100-watt siren with 100-watt siren speaker, minimum
- All emergency warning lights, rear, stop, turn, back-up lights, DOT clearance, compartment, step, license plate, perimeter and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated on body
- Five (5) year corrosion perforation on cab and body
- Lifetime frame warranty
- Manufacturer's standard warranty for front and rear axles
- Five (5) year engine
- Five (5) year transmission
- Two (2) year fire pump (if applicable)
- Lifetime booster tank warranty (if applicable)

Tractor-Drawn Aerial Apparatus

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). Aerial manufacturers (i.e., companies that manufacture the entire aerial device) must maintain a Quality Control Program. When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase
- 110,000 psi steel frame rail with full length inner 110,000 psi C-channel liner or integral torque box frame
- Tow hooks or eyes front and rear attached to the frame
- Front and rear mud flaps
- S-cam air brakes or equivalent, as large as possible, with automatic slack adjusters
- Minimum 5,000 cubic inch air reservoir capacity
- Air dryer, turn drain valves on reservoirs

Powertrain

- Minimum 450 horsepower emergency vehicle service rated turbocharged diesel engine
- Secondary engine braking
- Emergency vehicle service rated automatic transmission

Cab

- Medium length tilt aluminum cab
- Seating for four (4), three (3) in self-contained breathing apparatus (SCBA) seats with SCBA brackets
- Air ride driver seat, all others fixed position
- Electric over hydraulic cab tilt with manual back-up
- Single tone cab paint finish
- Air conditioning and heating
- Remote controlled mirrors from driver's position with separate flat and convex sections
- Dual air horns with dual in-cab controls

Aerial Apparatus

- Mid-mounted configuration
- Four (4) section aerial with minimum elevation of 100 ft.
- Turntable with pedestal mounted controls
- Aerial rated load capacity not flowing water: 500 lbs. minimum in addition to equipment mounted at tip of ladder

- Aerial rated load capacity while flowing 1,000 gallons per minute (GPM): 500 lbs. minimum in addition to equipment mounted at tip of ladder
- Extend/retract, rotate and hydraulic or electric over hydraulic controls
- Hydraulic pressure gauge at turntable controls
- Illuminated Angle of Elevation Indicator
- Flowmeter on turntable control pedestal
- Fall protection provisions shall be provided
- Bidders to state type of stabilizers and overall stabilizers spread
- Lighted turntable area
- Minimum 1,000 gallons per minute (GPM) waterway system with remote control nozzle
- Controls at fly section and at turntable control pedestal with movable manual pinned waterway
- Minimum 4-inch rear waterway inlet with pressure gauge
- Minimum 4-inch waterway discharge with 4-inch valve
- Waterway relief valve and minimum 1.5-inch drain
- Stabilizer controls and stabilizer to aerial controls

Tiller

- Tiller cab to be totally enclosed
- Tiller cab to have one (1) fixed suspension seat
- Tiller cab to have minimum 6-inch round convex mirror, one on each side
- Gooseneck area of tiller trailer to be constructed of 100,000 psi minimum yield strength steel
- Trailer frame rails to be constructed of 80,000 psi minimum yield strength steel
- Tiller trailer axle to be minimum of 22,800 lbs.

Body

- Bidders to state thicknesses, alloys and construction methods of all materials used in body construction
- Minimum two (2) body compartments.
- Minimum ten (10) adjustable shelves and two (2) pull-out trays. Compartments and shelves to be configured per customer request.
- Ladder storage for minimum 115 ft. ground ladders, fully enclosed, ladders to be included
- Rear pike pole storage for minimum of six (6) pike poles, fully enclosed
- Rub rail along each side of body

Emergency Warning

- Electronic 100-watt siren/PA with minimum 100-watt speaker
- All emergency lights, stop, turn, back-up lights, DOT clearance, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Paint Finish/Reflective striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- Ten (10) year cab and body structural
- Ten (10) year paint pro-rated

- Five (5) year corrosion perforation on cab and body
- Twenty (20) year aerial structural
- Lifetime frame warranty
- Two (2) year all axles
- Five (5) year engine
- Five (5) year transmission
- Five (5) year fire pump, if applicable
- Lifetime booster tank warranty, if applicable

Wildland Fire Apparatus 4x4

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Documentation

- Approval drawings provided prior to construction commencement

Chassis

- Chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- Heavy service suspension
- Power steering
- Tires – all terrain
- Alternator(s) meeting 12-volt system requirements
- Battery system to meet 12-volt system requirements
- Front tow hooks
- Rear tow hooks attached to frame

Power Train

- Diesel engine
- Automatic transmission
- Limited slip differential, if available as standard equipment auto locking hubs – shift on fly

Cab

- Seating for minimum of two (2)
- Single tone cab paint finish
- Air conditioning and heating
- Mirrors with separate flat and convex sections – extended trailer towing mirrors
- Slip resistant running boards under cab doors

Fire Pump & Plumbing

- Minimum 18 horsepower gasoline engine driven pump with electric start capable of 150 gallons per minute (GPM) at 100 psi
- Primer
- Lighted pump control panel
- Throttle
- Pump cooler or recirculation line
- One (1) 1.5-inch discharge
- One (1) 1-inch discharge
- Electric rewind hose reel with 150 ft. of 1-inch red rubber booster hose

Water Tank

- 300-gallon skid type polypropylene booster tank

Body

- Bidders to state thickness, alloys and construction methods of all materials used in body construction
- All welded body with bolt on modular lighted compartments
- Minimum of two (2) body compartments. Compartments to be configured per customer request.

Emergency Warning

- Electronic 100-watt siren/PA with minimum 100-watt speaker
- All emergency lights, stop, turn, back-up lights, DOT clearance, compartment, step, license plate, perimeter scene, and interior dome lights to be LED

Paint Finish/Reflective Striping

- Cab and body to be painted single tone (excludes stainless steel not painted)

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- OEM Chassis manufacturer's standard warranty
- Lifetime booster tank warranty
- Five (5) year pump warranty
- Cab & Chassis standard manufacturer paint warranty
- Ten (10) year paint pro-rated
- Five (5) year corrosion perforation on body
- Five (5) year engine
- Five (5) year transmission

Battery Powered Rescue Tools

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards. When requested by the purchaser, vendors must submit detailed specifications for the item and options offered. Vendors are responsible for providing tool, tool batteries, and battery charger.

Documentation

- Vendor to provide user manual in either printed or electronic form

Batteries

- Batteries shall be provided to operate each powered rescue tool for a minimum of 20 minutes of continuous use

Battery Charger

- A vehicle mountable charger with voltage of purchaser's choice

Warranty

- Three (3)year batteries
- Manufacturers standard warranty on tools

Emergency Transport Utility Vehicles

In all areas of this specification, bidders must comply with current regulations, as applicable to fire rescue and EMS vehicles used indoors in such areas but not limited to sports stadiums, airports, seaports, etc. and outdoor areas such as parks, street festivals, race tracks, but not limited to and outdoor unimproved terrains such as national parks, woodlands, but not limited to where the units must traverse and operate in mud, marsh, or other harsh conditions.

All electrically powered units must be capable of operating no fewer than eight (8) hours when loaded with equipment, fire rescue personnel, and a patient. All vehicles powered by a gasoline or diesel engine must be equipped with the largest fuel tank from the vehicle manufacturer capable of allowing the unit to operate no fewer than eight (8) hours when loaded with equipment, fire rescue personnel, and a patient. Additionally, the vehicle must meet all applicable United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel engines used in an off-road application and must include all appropriate heat and exhaust shields.

When requested by the purchaser, vendors shall submit detailed specifications on items and options offered by the manufacturer. Vendors are responsible for providing a properly equipped vehicle in a "ready to work" condition at time of delivery. All vehicles purchased under this contract must be designed with the correct gross vehicle weight rating/operating weight to support the transport of no fewer than two (2) personnel, one (1) patient and stretcher, and medical equipment to be carried on the vehicle.

Documentation

- When requested by end user, bidders to accurately state the dimensions of the vehicle, gross vehicle weight rating/operating weight fuel tank/battery sizes tire wheel specifications, wall to wall and curb to curb turning radius dimensions. Accurately state horsepower and torque output as measured by OEM
- Approval drawings provided prior to construction commencement
- One (1) set of safety, operator, and service manuals

Power Train

- Manufacturers standard or optional electrical motor or gasoline or diesel powered capable of properly powering a vehicle
- Manufacturers standard automatic transmission
- Correct tires must be supplied for the indoor and or outdoor area the vehicle is being purchased and operating in

Transport Body (if Applicable)

- The rear body area must be capable of holding and transporting a patient with a minimum weight of 250 lbs. on a full-size wheeled stretcher (purchaser to provide stretcher requirements for intended application)
- Must have a seat next to the stretcher position for fire rescue personnel to allow them to attend the patient while in transport.
- Must have the capability of carrying and storing the medical equipment typically used or desired by the purchaser

Emergency Warning (if applicable)

- Vehicle must be capable of accepting emergency warning lights
- Electronic siren and speaker with PA

- All lights to be LED

Warranty

- OEM standard warranty

Enclosed Breathing Air Compressor - Vertical, Electric Motor

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards and national electric code (NEC) if applicable.

Documentation

- When requested, bidders to accurately provide cabinet dimensions, required clearances, power requirements, number of stages, charging rate (cfm), and sound level when operating.
- Two (2) copies of operation and service manuals shall be provided to the purchaser at the time of delivery

Training

- Initial training for compressor use shall be provided to purchaser by bidder

Compressor Requirements

- Vertical enclosed sound attenuating enclosure design
- Minimum 7.5hp electric motor
- Minimum 3 stage compressor
- Minimum charging rate of 10 cfm
- Shall have a 6000 PSI max pressure
- PCL based control panel
- Low oil and high temperature safety shutdowns
- Emergency stop push button
- Purification system capable of meeting NFPA standard at max charging rate.
- User accessible condensate drain.

Warranty

- Twenty-four (24) month warranty from defects in materials and workmanship

Fire Rescue, EMS, and Patrol Boats

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards when vessel is being used by a fire department in a water response/rescue/firefighting operation, all applicable United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vessels, all applicable United States Coast Guard (USCG) requirements, Original Equipment Manufacturer requirements/recommendation for vessel used in a water response/rescue/firefighting operation and/or police patrol/response application, and if a trailer is being purchased at the same time, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), and National Highway Traffic Safety Administration (NHTSA) standards.

When requested by the purchaser, vendors must submit detailed specifications for the vessel, trailer (if purchased at the same time) all systems installed in the vessel and options offered. Vendors are responsible for providing a vessel that is properly equipped inclusive of standard and OEM options and powered for the work requirement to be performed by the purchaser.

Documentation

- When requested by end user, bidders to accurately state all vessel dimensions (i.e. LOA, beam, height, etc.), draft, fuel tank size(s) "Total Gallons" , and operating weight when full of fuel and fluids inclusive of foam or other agents used in a firefighting application and/or any other item requested by the purchaser
- Engine(s) complete specifications
- Transmission(s) (inclusive of jet drive or other propulsion systems if equipped) if vessel is powered by an inboard or inboard/outboard engine
- Propeller specifications (if equipped)
- Auxiliary onboard generator specifications (if equipped)
- Primary fuel/water separators to all engines that draw fuel from the fuel tank. Water separator is to be the OEM's recommend proprietary unit or other brand desired by the purchaser that meets or exceed the primary fuel filtration requirement of the propulsion engines and generators.
- Firefighting equipment specification inclusive of the pump drive system, water pickup and pump gallons per minute (GPM) and fire nozzle discharge rates, etc. If equipped the vendor must "Type" the vessels pumping capability.
- Any other system(s) equipment specifications installed on the vessel i.e.; GPS, Side Scan Sonar, Forward Looking Infrared System, Radar, etc.
- Approval drawings showing all equipment placement provided prior to construction commencement
- Two (2) sets of operator and service manuals for all systems installed on the vessel such as engine transmission but not limited to

Power Train

- Manufacturer's standard power train

Pump (if applicable)

- Fire pump make, model, and pumping capability, along with the plumbing to meet the work requirement of the purchaser

United State Coast Guard (USCG) Equipment (as applicable)

- All minimum USCG equipment required to operate a vessel (fire extinguisher, flares, throwable floatation device, sound producing device, and required lighting for vessel size) except for the personal floatation devices (PFD)
- All USCG required lighting for operation of a vessel during day and/or night operations
- The system must be designed and capable of producing sufficient GPM and streams of water to allow a fire to be extinguished from a safe distance in accordance with any NFPA recommendations
- The wet system must be designed and capable of using sea water to extinguish fires and must be manufactured of materials that can survive the corrosive environment this unit will be exposed to without the yearly replacement of plumbing and connections.

Vessel Hull

- Manufacturer's standard hull (fiberglass, aluminum, steel, etc.) with reinforcements (if required) which must be capable of clearly performing the work requirement and the intended use of the vessel
- Must include tie down cleats and bollards

Emergency Warning for Fire Rescue, EMT, applications

- Vessel is to be equipped with the correct number of electronic siren(s) and siren speaker(s) "PA" as applicable for the intended type of work required. Applicable LED lights, bow lights, aft lights, port and starboard lights that will properly illuminate the vessels as intended by the purchaser.

Paint Finish/Reflective Striping

- OEM standard paint scheme for model bid and when used in a fire rescue/EMT application, any required reflective striping per current NFPA standards
- Large Vessels that are designed to always be in the water 24/7/365 are to be provided with anti-fowling bottom paint to prevent unwanted growth of barnacles, algae, etc.

Warranty

- Two (2) year full warranty from bow to aft
- Three (3) year powertrain warranty
- OEM standard warranty on all other equipment if applicable after the manufacturer warranty has expired
- For battery electric vessels, three (3) year or 6,500 powered-hours to cover hull and components. Covers repair or replacement of battery packs whose performance degrades to the point that they are unable to hold more than 80% of their original charge capacity before 3,000 charging cycles.

Outboard Engines

In all areas of this specification, bidders must comply with all applicable United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel fuel outboards (propeller, jet powered, etc.), all applicable United States Coast Guard (USCG) requirements, Original Equipment Manufacturer requirements/recommendation for outboard engine used in a fire rescue vessel and/or police response vessel.

When requested by the purchaser, vendors must submit detailed specifications for the item and options offered and provide guidance to ensure the proper outboard engine is purchased for its intended end use and needs. The bid price must include the outboard engine and all necessary parts (propeller) and materials for installation (harness, throttles, rigging); labor for installation may be offered as an option. Vendors are responsible for providing an outboard engine that is fully equipped and suitable for the vessel upon which it will be installed.

Documentation

- When requested by end user, bidders to accurately state outboard engine dimensions and weight, standard shaft length, propeller (material propeller is manufactured from, size, pitch, number of blades, etc.)
- One (1) operator and service manual

Warranty

- OEM standard three (3) year warranty

Personal Watercraft (PWC)

In all areas of this specification, bidders must comply with all applicable United States Environmental Protection Agency (EPA) emission standards for PWC, all applicable United States Coast Guard (USCG) requirements, Original Equipment Manufacturer requirements/recommendation for PWC used in a fire/rescue vessels and/or police patrol/response application. If a trailer is required at the time of purchase all Federal Motor Vehicle Safety Standards (FMVSS) and National Highway Traffic Safety Administration (NHTSA) standards must be met and provided with the support trailer.

When requested by the purchaser, vendors shall provide detailed specifications on the equipment and options provided if any. Vendors shall provide a PWC that is properly equipped with all mandated standard safety features, OEM options that are requested by the purchasing agency, and properly powered for the austere work conditions that are encounter by Fire, Police, EMS, and First Responders.

Trailer is not included in the bid price. Trailers offered as an option must meet all Federal Motor Vehicle Safety Standards (FMVSS) and National Highway Traffic Safety Administration (NHTSA) standards.

Documentation

- One (1) operator, safety, and service manuals.
- When requested by end user, bidders to accurately state all PWC dimensions (i.e., LOA, beam, draft, etc.) and operating weight when full of fuel and fluids.

Power Train

- Manufacture's standard powertrain for specific PWC model selected by the purchaser

United State Coast Guard (USCG) Equipment as Applicable

- All required USCG equipment (inclusive of the safety shut off lanyard) required to operate a PWC, fire extinguisher, whistle, distress light, and approved USCG personal flotation device (PFD) to operate a PWC

PWC Hull (If Applicable)

- When sold to or use by a fire/rescue department for water rescue/response operation, the PWC hull must have the capability to accept a rescue sled specifically used for surf rescue applications

Paint Finish

- OEM standard paint scheme for current model year

Warranty

- Standard manufacturer warranty provided for the make, model, year of the item

Stationary Containment Fill Station (SCFS)

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards.

Documentation

- Bidders to accurately provide cabinet dimensions, required clearance, and weight of unit.
- Two (2) copies of operation and service manuals shall be provided to the purchaser at the time of delivery

Training

- Initial training for SCFS use shall be provided to purchaser

SCFS Requirements

- Two (2) fill positions minimum
- 0-6000 PSI adjustable regulator
- Inlet/outlet gauges
- Fill control valve and gauge

Warranty

- Twenty-four (24) month warranty from defects in materials and workmanship

Ambulance Item Group Requirements

The manufacturer or vendor for vehicles under this item group:

- Shall be a current member in good standing of the Ford Motor Company Qualified Vehicle Modifier Program (if applicable).
- Shall be a member of the National Truck Equipment Association's Ambulance Manufacturers Division.
- Must comply with, Current Triple-K standards for, for the type of vehicle described herein, as prepared by an independent third-party testing laboratory, and must have "Star of Life" certification affixed to ambulance upon delivery (in-house certification will not be acceptable).
- Shall employ full-time parts personnel with toll-free access number.
- Shall employ a full-time electrical troubleshooter with toll-free access number.
- Shall employ a full-time warranty representative with toll-free access number.

Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Regular Cab, Diesel Engine (Gas Engine Option)

In all areas of this specification, bidders must comply with current United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Engine

- Turbo diesel engine, minimum 5.9L displacement (gas engine may be offered as an option)
- Must include the chassis manufacturer's "Ambulance Prep Package" where available
- Heavy-duty alternator, minimum 200 amp
- Maintenance free heavy-duty batteries, largest OEM battery available, two (2) batteries minimum

Transmission

- Automatic transmission, 4 speed minimum with overdrive

Performance Items

- Power steering
- Anti-lock brakes
- Power brakes, disc type front, disc, or drum rear
- Fuel capacity, 250 miles minimum without refueling
- Heavy-duty front and rear shocks
- Front stabilizer bar
- Rear stabilizer bar, if available

Comfort Items

- Factory installed air conditioning
- Minimum seating for two (2)
- Rubber floor mats instead of carpeting
- Power door locks
- Power windows
- Speed control and tilt wheel

Safety Items

- Dual electric horns
- Interior dome lights wired to right and left doors
- Driver and passenger side air bag, if available

Tires And Wheels

- Conventional spare tire and wheel
- Jack and wheel wrench

Paint Finish/Reflective Striping

- Cab OEM finish and body to be painted matching color
- Single tone cab paint finish

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- OEM Chassis manufacturer's standard warranties
- Cab & Chassis standard manufacturer paint warranty
- Five (5) year paint pro-rated on body
- Five (5) year corrosion perforation on body
- Ten (10) year minimum body structural warranty

Type I Ambulance: 4x2 Wheel Drive (4x4 Option), Medium Duty Regular Cab, Diesel Engine (Gas Engine Option)

In all areas of this specification, bidders must comply with current United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable).. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Engine

- Diesel engine, 6-cylinder minimum (gas engine may be offered as an option)
- Heavy-duty alternator, minimum 250 amp
- Maintenance free heavy-duty batteries, largest OEM battery available, two (2) batteries minimum

Transmission

- Automatic Transmission or Ford Torque Shift

Axles

- Front stabilizer bar, if available
- Air or hydraulic suspension with dual instant response leveling valves

Performance Items

- Power Steering
- Anti-lock brakes
- Power brakes or air brakes, disc type front, disc, or drum rear
- Fuel capacity, 250 miles minimum without refueling
- Heavy-duty front and rear shocks

Comfort Items

- Factory installed air conditioning
- Power door locks
- Power windows
- Minimum seating for two (2)
- Rubber floor mats instead of carpeting
- Speed control and tilt wheel

Safety Items

- Dual electric horns
- Interior dome lights wired to right and left doors
- Driver and passenger side air bag, if available

Paint Finish/Reflective Striping

- Cab OEM finish and body to be painted matching color
- Single tone cab paint finish

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- OEM Chassis manufacturer's standard warranties
- Cab & Chassis standard manufacturer paint warranty

- Five (5) year paint pro-rated on body
- Five (5) year corrosion perforation on body
- Ten (10) year minimum body structural warranty

Type II Ambulance: 4x2 Wheel Drive, Van, Gas or Diesel Engine

In all areas of this specification, bidders must comply with current United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Engine

- Gas or diesel engine. Engine must meet Triple-K requirements including all change notices.
- Must include the chassis manufacturer's "Ambulance Prep Package" where available
- Heavy-duty alternator, minimum 200 amp
- Maintenance free heavy-duty batteries, largest OEM battery available, two (2) battery minimum

Transmission

- Automatic transmission, 4 speed with overdrive, minimum

Performance Items

- Power steering
- Anti-lock brakes
- Power brakes, disc type front, disc, or drum rear
- Fuel capacity, minimum 25 gallons
- Heavy-duty front and rear shocks
- Front stabilizer bar
- Rear stabilizer bar, if available

Comfort Items

- Factory installed air conditioning
- Minimum seating for two (2)
- Rubber floor mats instead of carpeting
- Power door locks
- Power windows
- Speed control and tilt wheel

Safety Items

- Dual electric horns
- Interior dome lights wired to right and left doors
- Driver and passenger side air bag, if available

Tires And Wheels

- Conventional spare tire and wheel
- Jack and wheel wrench

Paint Finish/Reflective Striping

- Cab OEM finish and body to be painted matching color
- Single tone cab paint finish

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items

- OEM Chassis manufacturer's standard warranties
- Cab & Chassis standard manufacturer paint warranty
- Five (5) year paint pro-rated on body
- Five (5) year corrosion perforation on body
- If the body is modified, the modified body must have the same or greater warranty as the OEM body.

Type III Ambulance: 4x2 Wheel Drive, Cutaway Van, Gas or Diesel Engine

In all areas of this specification, bidders must comply with current United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable). This specification describes an ambulance configuration as defined in the Federal Specification for the Star-of-Life Ambulance (Triple K), unless otherwise specified. Vendors are responsible for providing a chassis of sufficient gross vehicle weight rating (GVWR) to safely accommodate all options selected by the purchaser.

Engine

- Gas or diesel engine. Engine must meet Triple-K requirements including all change notices.
- Must include the chassis manufacturer's "Ambulance Prep Package" where available
- Heavy-duty alternator, minimum 200 amp
- Maintenance free heavy-duty batteries, largest OEM battery available, two (2) battery minimum

Transmission

- Automatic transmission, 4 speed with overdrive, minimum

Performance Items

- Power steering
- Anti-lock brakes
- Power brakes, disc type front, disc, or drum rear
- Fuel capacity, 250 miles minimum without refueling
- Heavy-duty front and rear shocks
- Front stabilizer bar

Comfort Items

- Factory installed air conditioning
- Minimum seating for two (2)
- Rubber floor mats instead of carpeting
- Power door locks
- Power windows
- Speed control and tilt wheel

Safety Items

- Dual electric horns
- Interior dome lights wired to right and left doors
- Driver and passenger side air bag, if available

Tires And Wheels

- Conventional spare tire and wheel
- Jack and wheel wrench

Chassis, Frame, Cab

- Dual rear wheel cab and chassis cutaway

Paint Finish/Reflective Striping

- Cab OEM finish and body to be painted matching color
- Single tone cab paint finish

Warranty

- One (1) year manufacturer's warranty on all installed components, excluding normal wear and tear items
- OEM Chassis manufacturer's standard warranties
- Cab & Chassis standard manufacturer's paint warranty
- Five (5) year paint pro-rated on body
- Five (5) year corrosion perforation on body
- Ten (10) year minimum body structural warranty

High Water Rescue Vehicle - Amphibious

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable).

This is a truck type, amphibious, limited low speed on-road/off-road use vehicle, to be utilized in high water rescue operations. Unit must be amphibious type (i.e., ability to swim) in flood waters without damage to drivetrain.

Documentation

- Approval drawings provided prior to construction commencement
- Two (2) copies of operator and service manuals shall be provided to the purchaser at the time of apparatus delivery

Custom Built Chassis/Rescue Body

- Aluminum constructed, watertight operator compartment and rescue body all in one unit
- Front egress with ladder
- Heated and air conditioned
- Automatic bilge pump
- Seating for eight (8) with seatbelts including operators
- ROPS protected
- Front and rear bumpers
- Skid steer or joystick type controls
- Sliding side windows

Power Train

- Diesel engine
- Transmission hydrostatic or manual acceptable
- Final drive (enclosed) chain or belt type acceptable
- Brakes automatic with parking brake
- Tires extra-large flotation type tires
- Central tire inflation system

Additional Equipment

- Four (4) corner emergency lights
- Lightbar with PA system and speaker
- Rear hitch

High Water Rescue Vehicle - Non-Amphibious

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable).

This is a truck type, non-amphibious, on-road/off-road use vehicle, to be utilized in high water rescue operations. Unit must be capable of working in 30-inch minimum of flood water without damage to drivetrain.

Documentation

- Approval drawings provided prior to construction commencement
- Two (2) copies of operator and service manuals shall be provided to the purchaser at the time of apparatus delivery

Commercial 2-Door Chassis

- Commercial chassis must be current model available at time of build. Chassis model year must be disclosed at time of purchase.
- Cab to axle – 107-inch minimum
- Gross vehicle weight rating (GVWR) – 23,600 minimum lbs.
- Heavy service suspension
- Alternator(s) meeting 12-volt system requirements
- Battery system to meet 12-volt system requirements
- Fuel tank – largest OEM fuel tank available
- Front tow hooks
- Rear tow hooks attached to frame

Power Train

- Diesel engine
- Automatic transmission
- Full time 4-wheel drive, or shift on the fly
- Locking rear differential
- Highway gearing
- Power steering
- Tires – tall, all terrain type with steel or aluminum wheels
- Central tire inflation system
- Heavy service suspension
- High output alternator meeting 12-volt system requirements
- Battery system to meet 12-volt system requirements
- Deep Water Fording Kit
- Vertical exhaust

2-Door Cab

- Seating for minimum two (2)
- Single tone cab paint finish with OEM standard paint warranty
- Air conditioning and heated cab
- Mirrors with separate flat and convex sections
- Air ride seats

- Under cab step lights
- Engine compartment light
- Slip resistant steps under cab doors
- Back up camera system
- Back up alarm

High Water Rescue Body

- Aluminum constructed approximately 17-feet by 8.5-feet
- Integral stairs, safety railings and gates
- Side access to rescue body with ladder and safety railing
- Fold down seating with seatbelts
- Non-skid floor
- Removeable rear safety rails
- Rear mounted liftgate
- Wheelchair position with tiedowns
- Led lighting throughout steps and passenger area
- Rescue body canopy, with removable roll up type tarp roof/sides

Additional Equipment

- Roof mounted lightbar with PA system and speaker
- Scene lights/work lights
- Driving lights, bumper mounted

High Water Rescue Vehicle - UTV

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel powered vehicles (where applicable).

This is a UTV Type, amphibious off-road use vehicle, to be utilized in high water rescue operations.

Approximate Dimensions/Weights

- Length: 126-inches
- Width: 60-inches
- Height: 77-inches
- Weight: 1,886 lbs.
- Speed: 25 miles per hour (mph) on land
- Load Capacity: 650 lbs. on land, 450 lbs. on water
- Seat Capacity: Four (4) on land, two (2) on water
- Towing Capacity: 1,800 lbs.
- Fuel Capacity: 8.5-gallons
- Ground Clearance: 10-inches

Engine

- V-Twin engine, electric fuel injection (EFI)
- Air Cooling
- 50-amp alternator

Drivetrain

- Amphibious body
- All-wheel drive
- Manufacturer's automatic transmission
- Hydraulic service brakes
- Hydraulic steering brakes
- Brake cooling fan
- Steel wheels with bead lock
- Flotation-type tires

Additional Equipment

- Front rack
- Brush guard
- 3,500 lbs. winch
- Skid plate
- Bilge pump
- Rollover Protective Structure (ROPS)
- Receiver hitch for towing

Mobile Command Unit

In all areas of this specification, bidders must comply with current National Fire Protection Association (NFPA) standards, Federal Motor Vehicle Safety Standards (FMVSS, where applicable), National Highway Traffic Safety Administration (NHTSA) standards, and United States Environmental Protection Agency (EPA) emission standards for gasoline and diesel-powered vehicles (where applicable).

Manufacturer's standard equipment and specifications, and if not included, manufacturer installed power windows, power door locks, key FOB keyless entry.

FSA Cooperative Purchasing Program



FSA25-VEF19.0: Fire & Rescue Vehicles, Boats & Equipment
Terms and Conditions

Florida Sheriffs Association

Cooperative Purchasing Program

Contract Terms and Conditions

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1.0 GENERAL CONDITIONS

1.01 BID CORRESPONDENCE

All correspondence regarding this bid should be directed to the Florida Sheriffs Association, "FSA". Please be sure to reference the bid number and title, and provide your contact information. Communication for this Invitation to Bid should be identified by contract number and title and directed to:

Florida Sheriffs Association
Attn: Cooperative Purchasing Program Coordinator
2617 Mahan Drive
Tallahassee, FL 32308
E-mail: CPP@flsheriffs.org

1.02 PURPOSE

The Florida Sheriffs Association invites interested Bidders, including manufacturers and dealers or authorized representatives to submit responses in accordance with these solicitation documents. The FSA Cooperative Purchasing Program will conduct the solicitation process and administer the resulting contract. The purpose of this bid is to establish contracts with manufacturers and manufacturers' authorized dealers for contract terms specified under Section 1.03 for the purchase of items on a "no trade-in basis."

1.03 TERM OF CONTRACT

The term for Contract FSA25-VEF19.0: Fire & Rescue Vehicles, Boats, and Equipment shall remain in effect for one two-year (2) term from date of contract execution by the FSA, and may be extended by mutual agreement, at the sole option and discretion of the FSA. The initial term of contract begins April 1, 2025, and ends March 31, 2027.

Contract extensions will only be executed when the FSA determines, based on then-existing conditions, that it is in the best interest of the FSA and the purchasers to do so.

1.04 JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue shall lie in the appropriate court in and for Leon County, Florida.

1.05 SHERIFF AS COUNTY CONSTITUTIONAL OFFICER

The Office of Sheriff is a constitutional office in the State of Florida. Each sheriff has the authority either individually or collectively to execute contracts for all goods and services for the proper conduct of the office. Section 30.53, Florida Statutes, exempts the sheriffs' offices from the provisions of the Florida Statute that would otherwise require sealed and competitive bidding procedures.

The Office of the Sheriff is not required by law to accept the lowest priced proposal and may reject any or all of the proposals without recourse. Bidders are solely responsible for their own bid preparation costs and nothing in this solicitation in any way obligates the participating sheriffs' offices for any payment for any activity or costs incurred by any Bidder in responding to this solicitation.

1.06 FUNDING

In the case of certain purchasers, including state agencies, funds expended for the purposes of the contract must be appropriated by the Florida Legislature, the individual participating agency or the agency's appropriating authority for each fiscal year included within the contract period. For such agencies, their performances and obligations to pay for products or services under any resulting contract, or purchase order, are contingent upon such an annual appropriation by the Legislature, individual agency or by the appropriating authority. Therefore, any contract or purchase order with such an agency shall automatically terminate without penalty or termination costs in the event of non-appropriation.

1.07 CURRENCY

All transaction amounts, bids, quotes, provisions, payments or any part of this contract relating to currency are to be made in United States Dollar.

1.08 GENERAL DEFINITIONS

The terms used in this contract are defined as the following:

A. Bidder: A business or enterprise that submits a formal bid to the Florida Sheriffs Association Cooperative Purchasing Program in accordance with the Terms and Conditions. A bidder, that is not the manufacturer, must be authorized by the manufacturer to market and sell an item for which they are bidding.

B. Bid System: The online forum used for the submission of bids and review of bid results for the specifications connected to this Invitation to Bid. VendorLink is the software used for this bid.

C. Build Sheet: A document from the Bidder that confirms that the item submitted meets or exceeds the FSA Base Specifications. Build sheets may include drawings, visuals representing the item offered to the end user.

D. Dealer: An enterprise authorized by the manufacturer to market, sell, provide, and service the items for the Florida Sheriffs Association Cooperative Purchasing Program. Dealers may be Vendor-owned and controlled, in whole or in part, or independently owned and controlled.

E. End User: A term used to distinguish the person who ultimately uses or is intended to use a product or for whom a product is designed for use.

F. Factory: Refers to the manufacturer facility that produces products.

G. Fleet Advisory Committee (committee): An employee of a sheriff's office or other local governmental agency, or person who FSA CPP identifies as a subject matter expert who assists with the development of bid specifications and evaluation of bid responses. The committee makes recommendations to the FSA CPP and is not responsible for final awards.

H. Florida Sheriffs Association Cooperative Purchasing Program (FSA CPP): The entity that conducts the Invitation to Bid and administers the resulting contracts

I. FSA Base Specifications: Written descriptions of the minimum requirements for each item or item group developed by the FSA CPP for Bidders to bid on. These item requirements may be unique to FSA CPP and require additional components to the manufacturer's standard item.

J. Invitation to Bid: A competitive solicitation and award process established through the issuance of an invitation to Bidders, vendors, dealers and manufacturers to submit a price offer on a specific product to be provided. This term shall include the FSA Base Specifications available to Bidders on the Bid System and references to solicitation documents. The term shall not include requests for proposals, requests for quotes, requests for letters of interest, or the solicitation of purchase orders based on oral or written quotations.

K. Manufacturer: The original producer or provider of items offered on this contract.

L. Manufacturer's Suggested Retail Price (MSRP): The Manufacturer's recommended retail selling price, list price, published list price, or other usual and customary price that would be paid by the purchaser. The following are acceptable sources of current MSRPs and MSRP Lists for use in submission of the bid solicitation and the resulting contract:
   a. Manufacturer's Computer Printouts
   b. Manufacturer's Annual U.S. Price Book
   c. Manufacturer's official website

M. Non-Scheduled Option: Any optional new or unused component, feature or configuration that is not included or listed in the FSA Base Specifications or options provided by the Vendor.

N. Production Cutoff: A date used by manufacturers to notify vendors and dealers that the manufacturer has reached maximum capacity for orders or are discontinuing the production of an item.

O. Published List Price: A standard "quantity of one" price currently available to government and educational purchasers, excluding cooperative or volume discounts.

P. Purchase Order: An official request for order from a purchaser to an awarded Vendor for an item that has been awarded on this contract. Purchase Orders placed using this contract formalize the terms and conditions of this contract under which a Vendor furnishes items to a purchaser.

Q. Purchaser: A purchaser is an entity that seeks to obtain items awarded on this contract by meeting the eligible user criteria.

R. Qualifications Packet: This document contains the required forms, attestations, authorizations, and organizational information needed, which Bidders must submit for a successful and complete bid.

S. Terms and Conditions: Standard regulations, processes, procedures, and compliance requirements are identified herein. Bidders complete a Qualifications Packet during the bid process which will become part of the contract if awarded.

T. Third Party Supplier: Businesses external to a Bidder or Vendor that provide products and services which contribute to the overall finished item in this contract. Third Party Suppliers are contractors under the direction and responsibility of the Bidder or Vendor.

U. Vendor: The Bidder that meets qualifications, receives an award, agrees to provide those items in compliance with the Terms and Conditions.

V. Vendor Installed: A product or service provided by the Vendor or other third party; not the factory.

1.09 ELIGIBLE PURCHASERS OF CONTRACT

Awarded bid contract pricing will be extended and guaranteed to the Florida Sheriffs Association, any unit of local government, political subdivision or agency of the State of Florida. This includes, but is not limited to counties, municipalities, sheriffs' offices, clerks, property appraisers, tax collectors, supervisors of elections, school boards or districts, water management districts, other special districts, police and fire departments, emergency response units, state universities and colleges, or other state, local or regional government entities within the State of Florida. Eligible purchaser also includes all Eligible Users as defined in F.A.C. 60A-1.001(2).

All purchasers are bound by applicable Federal and State law, local ordinances, rules and regulations for purchases made under this contract. Participating agencies cannot guarantee any order other than those ordered by the individual agency.

In addition, awarded bids can be extended and guaranteed to other entities, which can include out-of-state sales, in accordance with Vendors' individual manufacturers' agreements. Vendors that wish to extend contract pricing to entities other than those defined here are governed by their manufacturers' agreements and must agree to the Terms & Conditions.

1.10 LEGAL REQUIREMENTS

Federal, State, and local laws, ordinances, rules and regulations, including any applicable motor vehicle dealer laws, that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder of applicable legal requirements will in no way be a cause for relief from responsibility.

Bidders have the option to certify that they are willing to accept purchase orders funded in whole or in part with federal funds. By opting in, Bidders certify that they are willing to comply with the requirements outlined in Appendix C upon receipt of a federally funded purchase order. This is not a requirement of the Invitation to Bid or contract. Bidders are required to indicate whether they are willing to comply with federal funding requirements attached to a purchase order. FSA CPP has taken actions to provide and develop information, materials, and resources for Bidders, Vendors and purchasers that will assist in the use of federal funding with this contract. It is the responsibility of the purchaser to determine compliance if they wish to use federal funds for purchase or intend to request federal funding reimbursement.

1.11 PATENTS & ROYALTIES

The Bidder/Vendor, without exception, shall indemnify and hold harmless the Florida Sheriffs Association (FSA) and its employees from liability of any nature or kind, including costs and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the FSA or a purchaser.

If the Bidder/Vendor uses any design, device or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the bid prices shall include all royalties or costs in any way arising, directly or indirectly, from the use of such design, device, or materials in any way involved in the work.

1.12 FEDERAL AND STATE STANDARDS

It is the intent of FSA CPP that all specifications herein are in full and complete compliance with all Federal and State of Florida laws, requirements, and regulations applicable to the type and class of commodities and contractual services being provided. This includes, but is not limited to, Federal Motor Vehicle Safety Standards (FMVSS), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA)

Standards, Society of Automotive Engineers (SAE), Fire Apparatus Vehicle Standards, and Federal Ambulance Standards (KKK-A-1822F), which includes all subsequent change notices. All fire apparatus manufacturers must meet the National Fire Protection Association (NFPA) 1901 and 1906 standards.

In addition, any applicable Federal or State legal or regulatory requirements that become effective during the term of the Terms and Conditions, regarding the items and services specifications, safety, and environmental requirements shall immediately become a part of the Terms and Conditions. The Vendor shall meet or exceed any such requirements of the laws and regulations. If an apparent conflict exists, the Vendor shall contact the FSA CPP immediately.

1.13 UNDERWRITERS' LABORATORIES

Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall be Underwriters' Laboratories, or U.L., listed or re-examination listing where such has been established by U.L. for the item(s) offered and furnished.

1.14 AMERICANS WITH DISABILITIES ACT

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, or any accommodation to review any document or participate in any FSA sponsored proceeding, please contact FSA Human Resources at (850) 877-2165 five business days in advance to initiate your request. TTY users may also call the Florida Relay Service at 711.

1.15 REASONABLE ACCOMMODATION

In accordance with the Title II of the Americans with Disabilities Act, any person requiring an accommodation at the bid opening because of a disability must contact the FSA Human Resources at (850) 877-2165.

1.16 DISADVANTAGED BUSINESSES

As part of the solicitation process FSA CPP makes information publicly available to potentially qualified entities, and conducts additional outreach to qualified:

- Small businesses,
- Minority-owned small businesses,
- Women-owned small business enterprises, and
- Disadvantaged business enterprises.

FSA CPP takes necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible, as recommended by 2 C.F.R. § 200.321. FSA CPP will:

- Evaluate whether small, minority, and women's businesses are potential sources,
- Place those qualified small and minority businesses and women's business enterprises on solicitation lists, and
- Search the Small Business Administration, Minority Business Development Agency, and Labor Surplus Area reports for additional potential sources.

Bidders self-certify in the Qualifications Packet whether they meet the state and federal definitions of a small business, minority-owned small business, women-owned small business enterprise, and disadvantaged business.

1.17 ANTI-DISCRIMINATION

The Bidder certifies that they are in compliance as applicable by federal or state law with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.

1.18 BEST COMMERCIAL PRACTICES

The apparent silence or omission of any description from the specifications shall be regarded as meaning that only the best commercial practices, size, and design are to be used. All workmanship is to be first quality. All interpretations of this FSA Base Specifications shall be upon the basis of this statement.

1.19 PUBLIC ENTITY CRIMES (PEC)

In accordance with the Public Entity Crimes Act, Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list maintained by the State of Florida Department of Management Services following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a vendor, supplier, sub-vendor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1.20 TAX EXEMPTION

Purchasers making a purchase pursuant to the awarded bid are generally exempt from Federal Excise and State Sales Tax. It is the responsibility of the Vendor to verify that the purchaser is exempt by obtaining the purchaser's Federal Excise and State Taxes and Use Certificate Number.

The Florida Sheriffs Association is a 501(c)3 organization and is exempt from all Federal Excise and State Taxes. State Sales Tax and Use Certificate Number is 85-8012646919C-3.

1.21 ORDER OF PRECEDENCE IN THE EVENT OF CONFLICT

In the event of conflict, the conflict may be resolved in the following order of priority (highest to lowest):

- Addenda to Contract Terms and Conditions, if issued
- Contract Conditions
- Addenda to FSA Base Specifications, if issued
- FSA Base Specifications
- Bidder Instructions
- General Conditions

1.22 COMMUNICATIONS

Communications between a Bidder, lobbyist or consultant and FSA are limited to matters of process or procedure and shall be made in writing to the FSA CPP Staff.

Bidders should not rely on representations, statements, or explanations other than those made in this Invitation to Bid or in any written addendum to this Invitation to Bid, and no oral representations, statements, or explanations shall be deemed to bind the FSA or eligible users.

1.23 CLARIFICATION AND ADDENDA

Any questions or clarifications concerning the Invitation to Bid shall be submitted to FSA CPP by e-mail to CPP@flsheriffs.org with the bid title and number referenced on all correspondence. Final questions must be received by the date for Request for Clarification stated on the Bid Calendar. Questions and answers will be posted to the FSA CPP website on the date indicated on the Bid Calendar. Questions received during the cone of silence date listed on the bid calendar will not be addressed, except as provided herein.

Interpretation of the specifications or any solicitation documents will **not** be made to the Bidder verbally, and if any verbal clarifications are provided, they are without legal effect. FSA CPP will make every attempt to e-mail updates to registered Bidders. However, posting to the FSA CPP website or the Bid System constitutes proper notice of addenda.

The FSA CPP shall issue a Formal Addendum if substantial changes that impact the submission of bids are required. Any such addenda shall be binding on the Bidder and shall become a part of the solicitation document. In the event of conflict with the original specifications, addenda shall govern to the extent specified. Subsequent Formal Addenda shall govern over prior Formal Addenda only to the extent specified. The FSA CPP will not be responsible for any explanation or interpretation made verbally or in writing except those made through the posting of a Formal Addendum.

The bid submission constitutes acknowledgment of addenda to the FSA Base Specifications. Bids that fail to account for the specification addenda shall be determined to be nonresponsive; however, the FSA CPP may waive this requirement when in its best interest.

After the start of the contract term, FSA CPP will notify all Vendors of any addenda and will require acknowledgement of the new terms and conditions. If the Vendor does not agree to the new terms and conditions, the Vendor's award can be removed or replaced by another Vendor or qualified responsive bidder.

1.24 SIGNED BID CONSIDERED AN OFFER

The signed bid shall be considered an offer on the part of the Bidder, which offer shall be deemed accepted upon approval by the FSA CPP. The bid submission must be signed by an authorized representative. Submission of a bid in the FSA CPP Bid System constitutes a signed bid for purposes of bid evaluation. An electronic signature may be used and shall have the same force and effect as a written signature.

1.25 ASSIGNMENT OF CONTRACT

No right or interest in this contract may be assigned, transferred, conveyed, sublet or otherwise disposed of, without prior written consent of the FSA CPP.

If the original Vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor-in-interest must perform all obligations under this contract. FSA CPP reserves the right to reject the acquiring entity as Vendor. A change of name agreement will not change the contractual obligations of the Vendor.

In the event a manufacturer reassigns the product line to an alternate company, the Vendor is required to immediately notify the FSA CPP in writing of the change within ten (10) business days confirming the reassignment.

If the alternate company is not already an approved FSA CPP Vendor, they are required to submit a Qualifications Packet to the FSA CPP to become an approved Vendor *prior to* conducting any qualified sales. FSA CPP may approve such assignments of existing or new vendors at its discretion. The Vendor is required to honor the contract pricing and all of the applicable Terms and Conditions throughout the remaining term of the contract.

1.26 TERMINATION OF PRODUCT LINE

If a Vendor terminates a product line (manufacturer or brand), the Vendor is required to notify the FSA CPP within ten (10) business days of the decision not to retain the product line. FSA CPP may remove the terminated products from the contract.

1.27 DEMONSTRATION OF COMPETENCY

Bidders must be able to demonstrate a good record of performance for a reasonable period of time, and have sufficient financial support, equipment and organization to ensure they can satisfactorily execute the services if awarded a contract under the terms and conditions herein stated.

The terms "equipment" and "organization" as used herein shall be construed to mean a fully equipped and well-established company in line with the best business practices in the industry and as determined by the FSA CPP.

The FSA CPP may consider any evidence available and may require submission of supporting documentation regarding the financial, technical and other qualifications and abilities of a Bidder, including past performance with the FSA CPP, in making the award.

FSA CPP may inspect the Bidder's facility prior to the award of contract. Bids will only be considered from firms which are regularly engaged in the business of providing the goods or services described in this Invitation to Bid.

1.28 VENDOR ABILITY TO PERFORM

The FSA CPP may require Bidders to show proof that they have been designated as authorized representatives of a manufacturer or supplier, which is the actual source of supply. In these instances, the FSA CPP may also require information from the source of supply regarding the quality, packaging and characteristics of the products. Any conflicts between this material information provided by the source of supply and the information contained in the bid submission may render the bid nonresponsive.

During the contract period, FSA CPP may review the Vendor's record of performance and may require submission of supporting documentation to ensure that the Vendor is providing sufficient financial support, equipment and organization.

If the FSA CPP determines that the Vendor no longer possesses the financial support, equipment and organization in order to comply with this section, FSA CPP has the authority to immediately terminate the contract.

By responding to this Invitation to Bid, the Bidder warrants that, to the best of his or her knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Vendor's ability to satisfy the obligations of a resulting contract. The Vendor warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to Section 287.133 of the Florida Statues, or on any similar list maintained by any other state or the federal government. The Vendor shall immediately notify the FSA CPP and purchaser in writing if its ability to perform is compromised in any manner during the term of the contract.

1.29 FINANCIAL RESPONSIBILITY

Bidder affirms by the submission of the bid and by signature on the contract signature form that the Bidder:

- Has fully read and understands the scope, nature, and quality of work to be performed or the services to be rendered under this bid and has adequate facilities and personnel to fulfill such requirements.
- Accepts the financial responsibility associated with this bid and declares that they have the access to capital (in the form of liquidity or credit lines) in order to meet the financial demands of such award.
- Has assessed the financial responsibility required to serve the contract as bid, including such details as the obligations to perform all items bid and quantities that could be ordered, as well as timing of payment from purchasers, which can be 45 calendar days from receipt of invoice.

1.30 QUALITY AND SAFETY

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new. The items bid must be new, the latest model, of the best quality, and highest-grade workmanship that meet or exceed federal safety standards.

Items requiring certification should require certification of options in cases where non-certified options could result in the decertification of the original product or warranty. In all cases where options are not certified, the Vendor must disclose to the end user that the non-certified options are not required to be certified. All options must meet or exceed federal safety standards.

1.31 NONCONFORMANCE

Items may be tested for conformance with specifications. Items delivered that do not conform to specifications may be rejected and returned at the Vendor's expense.

Any violation of these stipulations may also result in:

- Vendor's name being removed from the awarded vendor list.
- FSA and purchasers being advised not to do business with Vendor.

1.32 GRATUITIES

Bidders shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the FSA, for the purpose of influencing consideration of this bid. Bidders shall disclose in writing any conflicts of interest to FSA prior to any award, or as soon as practical after learning of any such conflict, including any contractual or employment relationships with FSA or potential purchasers of Bidders' products or services.

1.33 TIE BIDS

FSA CPP has the right to award multiple bidders the primary or alternate award in the event of a tie. In the event the FSA CPP desires to break tie bids, and both businesses have qualifying drug-free work programs, the award will be made using the following criteria:

- Bidder within the State of Florida
- Vendors' performance record with purchasers
- Coin Toss

1.34 RIGHT TO AUDIT

Vendor shall establish and maintain a reasonable accounting system that enables FSA CPP to readily identify Vendor's sales. FSA CPP and its authorized representatives shall have the right to audit and to make copies of all related records pertaining to this contract, including all government sales and eligible user information, whether kept by or under the control of the Vendor, including, but not limited to those kept by its employees, agents, assignees, successors, sub-vendors, or third-party suppliers in whatever form they may be kept – written or electronic. Such records shall include, but not be limited to:

- Accounting records, including but not limited to purchase orders, confirmation of orders or invoices, paid vouchers, cancelled checks, deposit slips, ledgers, and bank statements;
- Written policies and procedures;
- Subcontract files (including proposals of successful and unsuccessful Bidders, bid recaps, etc.);
- Original estimates, quotes, or work sheets;
- Contract amendments and change order files;
- Insurance documents; or
- Memoranda or correspondence.

Vendor shall maintain such records during the term of this contract and for a period of three (3) years after the completion of this contract. At the Vendor's expense and upon written notice from FSA CPP, the Vendor shall provide such records for inspection and audit by FSA CPP or its authorized representatives. Such records shall be made available to FSA CPP during normal business hours within three business days of receipt of the written notice. FSA CPP may select the Vendor's place of business or offsite location for the audit. The FSA CPP may also request the Vendor provide requested records via e-mail.

Vendor shall ensure FSA has these rights with Vendor's employees, agents, assignees, successors, and third-party suppliers, and the obligations of these rights shall be explicitly included in any subcontracts or agreements formed between the Vendor and any sub-vendors to the extent that those subcontracts or agreements relate to fulfillment of the Vendor's obligations to FSA.

Professional fees, personnel costs and travel costs incurred by FSA under its authority to audit and not addressed elsewhere will be the responsibility of the FSA. However, if the audit identifies underreporting, overpricing or overcharges (of any nature) by the Vendor to FSA or a purchaser in excess of three percent (3%) of the total contract billings, the Vendor shall reimburse FSA for the total costs of the audit not to exceed $5,000. If the audit discovers substantive findings related to fraud, misrepresentation, or non-performance, FSA may recoup all the costs of the audit work from the Vendor.

Any adjustments or payments that must be made as a result of any such audit or inspection of the Vendor's invoices or records shall be made within a reasonable amount of time (not to exceed 60 calendar days) from presentation of FSA's findings to Vendor.

FSA has the right to assess damages or seek reimbursements or refunds based on audit results.

1.35 LICENSES AND PERMITS

The Bidder shall obtain and pay for all licenses, permits and inspection fees for this bid submission and any resulting contract. Where Vendors are required to enter or go onto FSA or purchaser property to deliver materials or perform work or services as a result of a bid award, the Vendor will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance.

The Bidder must, by the time of award, be registered to do business in the State of Florida on SunBiz.gov.

1.36 ELIMINATION FROM CONSIDERATION

This Invitation to Bid shall not be awarded to any person or Bidder who has outstanding debts to the FSA, whether in relation to current or previous bid awards or for other business purposes.

1.37 PERFORMANCE BONDS

Purchasers may request a performance bond from a Vendor. Performance bonds are recommended with pre-payment and will be at the expense of the requesting agency. Purchasers should determine the best practice in comparing performance bond expense against any prior discounts that may be available.

1.38 COLLUSION

A Bidder shall not, directly or indirectly, collude, consult, communicate or agree with any other Bidder as to any matter related to the bid each is submitting. Additionally, a Bidder shall not induce any other Bidder to modify, withdraw, submit, or not submit a bid.

Bidders or Vendors who are found to have engaged in these acts will be considered nonresponsive and will be suspended or barred from bid participation. Any contract award resulting from these acts may be terminated for default. Further, any such acts detected by the FSA may be reported to relevant law enforcement and/or prosecutorial agencies.

Bidders may submit multiple bids without violating this provision if the bid submitted is not from the same manufacturer and product line. Dealers that share the same ownership may submit multiple bids without violating this provision if the Bidders are not in the same region featuring the same manufacturer and product line.

1.39 DEFAULT

In case of default on the part of Vendor, the FSA CPP may take necessary steps to otherwise procure the products sought, including but not limited to procuring the products or services from the next highest ranked Bidder or from other sources. A defaulting Vendor may be held liable for costs incurred by the FSA in procuring replacement products.

1.40 PROTESTS AND ARBITRATION

Any person who is adversely affected by the decision or intended decision to award shall file a “Notice of Protest” in writing to the FSA CPP within three (3) business days after the posting of the Intent to Award and shall file a formal written protest within five (5) business days after filing the Notice of Protest. Failure to file both a notice of protest and a formal written protest within the above referenced timelines shall constitute a waiver of proceedings.

The burden is on the party protesting the award of the bid to establish grounds for invalidating the award(s). The formal written protest must state with particularity the facts and law upon which the protest is based. Options are for informational purposes only and will not serve as a basis for protest. Failure to do so will result in a denial of protest. Formal written protest which states with particularity the facts and law upon which the protest is based will be reviewed by FSA legal counsel for legal soundness and validity, and corrective action will be taken as needed contingent upon the validity of such claims. However, any additional time required and cost incurred by the FSA to substantiate a protesting party’s claim(s) beyond the normal scope of its legal review due to the vague or inconclusive nature of the protesting party’s filing will be reimbursable to the FSA and deducted from the protesting party’s bond or security which must accompany their filing.

Any Bidder who files an action protesting a decision or intended decision pertaining to this contract shall post a bond, cashier's check or money order payable to the Florida Sheriffs Association in the amount equal to ten percent of the item being protested. The bond, cashier's check or money order must be filed at the time of filing the formal written protest or within the five (5) business day period allowed for filing the formal written protest. FSA CPP will provide the amount required within two (2) business days of the notice of protest received. This bond or security will be conditioned upon the payment of all costs which may be adjudged against the protesting party in a court of law and/or to reimburse the FSA for additional legal expenses incurred and required to substantiate the protesting party's claim(s). Failure to post the bond or security requirement within the time allowed for filing will result in a denial of protest. The filing of the protest shall not stay the implementation of the bid award by the Florida Sheriffs Association.

Should the unsuccessful Bidder(s) decide to appeal the decision of the FSA, they shall file a notice to FSA CPP within three (3) business days of the FSA bid protest decision regarding their intent to request arbitration. A demand for arbitration with the American Arbitration Association's (AAA) commercial panel under its rules and regulations must be made within ten (10) business days of the FSA bid protest decision. Any person who files for an arbitration with the AAA shall post with the Florida Sheriffs Association at the time of filing the formal written arbitration request, a bond, cashier's check or money order payable to the Florida Sheriffs Association in the amount equal to ten percent of the product line being protested. This amount will be the same amount as the FSA CPP provided at the time of filing the initial protest. Failure to provide written notice to FSA CPP, file a demand for arbitration with the AAA, or failure to post the required bond and security requirement within the specified timelines shall constitute a waiver of arbitration proceedings. By responding to this procurement, the Bidder expressly agrees to the use of mandatory binding arbitration to resolve any appeals of the decision of the FSA, and any claims arising from or in any way relating to the procurement process, and expressly waives any and all rights that it may otherwise have to pursue such claims in any other forum, judicial or otherwise.

If the party filing for arbitration does not prevail, it shall pay all costs, legal expenses and attorney fees of the prevailing party incurred in connection with the arbitration. However, if the filing party prevails, the parties shall share equally the fees and expenses of the arbitration and AAA and each shall bear the cost of their own attorney fees. The filing for arbitration shall not stay the implementation of the bid award by the Florida Sheriffs Association.

1.41 NONPERFORMANCE

By virtue of the bid submission, Bidder acknowledges its obligation to sell items in all zones for which it is awarded. Upon award, failure of the Vendor to comply with these requirements may result in the imposition of liquidated damages of up to $1,000 per item, which amount the Vendor agrees is reasonable, or probation, suspension, termination or a combination thereof from current and future bids at the FSA CPP's discretion.

The Vendor shall at all times during the contract term remain responsive and responsible. In determining Vendor's responsibility, the FSA CPP shall consider all information or evidence that demonstrates the Vendor's ability or willingness to fully satisfy the requirements of the Terms and Conditions.

Vendors that are not in compliance with any of the provisions of this contract can be assessed liquidated damages, suspended or terminated from the contract. The FSA CPP at its sole discretion may remove a noncompliant Vendor from future competitive bid solicitations; or take other actions including suspension from the contract until compliance issues are resolved, limit current or future vendor participation by items or zones, or other actions as determined by FSA CPP at its sole discretion.

At FSA CPP's discretion, Vendors may be required to develop corrective action plans to address contract compliance. Failure to abide by corrective action plans will result in termination from the existing contract and future competitive bid solicitations at the discretion of the FSA CPP.

In situations where there is evidence that the Vendor has engaged in egregious breaches of the contract with respect to either the FSA CPP and/or the purchaser, the contract can be terminated and the Vendor will be removed from future solicitations for a period of up to three (3) years, or a permanent ban from the bid process at the sole discretion of FSA CPP.

Specific conditions for termination include, but are not limited to; failure to perform, refusal to accept orders during the contract period while manufacturer orders are still being accepted for current model year or the new year if the vehicle is price protected by the factory, charging amounts exceeding MSRP on factory or Vendor installed items and packages, requiring the purchase of additional options over and above the base vehicle as a condition of acceptance of order, providing aftermarket options where factory options are available without the consent of the purchaser, any misrepresentation of optional equipment or service as being factory that fails to meet the definition as described in this document, and any other practice deemed to be inconsistent with the intent of the contract.

Any Vendor presented with a valid Purchase Order consistent with Vendor bid quotes or other agreed upon terms and pricing is required by this contract to accept such purchase order and deliver the product. Purchase Orders must be fulfilled whether or not the Purchase Order includes options. The Vendor must deliver this product in accordance with the Terms & Conditions – regardless of whether doing so will provide the Vendor with a profit or loss.

Failure to deliver the item may result in the purchaser seeking damages for the difference of cost to issue a new Purchase Order with another Vendor plus any legal fees and damages that may be incurred in the process to facilitate a completed order. Additionally, FSA CPP may seek damages for nonpayment of administrative fees, to which FSA CPP is entitled, according to Section 3.25, and any attorney's fees incurred in the recovery of these damages.

1.42 SEVERABILITY

In the event any provision of this contract is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the contract which shall remain in full force and effect and enforceable in accordance with its terms.

1.43 TERMINATION FOR CAUSE

If through any cause within the reasonable control of the Vendor, it shall fail to fulfill in a timely manner, or otherwise violate any of the terms of this contract, the FSA CPP shall have the right to terminate the services remaining to be performed. Written notice of the deficiencies shall be given to the Vendor and unless the deficiencies are corrected within ten (10) business days, the contract may be terminated for cause immediately. The right to exercise the option to terminate for cause shall be in the sole discretion of the FSA CPP, and the failure to exercise such right shall not be deemed to constitute a waiver of this right.

In the event of a termination for cause, the purchaser shall compensate the successful Bidder in accordance with the contract for all services performed by the successful Bidder prior to termination, net of any costs incurred by the purchaser and FSA as a consequence of the default.

Notwithstanding the above, the Vendor shall not be relieved of liability to the FSA for damages sustained by the FSA by virtue of any breach of the contract by the Vendor, and the FSA CPP may reasonably withhold payments to

the Vendor for the purposes of offset until such time as the exact amount of damages due the FSA from the Vendor is determined.

1.44 TERMINATION WITHOUT CAUSE

The FSA CPP can terminate the contract in whole or part without cause by giving written notice to the Vendor of such termination, which shall become effective thirty (30) calendar days following receipt by Vendor of such notice.

In the event of termination without cause, all finished or unfinished documents and other materials shall be properly delivered to the FSA CPP.

The Vendor shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of the contract, if any. The Vendor shall not be entitled to recover any lost profits that the Vendor expected to earn on the balance of the contract or cancellation charges.

Any payments to the Vendor shall be only to the total extent of the purchaser liability for goods or services delivered prior to the date of notice to terminate the contract.

1.45 CONTRACT ADVERTISEMENT AND USE OF FSA LOGO

The FSA logo is an official logo of the Florida Sheriffs Association designed to promote the program. The logo may be used by Vendors in accordance with this policy. Use of the logo is limited to the original version received from the FSA. Modifications are not permitted.

Methods of use include, but are not limited to:

- Electronic mediums such as websites, digital marketing campaigns, social media and e-mail; or
- Print media such as forms, marketing campaigns, business cards, posters, banners, brochures, flyers and postcards.

Vendors may request the logo by contacting cpp@flsheriffs.org, and should include a brief description of how the Vendor intends to use the logo. The official FSA sheriff's star and wreath logo may not be used without prior written permission.

2.0 BIDDER INSTRUCTIONS

2.01 QUALIFICATION

Bidders are required to complete the qualification packet as part of the bid submission. A Bidder becomes a qualified bidder if they comply with this section and Section 2.09, Mandatory Pre-Bid Meeting.

Qualification Packet information required for bid qualification include:

- Qualification form
    - Contact Information
    - Business Profile
    - References
    - Disqualifications & Defaults
    - Warranty Service Plan Attestation
    - Emergency Technician Attestation
- Compliance Attestations
    - E-Verify
    - Sunbiz
    - Drug-Free Workplace
    - Workers Compensation
    - Compliance with Applicable Federal, State, and Local Laws and Ordinances
- Federal Compliance
- If willing to comply with the requirements applicable to federally funded purchase orders, Federal Compliance Certifications:
    - Certification Regarding Debarment and Suspension
    - Certification Regarding Lobbying
- Contract Signature Form
- Insurance Checklist
    - Certificates of Insurance due five days prior to award
- W-9 Form

The Qualifications Packet is located on the Bid System.

2.02 LICENSING AND FACILITIES

Bidders are required to obtain all required licenses, including any applicable motor vehicle dealer licenses, and registrations, and comply with all applicable Federal, State, and local laws and ordinances, including any applicable motor vehicle dealer laws, in order to bid on any motor vehicle.

Bidders must maintain a repair facility within the State of Florida to provide warranty service for the items bid. If Bidders do not have a facility, the Bidder must be able to assist purchasers in obtaining warranty work as authorized by the manufacturer.

If a Bidder does not maintain a facility within the State of Florida, the Bidder must have a plan as to how the Bidder would service Florida purchasers if awarded the contract. This warranty service plan must demonstrate that the warranty work will be timely and satisfactorily performed and should include:

- Whether the warranty service provider is approved by the manufacturer
- If the Bidder plans to contract out for service, a copy of the service agreement; and
- Zone specific service plans to include:
    - Response time to initial call from purchaser,

- Number of personnel available to service the contract,
- Qualifications of personnel providing warranty work, and
- Any additional information that would detail how warranty service would be provided.

The sufficiency of the Warranty Service Plan may be evaluated by the FSA CPP. The FSA CPP reserves the right to request additional information from a Bidder regarding the facility during the solicitation and the term of the contract, if awarded. The FSA CPP may also exercise discretion in examining such facility as deemed necessary.

2.03 INSURANCE AND INDEMNIFICATION

Bidder/Vendor shall be fully liable for the actions of its agents, employees, partners, or third party suppliers and shall fully indemnify, defend, and hold harmless the Florida Sheriffs Association, the participating agencies, and their officers, agents, and employees from suits, actions, damages, and costs of every name and description, including legal counsels' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Bidder/Vendor, its agents, employees, partners, or third party suppliers; provided, however, that the Bidder/Vendor shall not indemnify for that portion of any loss or damages resulting directly from the negligent acts or omissions of the Florida Sheriffs Association and participating agencies or proximately caused by intentional wrongful acts or omissions of the Florida Sheriffs Association and participating agencies.

The Florida Sheriffs Association and/or participating agencies shall give the Bidder/Vendor (2) the opportunity to take over and settle or defend any such action at Bidder's/Vendor's sole expense. When reasonable, the Florida Sheriffs Association will give the Bidder/Vendor written notice of an action or threatened action. Bidder/Vendor shall not be liable for any unreasonable cost, expense or compromise incurred by the Florida Sheriffs Association, or participating agencies, in any legal action without Bidder's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed.

The Insurance Checklist summarizes the Bidder's/Vendor's insurance coverage obligations, if awarded. Certificates of Insurance, evidencing such coverages and endorsements as required herein, shall be provided no later than five (5) business days prior to the contract award date. The Vendor may not begin performance under the contract until such Certificates have been approved by the FSA CPP.

The certificate must state Bid Number and Title. FSA must be named as an additional insured for the duration of the contract.

The Vendor shall maintain comprehensive general liability insurance and general aggregate insurance in the amount and coverage levels specified on the Insurance Checklist.

The Vendor shall specifically and distinctly assume, and does so assume, all risks of damage or injury to property or persons used or employed on or in connection with the work and of all damage or injury to any person or property wherever located, resulting from any action or operation under the contract or in connection with the work. It is understood and agreed that at all times the Vendor is acting as an independent contractor. The Vendor shall be responsible for the work and every part thereof, and for all materials, tools, appliances and property of every description, used in connection with this particular contract. The Vendor at all times during the full duration of work under this contract, including extra work in connection with this contract, shall meet the requirements of this section.

The Vendor shall maintain automobile liability insurance including property damage covering all owned, non-owned, hired and scheduled automobiles, when used in connection with the delivery or service of this contract.

The Vendor shall maintain insurance to cover garage operations in the amount specified on the Insurance Checklist when the garage is used to complete work on this contract.

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and these companies must have a rating of B+ or better per the AM Best Rating.

FSA CPP required insurance coverages must be maintained through the duration of the contract. Upon expiration of the required insurance, the Vendor must email updated certificates of insurance for as long a period as any work is still in progress. No change or cancellation in insurance shall be made without thirty (30) calendar days' written notice to the FSA CPP.

It is understood and agreed that all policies of insurance provided by the Vendor are primary coverage to any insurance or self-insurance the FSA possesses that may apply to a loss resulting from the work performed in this contract. All policies issued to cover the insurance requirements herein shall provide full coverage from the first dollar of exposure.

The liability insurance coverage shall extend to and include the following contractual indemnity and hold harmless agreement:

> *The Vendor hereby agrees to indemnify and hold harmless the FSA, a 501(c)3, its officers, agents, and employees from all claims for bodily injuries to the public and for all damages to the property per the insurance requirement under the specifications including costs of investigation, all expenses of litigation, including reasonable legal counsel fees and the cost of appeals arising out of any such claims or suits because of any and all acts of omission or commission of any by the Vendor, his agents, servants, or employees, or through the mere existence of the project under contract.*

The foregoing indemnity agreement shall apply to any and all claims and suits other than claims and suits arising out of the sole and exclusive negligence of the FSA, its officers, agents, and employees, as determined by a court of competent jurisdiction.

The Vendor will notify the insurance agent without delay of the existence of the Hold Harmless Agreement contained within this contract and furnish a copy of the Hold Harmless Agreement to the insurance agent and carrier.

The Vendor will obtain and maintain contractual liability insurance in adequate limits for the sole purpose of protecting the FSA under the Hold Harmless Agreement from any and all claims arising out of this contractual operation.

The Vendor will secure and maintain policies of third-party suppliers. All policies shall be made available to the FSA upon demand. Compliance by the Vendor and all third-party suppliers with the foregoing requirements as to carrying insurance and furnishing copies of the insurance policies shall not relieve the Vendor and all third-party suppliers of their liabilities and obligations under any section or provisions of this contract. Vendor shall be as fully responsible to the FSA for the acts and omissions of the third-party suppliers and of persons employed by them as they are for acts and omissions of persons directly employed by the Vendor.

The FSA can request, and the Vendor shall furnish proof of insurance within seven (7) calendar days of receipt of the written request from FSA. Should the Vendor fail to provide acceptable evidence of current insurance during the contract term, the FSA CPP shall have the right to consider the contract breached and justifying the termination thereof. If Bidder does not meet the insurance requirements, the FSA may consider alternate insurance coverage

2.04 SPECIFICATIONS

All items covered by this Invitation to Bid and any resulting contract, and the specifications shall be the manufacturer's current basic production model, and shall, as a minimum, be equipped with all standard factory equipment in accordance with the manufacturer's latest literature unless otherwise noted in the Bid System or FSA Base Specifications.

The FSA Base Specifications are contained in the FSA CPP Bid System, may be requested from FSA CPP, and are retained within FSA CPP's archive. As part of the bid submission, Bidders will be required to provide confirmation that the item bid meets the FSA Base Specifications. FSA CPP may reject bids that fail to provide confirmation that the item(s) bid meet the FSA Base Specifications.

FSA CPP develops the specifications with subject matter experts and publicly available information. However, FSA CPP does not have access to full details from the manufacturer and relies on Bidders to assist in this process. Bidders should immediately notify the FSA CPP of any inaccuracies in the specifications. All notifications of inaccuracies must be in writing.

If awarded a contract, Vendor(s) must offer and supply an item that either meets or exceeds all the requirements included in the applicable FSA Base Specifications, unless a purchaser specifically issues a Purchase Order for a base item and option that differs from the FSA Base Specifications. Failure of a Bidder to comply with these provisions will result in Bidders being held responsible for all costs required to bring the item into compliance with the contract specifications.

2.05 SEALED BIDS

For purposes of this solicitation, a sealed bid is considered a bid submitted using the FSA CPP Bid System.

2.06 EXCEPTIONS

Any requested exceptions, deviations, or contingencies a Bidder may have to the Terms and Conditions must be documented in Bidder's submission. Exceptions to the FSA Base Specifications at the time of the bid submission shall reference the item number, make and model. FSA CPP has the discretion to grant or deny, in whole or in part, the Bidders requested exception, deviation or contingency to the specifications or Terms and Conditions. Bidder acknowledges that the bid may be disqualified if FSA CPP rejects the proposed exceptions.

2.07 MISTAKES

Bidders are expected to examine the FSA Base Specifications, delivery schedules, bid prices and all information pertaining to servicing this contract before submitting a bid. Failure to do so will be at the Bidder's risk.

2.08 EQUIVALENTS

Prior to the opening of the Bid System, Bidders may request item equivalents. The Bidder must submit the manufacturer name and model number (or product identifier) of each equivalent requested to FSA CPP. Complete, descriptive, technical literature should demonstrate that the equivalent conforms with FSA Base Specifications. If a bid uses equivalents without prior approval, the bid may be disqualified.

2.09 MANDATORY PRE-BID MEETING

Prospective Bidders are required to attend or participate in the **mandatory** Pre-Bid Meeting. The Pre-Bid Meeting is designed for vendors, the Fleet Advisory Committee and the FSA CPP to clarify questions on the Terms and Conditions and to confirm all FSA Base Specifications. Questions relating to the items, specifications, the bid process, or award can be asked at the Pre-Bid Meeting. Bidders have the opportunity to suggest technical modifications or corrections before the FSA Base Specifications are finalized.
FSA CPP reserves the right to grant attendance exceptions to the mandatory meeting if the Bidder has requested authorization, agrees in writing to meet all the Terms and Conditions without exception and further waives their right to protest the bid process in its entirety or any portion thereof.

2.10 PRICES QUOTED

Prices submitted as indicated in the sealed bid are final. Bidders acknowledge that prices quoted will be valid for a period of sixty (60) calendar days from the date of bid opening. Each item, make, and model must be priced and bid separately. Prices quoted in the bid submission should reflect the final amount the Bidder can expect to receive for payment for the items bid for the duration of the contract, unless otherwise provided in the contract. These prices must be inclusive of all components included in the FSA Base Specifications. Once awarded, the vendor has the authority to offer discounts for prompt payment. Cash or quantity discounts offered will not be a consideration in determination of award of the bid.

Prices bid, including options, must include the administrative fee FSA charges to administer the contract, as outlined within these Terms and Conditions. The administrative fee is three quarters of one percent (.0075).

Prices must be Free on Board (FOB) destination and must include delivery to the purchaser.

2.11 OPTION PRICING

The Bidder shall offer a discount below Manufacturer's Standard Retail Pricing (MSRP) or manufacturer's published list price for any options offered, if awarded. The FSA CPP has the discretion to disqualify Bidders if the option pricing is excessive. In order to determine if pricing is excessive, Bidders agree to provide documentation to FSA CPP to verify cost at any time during the solicitation process or during the contract term. This information is for comparison purposes and will not be published.

Options are intended to add or delete equipment or features from the FSA Base Specifications. Options can provide an upgrade or downgrade to a manufacturer's model, such as a slightly different engine size or horsepower, and should not be made available for purchase separate from the base item. Options may only provide a downgrade to a manufacturer's model when specifically requested in a Purchase Order issued in accordance with the Terms & Conditions by a purchaser. Bidders shall NOT use options to create an item that is available as another item bid on this Invitation to Bid.

The use of options to facilitate the sale of an alternate manufacturer's product which is outside the scope of the FSA Base Specifications will be determined nonresponsive and the bid will be rejected in whole or part by the FSA CPP. Bidders must disclose which options require the purchase of other options or are dependent on another option in their bid submission. Option pricing will include all costs of labor associated with the option and cost of labor should not be listed separately.

Bidder must use proper manufacturer codes for factory options. Options available through the factory should be bid and supplied to purchaser as factory options, unless otherwise requested in writing by the purchaser. Factory

package options are permitted under this contract. Factory package options included in the bid submission must detail what components the package includes.

If a Bidder will offer registration and title services as a fee for service, government-imposed fees should be listed at the exact cost and shall not include the FSA administrative fee.

If the Bidder wishes to offer credit to the purchaser for an option that is standard on the FSA Base Specifications, the Bidder should include the word "Credit" at the beginning of the description field and continue to describe the option being credited. For example, "Credit: one key fob" and enter the price the Bidder will credit the purchaser.

2.12 EMERGENCY LIGHTS AND SIRENS

Under Florida Statute 316.003(1), authorized emergency vehicles are defined as:

> Vehicles of the fire department (fire patrol), police vehicles, and such ambulances and emergency vehicles of municipal departments, public service corporations operated by private corporations, the Fish and Wildlife Conservation Commission, the Department of Environmental Protection, the Department of Health, the Department of Transportation, and the Department of Corrections as are designated or authorized by their respective departments or the chief of police of an incorporated city or any sheriff of any of the various counties.

Bidders that will provide or contract to provide emergency light and siren installation must only use installers that possess a current Emergency Vehicle Technician Certification, or an approved equivalent. FSA CPP may request certificates for a Vendor's installers at any time during the contract term. Labor may be charged for the installation of emergency lights and sirens. Labor rates must be disclosed as part of the bid submission. Bidders may not charge for labor for vehicles that are manufactured with emergency lights and sirens, including motorcycles. Prices submitted for emergency lights and sirens shall include all applicable government-imposed fees.

Bidders that install emergency lights and sirens are required to provide and install products that are Society of Automotive Engineers (SAE) certified. SAE Certifications must include Class 1, Class 2 and Class 3 in order to be eligible for participation in the contract. If a lighting or siren product installed on an emergency vehicle is not SAE Certified, the Vendor can be found in default of the contract.

2.13 BID SUBMISSION

Bidders must submit a bid electronically using the Bid System. Bid submissions include a price for each item and a completed Qualifications Packet. The bid must be received by the date and time specified on the Bid Calendar seen in Appendix A. Failure to meet all submission requirements by the date indicated on the Bid Calendar will result in rejection of the bid.

Bid System: VendorLink
The Bid System is located at https://www.myvendorlink.com. Bidders are encouraged to participate in training provided. Usernames and passwords will be issued to Bidders after registering in the bid system. Contact VendorLink at support@evendorlink.com if technical issues arise during bid submission.

Prices are to be rounded to the nearest whole dollar. If a Bidder submits bid pricing using cents, the following formula will be applied: $.01-.49 will be rounded down to the dollar bid (e.g., $50.49 = $50) and $.50-.99 will be rounded to the next dollar (e.g., $50.50 =$51).

Bid Submission

To ensure correct bid submittal and formatting, Bidders shall:

- Input a bid price for each item
- Upload files as instructed in the Bid System; files requested will be in .pdf format
- Follow all instructions outlined in this Invitation to Bid and provide all requested information.

The bid shall include the following documents:

- Executed Qualifications Packet
- Build sheet for each item bid as a single .pdf
- Any requested exceptions or equivalents.

FSA CPP may ask awarded Bidders to supply one hard copy set with digital signatures and original compliance forms, prior to the contract execution. Hard copy bids should not be submitted unless specifically requested by FSA CPP. FSA is not responsible for Bidder's improper use of the Bid System. Exceptions will be granted to this section should any Bid System malfunctions occur.

2.14 EXECUTION OF BID

By submitting a response to this Invitation to Bid, the Bidder agrees to the Terms and Conditions and to be bound by such Terms and Conditions if selected for award. The Bidder must submit the Contract Signature Form with the signature of an authorized representative no later than the due date. All Terms and Conditions are applicable throughout the term of the contract and not specific to any given year, make or model.

2.15 MODIFICATION OR WITHDRAWALS OF BIDS

A Bidder may submit a modified bid to replace all or any portion of a previously submitted bid until the due date and time of the bid submission listed in the Bid Calendar. Modifications received after the bid due date and time will not be considered.

Bids can be withdrawn in writing prior to the contract award. If a Bidder must withdraw the bid, the Bidder must contact FSA CPP immediately. Bid withdrawals are handled on a case-by-case basis and can result in a limitation of participation in future bids.

2.16 LATE BIDS

The responsibility for submitting a bid before the due date and time on the bid calendar is solely and strictly the responsibility of the Bidder. The FSA CPP is not responsible for delays caused by technical problems, any internet outages or delays incurred by electronic delivery, or any other occurrence. Any reference to time will be based on Eastern Time.

2.17 PUBLIC BID OPENING

Bids shall be opened on the date and time specified on the Bid Calendar. The bid opening may occur at the Florida Sheriffs Association, 2617 Mahan Drive, Tallahassee, Florida, or may be offered online.

FSA CPP will provide a bid inspection period for Bidders following the bid opening. The date, time and duration will be announced prior to the bid opening.

2.18 DETERMINATION OF RESPONSIVENESS

Determination of responsiveness will take place at the time of bid opening and evaluation. In order to be deemed a responsive bidder, the bid must conform in all material respects to the requirements stated in the contract. As set forth in Section 2.24, FSA CPP reserves the right to waive or allow a Bidder to correct minor irregularities.

2.19 RESPONSIBLE BIDDER CRITERIA

Bids will be evaluated to determine if qualifications and contract requirements are met. Responses that do not meet all requirements of this Invitation to Bid or fail to provide all required information, documents or materials may be rejected as nonresponsive. The FSA CPP will not request documentation or consider a Bidder's social, political or ideological interests in determining if the Bidder is a responsible Bidder. FSA CPP will not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

Bidders whose responses, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the contract may be rejected as non-responsible. In determining a responsible Bidder, the following factors may be considered:

- Adequacy of facilities, staffing, and financial resources
- Previous experience with FSA contract or other similar government contracts
- Ability to provide excellent customer service, including on previous FSA contracts; and
- Any other information relevant to the responsibility of a Bidder of which FSA CPP is aware.

In addition to the requirements set forth by these Terms & Conditions, FSA CPP reserves the right to request staffing, performance and financial information from any Bidder during the evaluation process.

FSA CPP reserves the right to determine which responses meet the requirements, specifications, Terms & Conditions of the solicitation, and which Bidders are responsive and responsible.

FSA CPP further reserves the right to limit participation of Bidders who, in FSA CPP's sole discretion, are determined to present responsibility concerns that call into question the Bidder's ability to perform but that do not rise to the level of requiring rejection of the Bidder as non-responsible.

2.20 BASIS FOR AWARD

FSA CPP reserves the right to accept or reject any and all bids, and to waive any minor irregularity, technicality or omission if it determines that doing so will serve the purchaser's best interest. FSA CPP reserves the right to make multiple awards for each item, if determined to be in the best interest of the FSA and the purchasers.

Awards will be posted on the FSA CPP website according to the date posted in the bid calendar.

2.21 BID TABULATIONS

The bid tabulation report will be posted on the FSA CPP website after the bid submission closes.

If there is a delay in posting the bid tabulation results, FSA CPP will post a notice of the delay and a revised date for posting of results.

2.22 MINOR IRREGULARITIES / RIGHT TO REJECT

The FSA CPP has the right to accept or reject any and all bids, or separate portions thereof, and to waive any minor irregularity, technicality or omission if the FSA CPP determines that doing so will serve its best interest or the best interest of the purchasers. A minor irregularity is a variation from the Terms and Conditions of this procurement that does not affect the price of the bid or give the Bidder a substantial advantage over other Bidders and thereby restrict or stifle competition and does not adversely impact the interests of the FSA or the purchasers. At its option, the FSA CPP may allow a Bidder to correct minor irregularities but is under no obligation to do so. In doing so, the FSA CPP may request a Bidder to provide clarifying information or additional materials to correct the irregularity. However, the FSA CPP ill not request, and a Bidder may not provide the FSA CPP with additional materials that affect the price of the bid, or give the Bidder an advantage or benefit not enjoyed by other Bidders.

The FSA CPP may also reject any bids not submitted in the manner specified in this document.

2.23 CONE OF SILENCE

This Invitation to Bid is subject to the Cone of Silence that begins the date the bid submission opens through the intent to award date as indicated in the Bid Calendar. During this period all communications regarding this solicitation between FSA and Bidder will cease, except for procedural questions, technical questions regarding problems incurred in the use of the Bid System, or communications initiated by the FSA CPP. All permitted communications during this period shall be made in writing to the procurement contacts identified in Section 1.01 of this Invitation to Bid.

3.0 CONTRACT CONDITIONS

3.01 GENERAL REQUIREMENTS

Once the bid has been awarded, the terms and conditions of this document become the contract between the FSA CPP and the awarded Vendor. The Terms and Conditions apply to all items purchased from this contract.

3.02 STATEMENT OF AUTHORITY

Each person signing the contract warrants that they are duly authorized to do so and binds the respective party to the contract.

3.03 VENDOR CONTACT INFORMATION

The Vendor shall maintain current contact information with FSA CPP at all times for sales and submission of purchase orders, quarterly reports and administrative fee payments. If a change occurs during the contract, the Vendor must notify FSA CPP immediately.

3.04 ADDITIONS AND DELETIONS

The FSA CPP reserves the right to add or delete any items from this bid or resulting contract when deemed to be in the best interest of FSA and the participating purchasers, at its discretion. This decision to take action may be based upon and not limited to few or no sales, product recalls and other safety issues, Vendor or manufacturer performance, or the product's lack of relevance.

For items that come to market during the contract term, FSA CPP may authorize qualified and awarded Vendors to offer the new item under the existing contract terms and conditions, if the manufacturer authorizes a Vendor to sell the item. FSA CPP will request awarded Vendors submit pricing and will evaluate the responses prior to authorizing awarded Vendors to offer the new item.

3.05 CONTRACT EXTENSION

Contract Extension

The contract may be extended by mutual agreement for up to two (2) additional years, on a year-to-year basis. FSA CPP reserves the right to execute a contract extension or to allow the contract to fully or partially terminate and readvertise for bids, whichever is in the best interest of FSA.

The Vendor may request price adjustments for contract extensions as provided for herein. If no request is received from the Vendor, the FSA CPP will assume that the Vendor has agreed that the optional term may be exercised without a price adjustment. Any adjustment request received after the execution of an extension may not be considered unless otherwise provided for in this contract.

Month-to-Month Continuation

In the event a new contract is not active at the time of this contract's expiration, this contract's terms and conditions shall extend on a month-to-month basis and shall not constitute an implied extension of the contract. Such a month-to-month continuation shall be upon the compensation and payment provided herein.

3.06 PRICE ADJUSTMENTS

This contract provides the following methods of price adjustments:

- Annual Price Adjustments
- Changes to Production or Design
- Manufacturer Certified Adjustments
- Equitable Adjustments

Price adjustment requests must clearly substantiate a need to increase or decrease the price. Price adjustments will not be considered if Vendors are delinquent on administrative fee payments or have outstanding quarterly reports.

Annual Price Adjustment

The FSA CPP may consider annual price adjustments due to:

- Changes in the Producer Price Index (PPI) as published by the U.S. Department of Labor, Bureau of Labor Statistics (BLS); or
- As a result of any changes to national or state standards that require substantial price adjustments.

FSA CPP may consider other documentation related to the change to national or state standards but is not obligated to grant price changes without literature from the manufacturer. The FSA CPP will consider the request and will make a final determination on the change in price.

Changes to Production or Design

Significant changes by the manufacturer to the production of and specification design may also initiate a price adjustment request. FSA CPP will consider order dates, production factors, model year, or other conditions, as well as the replacement or complete redesign of items. Vendors must provide documentation from the manufacturer

Manufacturer Certified Adjustments

Vendors must provide documentation from the manufacturer to FSA CPP that shows the additional costs or price adjustments imposed by the manufacturer and substantiate the need for a related price adjustment for this contract.

Equitable Adjustments

The FSA CPP may make an equitable adjustment to the contract terms or pricing at its discretion.

3.07 CONDITIONS

It is understood and agreed that any item offered or shipped as a result of this contract shall be the most current model offered.

3.08 PRODUCTION CUTOFF

Vendors shall notify the FSA CPP in writing no less than sixty (60) calendar days prior to the close of final order date by the manufacturer when the final order date is during the term of the contract. Purchase orders received by the Vendor ten (10) business days prior to the final order date must be accepted and entered into the order

system with the manufacturer. Purchase orders issued and received after the production cutoff date will be subject to availability. In this case, the Vendor and manufacturer have the discretion whether to choose to provide next year's model at current year's prices until the end of the contract term. If the manufacturer cutoff date is during the term of the contract and will affect the purchaser's ability to obtain the items, FSA CPP may consider substitutions from the same manufacturer.

3.09 FACILITIES

The FSA CPP reserves the right to inspect the Vendor's facilities at any time with prior notice.

3.10 FACTORY-INSTALLED OPTIONS

All options specified as factory-installed are to be installed on the item at the primary site of assembly and is to be the manufacturer's standard assembly-line product. Aftermarket and vendor-installed equipment will not be accepted as factory-installed. Vendors found supplying aftermarket or vendor-installed equipment where factory-installed are specified shall be required to retrieve all delivered items and supply new items meeting the specifications.

All factory-ordered options are to be original equipment manufacturer (OEM) and installed at the primary site of assembly unless otherwise noted by the vendor and acknowledged in writing by the purchaser. Verbal agreements will not be recognized.

3.11 VENDOR-INSTALLED OPTIONS

All vendor-installed accessories, equipment, or options shall be installed according to the manufacturer's specifications. All vendor-installed options must be manufactured by an established manufacturer of the product provided. Vendors are required to disclose make and model of product being offered, design, and model must be approved by the purchaser prior to installation. Prior to any purchase, the Vendor must also disclose the warranty of any accessory, equipment or option that is less than or exceeds the factory or equipment warranty coverage. Any Vendor that violates this provision will be considered in default of the contract. FSA CPP may terminate the contract in accordance with Terms and Conditions.

3.12 NON-SCHEDULED OPTIONS

A non-scheduled option is an option not listed on the FSA CPP published award. Vendors may provide non-scheduled options at less than MSRP or the Published List Price. Non-scheduled options should be identified and listed as a separate line item with the price and discount on the purchase order. Non-scheduled options are covered under these Terms and Conditions.

3.13 AMBULANCE REMOUNT

Ambulance remount services may be offered by awarded Vendors on this contract. Remount service providers shall maintain a minimum of $5,000,000 in Product Liability Insurance and a minimum of $1,000,000 in Professional Garage Keepers Liability Insurance. It is the responsibility of the Vendor to maintain the insurance requirements under the Terms & Conditions. Proof of adequate coverage shall be provided to the purchaser upon request.

All remount service providers must be registered with National Highway Traffic Safety Administration (NHTSA) as a new vehicle manufacturer as required by law (49 CFR 571.7(e)). The remounter shall follow all recommended

guidelines and practices as published and prescribed by the OEM chassis manufacturer for the chassis platform supplied. This includes:

1. Compliance with Federal Motor Vehicle Safety Standards (FMVSS);
2. Incomplete Vehicle Document (IVD) for appropriate chassis;
3. OEM Body Builder's Guide for appropriate chassis; and
4. Ford QVM Program Truck Guidelines or other OEM Chassis Upfitter programs.

The remounter must have financial strength to adequately support any warranty obligation provided to the customer and be able to verify this to the purchaser upon request. The warranty that shall be offered at a minimum to the customer shall be as follows:

1. The remounter shall warranty the ambulance and furnished equipment against parts failure or malfunction due to design, construction or installation errors, defective workmanship and missing or incorrect parts for a minimum period of 12 months or 12,000 miles (whichever occurs first) from date of acceptance, exclusive of any authorized driveaway mileage.

2. However, if the remounter received from any supplier or subcontractor additional warranty on the whole or any component of the ambulance, in the form of time and/or mileage, including prorated adjustments, or if the remounter generally extends to their customers a greater or extended warranty coverage, the purchaser shall receive corresponding warranty benefits.

The remounter must follow all recommended guidelines and requirements which apply to the new chassis, as well as application and installation of all components and equipment included in the remounted vehicle. This shall include suitability and generational compatibility of key components to meet both make and model year of chassis utilized.

The remounter shall perform the following series of steps to determine viability of the proposed remount vehicle prior to production:

1. The viability process shall include a visual inspection of ambulance body module for overall condition to determine suitability and feasibility for forward service life. This shall include the compatibility of the body to the proposed new chassis.
2. This viability process shall include, and the remounter shall provide, a Scope of Work document which shall include an itemized proposal to the customer and a notice of compliance to FMVSS requirements, as well as weight balance and payload analysis and projections. A minimum payload of 1,500 pounds is required.
3. The remounter shall inform the purchaser of any additional deficiencies or defects discovered during the production process and inform the purchaser immediately whereby remediation shall be mutually determined.

It is the responsibility of the Vendor to certify that it has inspected the remounted module for structural integrity and will supply a statement that includes proof of the inspection process to the purchaser. The remounter shall have written work process documentation to substantiate each step of the production process for the remounted vehicle to include:

1. Evaluation and physical assessment of original vehicle
2. Engineering analysis for major modifications such as change in chassis type or body mounts
3. The actual production sequence and process; and
4. Written and verified quality control and function checks.

3.14 FORCE MAJEURE

A Vendor shall not be penalized for a delay resulting from the Vendor's failure to comply with delivery requirements if neither the fault nor the negligence of the Vendor or its employees contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Vendor's control, or for any of the foregoing that third party suppliers if no alternate source of supply is available to the Vendor.

3.15 PURCHASE ORDERS

To initiate a purchase, a purchase order must be issued to the Vendor, which includes:

- FSA CPP contract title and number
- FSA CPP item number
- Make and model or item description; and
- Purchaser name, phone number and email address.

The Vendor's acceptance of a purchaser's order will indicate that the Vendor agrees to deliver an awarded item that will be fully compatible with all of its options. Production schedules and delivery dates should be discussed at the time the quote is provided to the purchaser, or if no quote is provided, when the purchase order is delivered to the Vendor. Vendor shall place the order with the manufacturer within ten (10) business days of receipt of the purchase order. The Vendor shall assure that all orders are placed in full compliance with the specifications and the terms and conditions of the contract and the purchase order. Any changes that are required to bring an item into compliance with the various options due to an incorrect order will be accomplished at the Vendor's expense.

A Confirmation of Order form shall be completed by the Vendor and provided to the purchaser and FSA CPP fifteen (15) calendar days from receipt of purchase order without request by the purchaser. Any additional information needed to complete this form should be obtained by the Vendor from the purchaser.

While it is recommended that an agency purchase from the zone which is closest to their location, it is not mandatory to do so. If the purchaser determines that a Vendor in another zone can better serve their needs, the purchaser may order from a Vendor in another zone. Vendors that provide awarded items outside of an awarded zone may upon mutual agreement between the Vendor and the purchaser charge a delivery fee.

If a Vendor receives a purchase order for an item for which they were not awarded, the Vendor must notify the purchaser and return the purchase order to the purchaser within three (3) business days.

The Vendor must submit electronic copies of Purchase Orders within fifteen (15) calendar days of the Purchase Order issue date. Emails shall be sent to coop@flsheriffs.org. Purchase orders received by the Vendor after this deadline must be submitted to FSA CPP as soon as possible with the date received by the Vendor and cause for the delay. Purchase Orders should contain the following required information:

- Purchaser name,
- Purchase order number,
- Purchase order issue date,
- FSA CPP contract title and number,
- Item number,
- Item make and model, or item description,
- Item price,
- Options by item, and

- Estimated delivery date.

Purchase orders vary in format and information provided. If a purchase order does not include the required information, the Vendor must submit supplemental documentation to FSA CPP at the same time the purchase order is due. Such information may be in bid quotes, equipment proposals, confirmation of orders, or other documents. If a purchaser does not use purchase orders, written communication from the purchaser to the Vendor will be provided to FSA CPP.

3.16 DELIVERY

Vendors are to inspect the item to confirm the item meets or exceeds the FSA Base Specifications, manufacturer specification, and purchase order. Deliveries not complying with these requirements may be rejected and will have to be redelivered at Vendor's expense.

Delivery shall be within the normal working hours of the user, Monday through Friday, excluding holidays. Delivery schedules shall be agreed to by the purchaser and the Vendor. Vendor shall notify the purchaser no less than twenty-four (24) hours prior to delivery of the time and location, which shall reflect the mutually agreed upon delivery details. The Vendor shall be responsible for delivering items that are properly serviced, clean and in first class operating condition. Items shall be delivered with each of the following documents completed or included:

- Copy of the purchase order
- Copy of the FSA Base Specifications
- Copy of manufacturer's Invoice, price sheet, build sheet or other documentation that verifies what components are included on the item being delivered
- Copy of the pre-delivery service report
- Registration warranty certification
- Owner's manual
- Registration, tag and title or an application for the registration, as applicable

All items with fuel tanks of thirty-five (35) gallons or less must contain no less than one quarter (1/4) tank of fuel as indicated by the fuel gauge at the time of delivery. For items that have more than thirty-five (35) gallons, a minimum of one eighth (1/8) of a tank of fuel must be provided.

Deliveries within 2,500 miles may be accomplished by driving the vehicle. Any delivery accomplished by driving the vehicle must be supervised and the driver must comply with manufacturer's break-in requirements and all applicable traffic laws. Any delivery accomplished by driving fire rescue or emergency response vehicle must use an "OUT OF SERVICE" cover on light bars.

All deliveries in excess of 2,500 miles shall be approved by the purchaser. The purchaser has the option to reject a vehicle with more than 2,500 odometer miles, if not previously approved by the purchaser, or may deduct $0.51 cents per mile in excess of 2,500 miles from the invoice. This requirement also applies to redelivery of vehicles that were rejected upon initial delivery.

When items require service or adjustments upon delivery, the Vendor shall either remedy the defect, or be responsible for reimbursing the manufacturer's local authorized representative or other service provider to remedy the defect. Such service or adjustments shall be initiated by the Vendor within 48 hours after notification by a purchaser, not to include weekends and holidays. Delivery will not be considered complete until all services or adjustments are satisfactory, and the item is redelivered or repaired. The cost of any transportation required to address the defect shall be the responsibility of the Vendor until the items are satisfactory and accepted by the purchaser.

3.17 INSPECTION AND ACCEPTANCE

Final acceptance shall be given only after the purchaser inspects or confirms the item meets contract specifications. Delivery of an item to a purchaser does not constitute acceptance for the purpose of payment. Inspection and acceptance will be at the purchaser's destination unless otherwise previously agreed upon location was provided in the purchase order. Should the delivered items differ in any respect from the FSA Base Specifications, payment can be withheld until such time as the Vendor completes the necessary corrective action.

3.18 REGISTRATION, TAG AND TITLE

Title items shall be the responsibility of the Vendor. If the purchaser is a government agency, the purchaser has the right to choose to register and title the item. Costs of registration, tag and title shall not exceed the statutory rates. FSA administrative fee does not apply to the cost of registration, tag and title.

3.19 CAB AND CHASSIS PURCHASES

Vendors performing upfitting of cab and chassis should be licensed and certified to perform such work. Vendors are responsible for tag and title work if the chassis is completed by the Vendor or the Vendor's contracted third-party supplier. The requirements of Florida Statute 319.21 related to the manufacturer statement of origin apply to cab and chassis purchases.

3.20 INVOICING AND PAYMENTS

Invoicing and payments shall be the responsibility of the Vendor and purchaser placing orders using this contract. Vendors must invoice each purchaser independently. The Vendor shall be paid upon submission of invoices to the purchaser after satisfactory delivery and acceptance of the items. While the Local Government Prompt Payment Act applies to ensure timely payment of Vendor invoices, the FSA CPP encourages purchasers to make payment within thirty (30) days of acceptance of the item. The Local Government Prompt Payment Act is defined in Sections 218.70–218.79 of Florida Statutes.

3.21 WARRANTY

All warranties shall begin at the time of delivery and final acceptance by the purchaser. The purchaser's warranty should not be active for incomplete items and items delivered to a third-party supplier before final delivery.

3.22 QUARTERLY REPORTS

Quarterly reports are the contractual responsibility of each Vendor. Quarterly reports must be completed and submitted electronically. All quarterly reports shall be sent to reports@flsheriffs.org. The quarterly report template shall be submitted using an Excel workbook provided by FSA CPP. Quarterly reports which do not adhere to the required format or are not complete of all purchase orders received and/or deliveries made during the quarter will be returned to the reporting Vendor for correction.

Quarterly reports are due no later than the 15th day of the month following the end of the quarter. Quarterly reports shall follow the schedule below for the duration of the contract. If a contract extension is executed, the quarterly reports will maintain the same schedule for future reporting periods.

Quarterly reports should follow this schedule:

Contract Year 1: April 1, 2025 – March 31, 2026

Year 1 Quarter 1	April 1 – June 30	July 15
Year 1 Quarter 2	July 1 – September 30	October 15
Year 1 Quarter 3	October 1 – December 31	January 15
Year 1 Quarter 4	January 1 – March 31	April 15

Contract Year 2: April 1, 2026 – March 31, 2027

Year 2 Quarter 1	April 1 – June 30	July 15
Year 2 Quarter 2	July 1 – September 30	October 15
Year 2 Quarter 3	October 1 – December 31	January 15
Year 2 Quarter 4	January 1 – March 31	April 15

If a contract extension or renewal option are executed, the quarterly reports will maintain the same schedule for future reporting periods.

Quarterly reports must be submitted even if there are no sales or no deliveries in a quarter. If a Vendor has no sales within a quarter, the Vendor shall indicate "No sales this quarter" on the top row of the sales worksheet. If the Vendor has no deliveries in a given quarter, the Vendor shall indicate "No deliveries this quarter" on the top row of the delivery worksheet.

FSA CPP reserves the right to modify the procedure for submitting quarterly reports during the term of the contract. Such a change shall not materially modify the substance of the information to be reported, but may change the method by which future quarterly reports are to be submitted. In the event of such a change, FSA CPP will provide written notice to all Vendors of the method by which future quarterly reports are to be submitted.

3.23 ADMINISTRATIVE FEE

The FSA CPP charges three quarters of one percent (.0075) to procure, process and administer the contract. The administrative fees are the contractual responsibility of each awarded Vendor.

After receipt of payment from contract purchases, the Vendor shall remit all administrative fees to the FSA CPP no later than fifteen (15) calendar days after the end of each quarter. All fees payable to the FSA CPP during any given quarter will be accompanied and supported by a quarterly report.

The administrative fee will remain payable to FSA CPP and no relief from payment of the administrative fee, nor any additional charge to recoup the administrative fee, will be permitted if a Vendor fails to incorporate the administrative fee in its bid pricing. The administrative fee should never be listed as a separate line item on any purchase order or invoice.

The administrative fee is based on the total purchase order amount of new items. This fee excludes any value given to purchasers for trade-ins. Trade-ins, extended warranties and other exchanges will not reduce or impact the fee calculation.

The ACH form for electronic payment or wiring of funds is included in Appendix C. It is the preference of FSA CPP that all payments be electronically paid and submitted. If ACH is not available, checks for the administrative fee can be sent to:

Florida Sheriffs Association
Cooperative Purchasing Program
2617 Mahan Drive
Tallahassee, FL 32308

3.24 LIQUIDATED DAMAGES

The Vendor warrants that the item supplied to the purchaser shall conform in all respects to the standards set forth and the failure to comply with this condition will be considered as a breach of contract. Any liquidated damages levied because of inadequacies or failures to comply with these requirements shall be borne solely by the Vendor responsible for same.

Failure to submit the administrative fee with accompanying quarterly reports to FSA CPP within fifteen (15) calendar days following the end of each quarter may result in the imposition of liquidated damages. Vendors failing to submit administrative fees and/or quarterly reports will incur liquidated damages in the amount of $25 for each calendar day that fees and reports are past due, beginning on the 16th day following the end of the quarter.

If a civil action is initiated by the FSA to recover administrative fees or liquidated damages as set forth in this section, the prevailing party shall be entitled to its reasonable attorneys' fees and costs incurred in the litigation. The venue shall lie in the Circuit Court for the Second Judicial Circuit in and for Leon County, Florida.

When quarterly reports are late, liquidated damages are to be included in Vendor's Quarterly Report and administrative fee submission. Liquidated damages that remain unpaid beyond forty-five (45) calendar days can result in FSACPP, at its sole discretion, implementing contract compliance actions, including but not limited to, suspension, limited participation by item specifications, disqualification from future solicitations, or termination for cause pursuant to the Terms & Conditions.

Schedule of Liquidated Damages

Failure to submit quarterly report on time	$25 per calendar day
Failure to submit administrative fee on time	$25 per calendar day
Failure to report a Purchase Order to FSA within 15 calendar days of the purchase order issue date	$100 per Purchase Order
Failure to Report Sales	.0075 of the sales price plus 1.5% each month following the delivery date.

Vendor agrees and acknowledges that its failure to take any of the actions specified in the above schedule will result in liquidated damages to this contract. Vendor agrees and acknowledges that these liquidated damages are not intended to be and do not constitute a penalty and that these amounts are reasonably calculated to compensate the FSA for the damages that it will incur as a result of the Vendor's failure to take the specified actions.

Appendix A: Bid Calendar

FSA25-VEF19.0 Bid Calendar Event	Date
Invitation to Bid Announcement	9/3/2024
Voluntary Interested Bidder Workshop	11/7/2024
New Items & Specifications Submissions Due	11/15/2024
Mandatory Pre-Bid & VendorLink Bidder Training	12/18/2024
Requests for Clarifications Due to FSA CPP	1/3/2025
FSA CPP Response to Requests for Clarifications	1/14/2025
Bid System Opens	1/20/2025
Cone of Silence	1/20/2025 - 3/18/2025
Bid Submissions Due	3/2/2025 at 11:59:59pm
Bid Tabulations Posted	3/4/2025
Public Bid Opening	3/4/2025
Bid Evaluations	3/10/2025 - 3/14/2025
Intent To Award	3/18/2025
Final Award	4/1/2025

Appendix B: ACH Payments

Protecting, Leading & Uniting....since 1893

FLORIDA SHERIFFS ASSOCIATION

2617 Mahan Drive, Tallahassee, Florida 32308
P.O. Box 12519 • Tallahassee, Florida 32317-2519

p: (850) 877-2165
f: (850) 878-8665
www.flsheriffs.org

TO: All Customers of the Florida Sheriffs Association

SUBJECT: Florida Sheriffs Association is going paperless!

Our association is pleased to announce the implementation of accepting electronic payments from customers. If your agency or company is able to pay via ACH, please consider adding the Florida Sheriffs Association to your list of vendors paid via electronic payment.

Florida Sheriffs Association's Banking Information is as follows:

Checking Account
Capital City Bank
Routing Number: 063100688
Account Number: 0010867001

Please email any payment remittance information to accounting@flsheriffs.org.

If you choose to make ACH payments to the association, there is no additional charge. However, the information above can be used to pay with a wire transfer. If you choose to pay via wire, there is a charge of $25 per wire that you will need to add to your payment.

If you have any questions at all, please contact Trish Eldridge at teldridge@flsheriffs.org. or call (850) 559-5668.

Sincerely,

Trish Eldridge

Director of Accounting and Finance
Florida Sheriffs Association

Appendix C: Federal Clauses

APPLICABILITY OF THIRD-PARTY CONTRACT PROVISIONS*

(excluding micro-purchases, except Davis-Bacon requirements apply to construction contracts exceeding $2,000)
In addition to other provisions negotiated with purchasers placing federally funded purchase orders, Vendors must comply with the following provisions upon award of a federally funded purchase order:

PROVISION	Professional Services/A&E	Operations/ Management	Construction	Materials & Supplies
Equal Employment Opportunity			All	
Davis-Bacon Act			>$2,000	
Copeland "Anti-Kickback" Act			>$2,000	
Contract Work Hours and Safety Standards Act	>$100,000	>$100,000	>$100,000	>$100,000
Rights to Inventions Made Under a Contract or Agreement	If the purchase order involves performance of experimental, developmental or research work	If the purchase order involves performance of experimental, developmental or research work	If the purchase order involves performance of experimental, developmental or research work	If the purchase order involves performance of experimental, developmental or research work
Clean Air Act	>$150,000	>$150,000	>$150,000	>$150,000
Federal Water Pollution Control Act	>$150,000	>$150,000	>$150,000	>$150,000
Debarment and Suspension	All	All	All	All
Byrd Anti-Lobbying Amendment	>$100,000	>$100,000	>$100,000	>$100,000
Procurement of Recovered Materials	All	All	All	All
Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment	All	All	All	All
Domestic Preferences for Procurements	All	All	All	All

*References to the code of regulations (CFR) or United States Code (USC) were accurate at the time of publication. It is the responsibility of the bidder to ensure compliance is met of the referenced state and federal laws within the published rules.

EQUAL EMPLOYMENT OPPORTUNITY: Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The clause set forth in 41 CFR 60-1.4(b) is incorporated herein by reference. Vendor must comply with this clause and include this clause in all lower-tier federal assisted construction contracts.

DAVIS-BACON ACT, as amended (40 U.S.C. 3141-3148): When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance

with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. Vendors performing construction must comply with all applicable provisions of the Davis-Bacon Act and include this clause in all lower-tier subcontracts for construction.

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C., chapter 37): Vendor shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C., chapter 37), as supplemented by Department of Labor regulations (29 CFR part 5).
(a) Overtime requirements. Neither Vendor nor any contractor or subcontractor contracting for any part of the purchase order work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
(b) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in Paragraph 15(a), Vendor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, Vendor or such subcontractor shall be liable to the United States (in the case of work done under the Contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in Paragraph 15(a), in the sum of $29 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in Paragraph 15(a) of this section.
(c) Withholding for unpaid wages and liquidated damages. Purchaser shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by Vendor or a subcontractor under the purchase order or any other Federal contract with Purchaser, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by Purchaser, such sums as may be determined to be necessary to satisfy any liabilities of Vendor or its subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in Paragraph (a).
(d) Subcontracts. Vendor shall insert in any subcontracts over $100,000 for construction and other purposes that involve the employment of mechanics or laborers, the clauses set forth in Paragraphs (a) through (d) and also a clause requiring the subcontractors to include these clauses in any lower-tier subcontracts.

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT: If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Vendor shall comply with these requirements when performing a

purchase order involving experimental, developmental or research work and flowdown this clause to lower-tier subcontractors performing such work.

CLEAN AIR ACT (42 U.S.C. 7401 *et seq.*) and the FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251 *et seq.*), as amended: Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 *et seq.*). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor shall comply with the requirements of Clean Air Act and the Federal Water Pollution Control Act and include this clause in all lower-tier subcontracts with a value over $150,000.

DEBARMENT AND SUSPENSION (E.O.s 12549 and 12689): By accepting or performing this purchase order, Vendor certifies that it is not identified in the Exclusions area of the System for Award Management as being currently debarred, suspended, proposed for debarment, or otherwise excluded ("SAM Exclusion"). Vendor shall obtain similar certifications from its lower-tier subcontractors for each subcontract in excess of $25,000 and Vendor shall not award lower-tier subcontracts in excess of $25,000 to an entity subject to a SAM Exclusion.

LOBBYING RESTRICTIONS (31 U.S.C. 1352): By accepting or performing this purchase order, Vendor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Vendor shall also disclose to Purchaser any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award or contract. Vendor shall flow down this clause and require this certification for lower-tier subcontractors with a subcontract of $100,000 or more. Vendor shall provide its disclosure and all disclosures received from lower-tier subcontractors to Purchaser.

PROCUREMENT OF RECOVERED MATERIALS: A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. Vendor shall comply with this clause and include this clause in all lower-tier subcontracts.

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

DOMESTIC PREFERENCES FOR PROCUREMENTS:

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). Vendor agrees to comply with the requirements of this clause and include the requirements of this clause in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

RESOLUTION 2025-57

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) #446127-1-94-01 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE ACQUISITION OF AN AIRPORT RESCUE AND FIRE FIGHTING (ARFF) VEHICLE FOR USE AT THE FERNANDINA BEACH MUNICIPAL AIRPORT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach recently completed construction of a new fire station located at the Fernandina Beach Municipal Airport and one bay of this facility was constructed for the purpose of storing a vehicle for response to airport-related incidents; and

WHEREAS, the proposed FDOT grant (PTGA #446127-1-94-01) provides funding for a maximum project cost of $375,000 with a 20% match requirement from the City for the purchase an ARFF vehicle.

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

SECTION 1. The City Commission hereby authorizes approval of FDOT Public Transportation Grant Agreement #446127-1-94-01, attached hereto as Exhibit A, for FDOT funding support in the acquisition of an ARFF vehicle for use at the Fernandina Beach Municipal Airport.

SECTION 3. The City Clerk and City Manager are hereby authorized to execute FDOT PTGA #446127-1-94-01, upon review of the City Attorney Pro Tem.

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

ADOPTED this 15th day of April, 2025.

CITY OF FERNANDINA BEACH

_____

JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____

CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____

HARRISON W. POOLE, ESQ.
City Attorney Pro Tem

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

PUBLIC TRANSPORTATION GRANT AGREEMENT

Form 725-000-01
STRATEGIC DEVELOPMENT
OGC 10/24

Financial Project Number(s): (item-segment-phase-sequence)		Fund(s):	DPTO	FLAIR Category:	088719
446127-1-94-01		Work Activity Code/Function:	215	Object Code:	751000
		Federal Award Identification Number (FAIN) – Transit only:	N/A	Org. Code:	55022020228
				Vendor Number:	VF596000317019
Contract Number:		Federal Award Date:	N/A		
CFDA Number:	N/A	Agency UEI Number:			
CFDA Title:	N/A				
CSFA Number:	55.004				
CSFA Title:	Aviation Grant Program				

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT ("Agreement") is entered into _____, by and between the State of Florida, Department of Transportation, ("Department"), and City of Fernandina Beach, ("Agency"). The Department and the Agency are sometimes referred to in this Agreement as a "Party" and collectively as the "Parties."

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D", Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 332.007, Florida Statutes, to enter into this Agreement.

2. **Purpose of Agreement.** The purpose of this Agreement is to provide for the Department's participation in FERNANDINA BEACH MUNICIPAL APT ACQUIRE ARFF VEHICLE PFL0006517, as further described in **Exhibit "A", Project Description and Responsibilities**, attached and incorporated into this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

3. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

   X **Aviation**
   __ **Seaports**
   __ **Transit**
   __ **Intermodal**
   __ **Rail Crossing Closure**
   __ **Match to Direct Federal Funding** (Aviation or Transit)
   (Note: Section 15 and Exhibit G do not apply to federally matched funding)
   __ **Other**

4. **Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

   X Exhibit A: Project Description and Responsibilities
   X Exhibit B: Schedule of Financial Assistance
   __ *Exhibit B1: Deferred Reimbursement Financial Provisions
   __ *Exhibit B2: Advance Payment Financial Provisions
   __ *Exhibit B3: Alternative Advanced Pay (Transit Bus Program)
   X *Exhibit C: Terms and Conditions of Construction
   X Exhibit D: Agency Resolution
   X Exhibit E: Program Specific Terms and Conditions
   X Exhibit E1: Prohibition Based on Health Care Choices
   __ Exhibit E2: Exterior Vehicle Wrap, Tinting, Paint, Marketing and Advertising (Transit)

X Exhibit F: Contract Payment Requirements
X *Exhibit G: Audit Requirements for Awards of State Financial Assistance
__ *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance
__ *Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
__ *Additional Exhibit(s):

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

5. **Time.** Unless specified otherwise, all references to "days" within this Agreement refer to calendar days.

6. **Term of Agreement.** This Agreement shall commence upon full execution by both Parties ("Effective Date") and continue through March 31, 2028. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

   a. __ If this box is checked the following provision applies:

   Unless terminated earlier, work on the Project shall commence no later than the __ day of __, or within __ days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

7. **Amendments, Extensions, and Assignment.** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

8. **Termination or Suspension of Project.** The Department may, by written notice to the Agency, suspend any or all of the Department's obligations under this Agreement for the Agency's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

   a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

   b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

   c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.

   d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

9. Project Cost:

a. The estimated total cost of the Project is $375,000. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.

b. The Department agrees to participate in the Project cost up to the maximum amount of $300,000 and, the Department's participation in the Project shall not exceed 80.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B'', Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

10. Compensation and Payment:

a. Eligible Cost. The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A"**, **Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.

b. Deliverables. The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.

c. Invoicing. Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.

d. Supporting Documentation. Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.

e. Travel Expenses. The selected provision below is controlling regarding travel expenses:

X Travel expenses are NOT eligible for reimbursement under this Agreement.

__ Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's

Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

f. Financial Consequences. Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

g. Invoice Processing. An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

h. Records Retention. The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.

i. Progress Reports. Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

j. **Submission of Other Documents.** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.

k. **Offsets for Claims.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

l. **Final Invoice.** The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.

m. **Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.

n. **Limits on Contracts Exceeding $25,000 and Term more than 1 Year.** In the event this Agreement is in excess of $25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

> "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of $25,000 and which have a term for a period of more than 1 year."

o. **Agency Obligation to Refund Department.** Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.

p. **Non-Eligible Costs.** In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A"**, **Project**

Description and Responsibilities, and as set forth in **Exhibit "B", Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved in writing by the Department. Specific unallowable costs may be listed in **Exhibit "A"**, **Project Description and Responsibilities.**

11. **General Requirements.** The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

    a. **Necessary Permits Certification.** The Agency shall certify to the Department that the Agency's design consultant and/or construction contractor has secured the necessary permits.

    b. **Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.

    c. **Notification Requirements When Performing Construction on Department's Right-of-Way.** In the event the cost of the Project is greater than $250,000.00, and the Project involves construction on the Department's right-of-way, the Agency shall provide the Department with written notification of either its intent to:

        i. Require the construction work of the Project that is on the Department's right-of-way to be performed by a Department prequalified contractor, or

        ii. Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.

    d. __ If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).

    e. __ If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):

        i. __ Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).

        ii. __ Agency has selected to apply a de minimus rate of 10% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.

        iii. __ Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.

    f. **Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms

and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

g. **Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

12. Contracts of the Agency:

a. **Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.

b. **Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.

c. **Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

d. **Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors

and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

13. **Maintenance Obligations.** In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

    a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

14. **Sale, Transfer, or Disposal of Department-funded Property:**

    a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.

    b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:

        i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.

        ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.

        iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.

        iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.

    c. The terms of provisions “a” and “b” above shall survive the termination of this Agreement.

        i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.

        ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

15. **Single Audit.** The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

    Federal Funded:

    a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by

Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "H", Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than Federal entities).

iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at https://harvester.census.gov/facweb/ the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the Federal award;
4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
5. Withhold further Federal awards for the Project or program;
6. Take other remedies that may be legally available.

vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

State Funded:

a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.

b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit "G", Audit Requirements for Awards of State Financial Assistance,** to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency's resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than State entities).

iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as

applicable.

vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.

viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

16. **Notices and Approvals.** Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

17. **Restrictions, Prohibitions, Controls and Labor Provisions:**

a. **Convicted Vendor List.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

b. **Discriminatory Vendor List.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

c. **Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

d. **Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.

e. **Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.

f. **Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.

g. **E-Verify.** The Agency shall:

   i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and

   ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

h. **Projects with Non-profit Organizations.** Pursuant to Section 216.1366. Florida Statutes, if the Agency is a nonprofit organization as defined in Section 215.97(2)(m), Florida Statutes, the Agency shall provide documentation to indicate the amount of state funds:

   i. Allocated to be used during the full term of this Agreement for remuneration to any member of the board of directors or an officer of the Agency

   ii. Allocated under each payment by the Department to be used for remuneration of any member of the board of directors or an officer of the Agency. The documentation must indicate the amounts and recipients of the remuneration.

   Such information will be posted by the Department to the Florida Accountability Contract Tracking System maintained pursuant to Section 215.985, F.S., and must additionally be posted to the Agency's website, if the Agency is a non-profit organization and maintains a website. The Agency shall utilize the Department's Form 350-090-19, Compensation to Non-Profits Using State Funds, for purposes of documenting the compensation. The subject Form is required for every contract for services executed, amended, or extended on or after July 1, 2023, with non-profit organizations.

   Pursuant to Section 216.1366, F.S., the term:

   iii. "Officer" means a chief executive officer, chief financial officer, chief operating officer, or any other position performing and equivalent function.
   iv. "Remuneration" means all compensation earned by or awarded to personnel, whether paid or accrued, regardless of contingency, including bonuses, accrued paid time off,

severance payments, incentive payments, contributions to a retirement plan or in-kind payments, reimbursements, or allowances for moving expenses, vehicles and other transportation, telephone services, medical services, housing and meals.

v. "State Funds" means funds paid from the General Revenue Fund or any state trust fund, funds allocated by the Federal Government and distributed by the state, or funds appropriated by the Federal Government and distributed by the state, or funds appropriated by the state fo distribution through any grant program. The term does not include funds used for the Medicaid program.

i. Design Services and Construction Engineering and Inspection Services. If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

18. Indemnification and Insurance:

a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Agency shall indemnify, defend, and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the Department's or the Agency's sovereign immunity. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the Department's or the Agency's sovereign immunity. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify, defend, and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement."

b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include

operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.

c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than $1,000,000 for each occurrence and not less than a $5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than $2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than $6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.

e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

19. Miscellaneous:

a. Environmental Regulations. The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.

b. Non-Admission of Liability. In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

c. Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

d. Agency not an agent of Department. The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.

e. Bonus or Commission. By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

f. Non-Contravention of State Law. Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.

g. Execution of Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.

h. Federal Award Identification Number (FAIN). If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).

i. Inspector General Cooperation. The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

j. Law, Forum, and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

AGENCY City of Fernandina Beach

By: Sarah J Campbell 4/15/25

Name: **Sarah J. Campbell**

Title: **City Manager**

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

APPROVED AS TO FORM AND LEGALITY:
CITY ATTORNEY pro tem

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____

Name: James M. Knight, P.E.

Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

_____

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): FERNANDINA BEACH MUNICIPAL APT ACQUIRE ARFF VEHICLE PFL0006517

B. Project Location (limits, city, county, map): Fernandina Beach Municipal Airport/Fernandina Beach, FL/Nassau

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to consultant and design fees, survey and geotechnical costs, permitting, construction inspection and material testing costs, mobilization and demobilization, purchase, delivery, testing, and commissioning of said ARFF Vehicle. Site preparation (earthwork, electrical, mechanical, and utilities) is to be included in the cost of equipment purchase and delivery. It includes all materials, equipment, labor, and incidentals to purchase, install and commission a new ARFF Vehicle. The Sponsor will comply with Aviation Program Assurances.

D. Deliverable(s):

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): Travel related charges

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.


Fernandina Beach Municipal Airport (FHB)
Image © 2024 Airbus

EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/ CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
446127-1-94-01	DPTO	088719	2025	751000	55.004	Aviation Grant Program	$300,000.00
446127-1-94-01	LF	088719	2025	751000	55.004	Aviation Grant Program	$75,000.00
	Total Financial Assistance						$375,000.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Planning	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Environmental/Design/Construction	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	$300,000.00	$75,000.00	$0.00	$375,000.00	80.00	20.00	0.00
Match to Direct Federal Funding	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Totals	$300,000.00	$75,000.00	$0.00	$375,000.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

Scope Code and/or Activity Line Item (ALI) (Transit Only)	

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Kyle Coffman

Department Grant Manager Name

Signature Date

EXHIBIT C

TERMS AND CONDITIONS OF CONSTRUCTION

1. **Design and Construction Standards and Required Approvals.**

   a. The Agency understands that it is responsible for the preparation and certification of all design plans for the Project. The Agency shall hire a qualified consultant for the design phase of the Project or, if applicable, the Agency shall require their design-build contractor or construction management contractor to hire a qualified consultant for the design phase of the Project.

   b. Execution of this Agreement by both Parties shall be deemed a Notice to Proceed to the Agency for the design phase or other non-construction phases of the Project. If the Project involves a construction phase, the Agency shall not begin the construction phase of the Project until the Department issues a Notice to Proceed for the construction phase. Prior to commencing the construction work described in this Agreement, the Agency shall request a Notice to Proceed from the Department's Project Manager, Kyle Coffman (email:) or from an appointed designee. Any construction phase work performed prior to the execution of this required Notice to Proceed is not subject to reimbursement.

   c. The Agency will provide one (1) copy of the final design plans and specifications and final bid documents to the Department's Project Manager prior to bidding or commencing construction of the Project.

   d. The Agency shall require the Agency's contractor to post a payment and performance bond in accordance with applicable law(s).

   e. The Agency shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that the construction work will meet all applicable Agency and Department standards.

   f. Upon completion of the work authorized by this Agreement, the Agency shall notify the Department in writing of the completion of construction of the Project; and for all design work that originally required certification by a Professional Engineer, this notification shall contain an Engineer's Certification of Compliance, signed and sealed by a Professional Engineer, the form of which is attached to this Exhibit. The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the approved plans or specifications, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

2. **Construction on the Department's Right of Way.** If the Project involves construction on the Department's right-of-way, then the following provisions apply to any and all portions of the Project that are constructed on the Department's right-of-way:

   a. The Agency shall hire a qualified contractor using the Agency's normal bid procedures to perform the construction work for the Project. The Agency must certify that the installation of the Project is completed by a Contractor prequalified by the Department as required by Section 2 of the Standard Specifications for Road and Bridge Construction (2016), as amended, unless otherwise approved by the Department in writing or the Contractor exhibits past project experience in the last five years that are comparable in scale, composition, and overall quality to the site characterized within the scope of services of this Project.

   b. Construction Engineering Inspection (CEI) services will be provided by the Agency by hiring a Department prequalified consultant firm including one individual that has completed the

Advanced Maintenance of Traffic Level Training, unless otherwise approved by the Department in writing. The CEI staff shall be present on the Project at all times that the contractor is working. Administration of the CEI staff shall be under the responsible charge of a State of Florida Licensed Professional Engineer who shall provide the certification that all design and construction for the Project meets the minimum construction standards established by Department. The Department shall approve all CEI personnel. The CEI firm shall not be the same firm as that of the Engineer of Record for the Project. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. Notwithstanding the foregoing, the Department may issue a written waiver of the CEI requirement for portions of Projects involving the construction of bus shelters, stops, or pads.

c. The Project shall be designed and constructed in accordance with the latest edition of the Department's Standard Specifications for Road and Bridge Construction, the Department Design Standards, and the Manual of Uniform Traffic Control Devices (MUTCD). The following guidelines shall apply as deemed appropriate by the Department: the Department Structures Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, AASHTO LRFD Bridge Design Specifications, Florida Design Manual, Manual for Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (the "Florida Green Book"), and the Department Traffic Engineering Manual. The Agency will be required to submit any construction plans required by the Department for review and approval prior to any work being commenced. Should any changes to the plans be required during construction of the Project, the Agency shall be required to notify the Department of the changes and receive approval from the Department prior to the changes being constructed. The Agency shall maintain the area of the Project at all times and coordinate any work needs of the Department during construction of the Project.

d. The Agency shall notify the Department a minimum of 48 hours before beginning construction within Department right-of-way. The Agency shall notify the Department should construction be suspended for more than 5 working days. The Department contact person for construction is __.

e. The Agency shall be responsible for monitoring construction operations and the maintenance of traffic (MOT) throughout the course of the Project in accordance with the latest edition of the Department Standard Specifications, section 102. The Agency is responsible for the development of a MOT plan and making any changes to that plan as necessary. The MOT plan shall be in accordance with the latest version of the Department Design Standards, Index 600 series. Any MOT plan developed by the Agency that deviates from the Department Design Standards must be signed and sealed by a professional engineer. MOT plans will require approval by the Department prior to implementation.

f. The Agency shall be responsible for locating all existing utilities, both aerial and underground, and for ensuring that all utility locations be accurately documented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility.

g. The Agency will be responsible for obtaining all permits that may be required by other agencies or local governmental entities.

h. It is hereby agreed by the Parties that this Agreement creates a permissive use only and all improvements located on the Department's right-of-way resulting from this Agreement shall become the property of the Department. Neither the granting of the permission to use the Department right of way nor the placing of facilities upon the Department property shall operate to create or vest any property right to or in the Agency, except as may otherwise be provided in separate agreements. The Agency shall not acquire any right, title, interest or estate in Department right of way, of any nature or kind whatsoever, by virtue of the execution, operation, effect, or performance of this Agreement including, but not limited to, the Agency's

use, occupancy or possession of Department right of way. The Parties agree that this Agreement does not, and shall not be construed to, grant credit for any future transportation concurrency requirements pursuant to Chapter 163, F.S.

i. The Agency shall not cause any liens or encumbrances to attach to any portion of the Department's property, including but not limited to, the Department's right-of-way.

j. The Agency shall perform all required testing associated with the design and construction of the Project. Testing results shall be made available to the Department upon request. The Department shall have the right to perform its own independent testing during the course of the Project.

k. The Agency shall exercise the rights granted herein and shall otherwise perform this Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards and permits, as the same may be constituted and amended from time to time, including, but not limited to, those of the Department, applicable Water Management District, Florida Department of Environmental Protection, the United States Environmental Protection Agency, the United States Army Corps of Engineers, the United States Coast Guard and local governmental entities.

l. If the Department determines a condition exists which threatens the public's safety, the Department may, at its discretion, cause construction operations to cease and immediately have any potential hazards removed from its right-of-way at the sole cost, expense, and effort of the Agency. The Agency shall bear all construction delay costs incurred by the Department.

m. The Agency shall be responsible to maintain and restore all features that might require relocation within the Department right-of-way.

n. The Agency will be solely responsible for clean up or restoration required to correct any environmental or health hazards that may result from construction operations.

o. The acceptance procedure will include a final "walk-through" by Agency and Department personnel. Upon completion of construction, the Agency will be required to submit to the Department final as-built plans and an engineering certification that construction was completed in accordance to the plans. Submittal of the final as-built plans shall include one complete set of the signed and sealed plans on 11" X 17" plan sheets and an electronic copy prepared in Portable Document Format (PDF). Prior to the termination of this Agreement, the Agency shall remove its presence, including, but not limited to, all of the Agency's property, machinery, and equipment from Department right-of-way and shall restore those portions of Department right of way disturbed or otherwise altered by the Project to substantially the same condition that existed immediately prior to the commencement of the Project.

p. If the Department determines that the Project is not completed in accordance with the provisions of this Agreement, the Department shall deliver written notification of such to the Agency. The Agency shall have thirty (30) days from the date of receipt of the Department's written notice, or such other time as the Agency and the Department mutually agree to in writing, to complete the Project and provide the Department with written notice of the same (the "Notice of Completion"). If the Agency fails to timely deliver the Notice of Completion, or if it is determined that the Project is not properly completed after receipt of the Notice of Completion, the Department, within its discretion may: 1) provide the Agency with written authorization granting such additional time as the Department deems appropriate to correct the deficiency(ies); or 2) correct the deficiency(ies) at the Agency's sole cost and expense, without Department liability to the Agency for any resulting loss or damage to property, including, but not limited to, machinery and equipment. If the Department elects to correct the

deficiency(ies), the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice within thirty (30) days of the date of the invoice.

q. The Agency shall implement best management practices for erosion and pollution control to prevent violation of state water quality standards. The Agency shall be responsible for the correction of any erosion, shoaling, or water quality problems that result from the construction of the Project.

r. Portable Traffic Monitoring Site (PTMS) or a Telemetry Traffic Monitoring Site (TTMS) may exist within the vicinity of your proposed work. It is the responsibility of the Agency to locate and avoid damage to these sites. If a PTMS or TTMS is encountered during construction, the Department must be contacted immediately.

s. During construction, highest priority must be given to pedestrian safety. If permission is granted to temporarily close a sidewalk, it should be done with the express condition that an alternate route will be provided, and shall continuously maintain pedestrian features to meet Americans Disability Act (ADA) standards.

t. Restricted hours of operation will be as follows, unless otherwise approved by the Department's District Construction Engineer or designee (insert hours and days of the week for restricted operation):

u. Lane closures on the state road system must be coordinated with the Public Information Office at least two weeks prior to the closure. The contact information for the Department's Public Information Office is:

Insert District PIO contact info:

Note: (Highlighted sections indicate need to confirm information with District Office or appropriate DOT person managing the Agreement)

3. **Engineer's Certification of Compliance.** The Agency shall complete and submit and if applicable Engineer's Certification of Compliance to the Department upon completion of the construction phase of the Project.

ENGINEER'S CERTIFICATION OF COMPLIANCE

PUBLIC TRANSPORTATION GRANT AGREEMENT
BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and _____

PROJECT DESCRIPTION: _____

DEPARTMENT CONTRACT NO.: _____

FINANCIAL MANAGEMENT NO.: _____

In accordance with the Terms and Conditions of the Public Transportation Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification, the Agency shall furnish the Department a set of "as-built" plans for construction on the Department's Right of Way certified by the Engineer of Record/CEI.

By: _____, P.E.

SEAL:

Name: _____

Date: _____

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

EXHIBIT E

PROGRAM SPECIFIC TERMS AND CONDITIONS - AVIATION
AVIATION PROGRAM ASSURANCES

A. General.

1. The assurances herein shall form an integral part of the Agreement between the Department and the Agency.

2. These assurances delineate the obligations of the Parties to this Agreement to ensure their commitment and compliance with specific provisions of **Exhibit "A", Project Description and Responsibilities**, and **Exhibit "B", Schedule of Financial Assistance**, as well as serving to protect public investment in public-use airports and the continued viability of the Florida Aviation System.

3. The Agency shall comply with the assurances as specified in this Agreement.

4. The terms and assurances of this Agreement shall remain in full force and effect throughout the useful life of a facility developed; equipment acquired; or Project items installed within a facility for an airport development or noise compatibility program project, but shall not exceed 20 years from the effective date of this Agreement.

5. There shall be no limit on the duration of the terms and assurances of this Agreement regarding Exclusive Rights and Airport Revenue so long as the property is used as a public airport.

6. There shall be no limit on the duration of the terms and assurances of this Agreement with respect to real property acquired with funds provided by this Agreement.

7. Subject to appropriations, the Department shall continue to comply with its financial commitment to this Project under the terms of this Agreement, until such time as the Department may determine that the Agency has failed to comply with the terms and assurances of this Agreement.

8. An Agency that has been determined by the Department to have failed to comply with either the terms of these Assurances, or the terms of the Agreement, or both, shall be notified, in writing, by the Department, identifying the specifics of the non-compliance and any corrective action by the Agency to remedy the failure.

9. Failure by the Agency to satisfactorily remedy the non-compliance shall absolve the Department's continued financial commitment to this Project and immediately require the Agency to repay the Department the full amount of funds expended by the Department on this Project.

10. Any history of failure to comply with the terms and assurances of an Agreement will jeopardize the Agency's eligibility for further state funding of airport projects by the Department.

B. Agency Compliance Certification.

1. **General Certification.** The Agency hereby certifies, with respect to this Project, it will comply, within its authority, with all applicable, current laws and rules of the State of Florida and applicable local governments, as well as Department policies, guidelines, and requirements, including but not limited to, the following (latest version of each document):

   a. **Florida Statutes (F.S.)**
      - Chapter 163, F.S., Intergovernmental Programs
      - Chapter 329, F.S., Aircraft: Title; Liens; Registration; Liens
      - Chapter 330, F.S., Regulation of Aircraft, Pilots, and Airports
      - Chapter 331, F.S., Aviation and Aerospace Facilities and Commerce
      - Chapter 332, F.S., Airports and Other Air Navigation Facilities
      - Chapter 333, F.S., Airport Zoning

b. Florida Administrative Code (FAC)
- Chapter 73C-41, FAC, Community Planning; Governing the Procedure for the Submittal and Review of Local Government Comprehensive Plans and Amendments
- Chapter 14-60, FAC, Airport Licensing, Registration, and Airspace Protection
- Section 62-256.300, FAC, Open Burning, Prohibitions
- Section 62-701.320(13), FAC, Solid Waste Management Facility Permit Requirements, General, Airport Safety

c. Local Government Requirements
- Airport Zoning Ordinance
- Local Comprehensive Plan

d. Department Requirements
- Eight Steps of Building a New Airport
- Florida Airport Revenue Use Guide
- Florida Aviation Project Handbook
- Guidebook for Airport Master Planning
- Airport Compatible Land Use Guidebook

2. **Construction Certification.** The Agency hereby certifies, with respect to a construction-related project, that all design plans and specifications will comply with applicable federal, state, local, and professional standards, as well as Federal Aviation Administration (FAA) Advisory Circulars (AC's) and FAA issued waivers thereto, including but not limited to, the following:

a. Federal Requirements
- FAA AC 70/7460-1, Obstruction Marking and Lighting
- FAA AC 150/5300-13, Airport Design
- FAA AC 150/5370-2, Operational Safety on Airports During Construction
- FAA AC 150/5370-10, Standards for Specifying Construction of Airports

b. Local Government Requirements
- Local Building Codes
- Local Zoning Codes

c. Department Requirements
- Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Commonly Referred to as the "Florida Green Book")
- Manual on Uniform Traffic Control Devices
- Section 14-60.007, FAC, Airfield Standards for Licensed Airports
- Standard Specifications for Construction of General Aviation Airports
- Design Guidelines & Minimum Standard Requirements for T-Hangar Projects

3. **Land Acquisition Certification.** The Agency hereby certifies, regarding land acquisition, that it will comply with applicable federal and/or state policies, regulations, and laws, including but not limited to the following:

a. Federal Requirements
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- National Environmental Policy of 1969
- FAA Order 5050.4, National Environmental Policy Act Implementing Instructions for Airport Projects
- FAA Order 5100.37B, Land Acquisition and Relocation Assistance for Airport Projects

b. Florida Requirements
- Chapter 73, F.S., Eminent Domain (re: Property Acquired Through Condemnation)
- Chapter 74, F.S., Proceedings Supplemental to Eminent Domain (re: Condemnation)
- Section 286.23, F.S., Public Business: Miscellaneous Provisions

C. Agency Authority.

1. **Legal Authority.** The Agency hereby certifies, with respect to this Agreement, that it has the legal authority to enter into this Agreement and commit to this Project; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the airport sponsor's governing body authorizing this Agreement, including assurances contained therein, and directing and authorizing the person identified as the official representative of the governing body to act on its behalf with respect to this Agreement and to provide any additional information as may be required.

2. **Financial Authority.** The Agency hereby certifies, with respect to this Agreement, that it has sufficient funds available for that portion of the Project costs which are not paid by the U.S. Government or the State of Florida; that it has sufficient funds available to assure future operation and maintenance of items funded by this Project, which it will control; and that authority has been granted by the airport sponsor governing body to commit those funds to this Project.

D. Agency Responsibilities. The Agency hereby certifies it currently complies with or will comply with the following responsibilities:

1. **Accounting System.**

   a. The Agency shall create and maintain a separate account to document all of the financial transactions related to the airport as a distinct entity.

   b. The accounting records shall be kept by the Agency or its authorized representative in accordance with Generally Accepted Accounting Principles and in an accounting system that will facilitate an effective audit in accordance with the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Section 215.97, F.S., Florida Single Audit Act.

   c. The Department has the right to audit and inspect all financial records of the Agency upon reasonable notice.

2. **Good Title.**

   a. The Agency holds good title, satisfactory to the Department, to the airport or site thereof, or gives assurance, satisfactory to the Department, that good title will be obtained.

   b. For noise compatibility program projects undertaken on the airport sponsor's property, the Agency holds good title, satisfactory to the Department, to that portion of the property upon which state funds will be expended, or gives assurance, satisfactory to the Department, that good title will be obtained.

3. **Preserving Rights and Powers.**

   a. The Agency shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms and assurances of this Agreement without the written approval of the Department. Further, the Agency shall act promptly to acquire, extinguish, or modify, in a manner acceptable to the Department, any outstanding rights or claims of right of others which would interfere with such performance by the Agency.

   b. If an arrangement is made for management and operation of the airport by any entity or person other than the Agency or an employee of the Agency, the Agency shall reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the terms and assurances of this Agreement.

4. **Hazard Removal and Mitigation.**

a. For airport hazards located on airport controlled property, the Agency shall clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

b. For airport hazards not located on airport controlled property, the Agency shall work in conjunction with the governing public authority or private land owner of the property to clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. The Agency may enter into an agreement with surrounding property owners or pursue available legal remedies to remove potential hazards to air navigation.

5. Airport Compatible Land Use.

a. The Agency assures that appropriate airport zoning ordinances are in place consistent with Section 333.03, F.S., or if not in place, that it will take appropriate action necessary to ensure local government adoption of an airport zoning ordinance or execution of an interlocal agreement with another local government body having an airport zoning ordinance, consistent with the provisions of Section 333.03, F.S.

b. The Agency assures that it will disapprove or oppose any attempted alteration or creation of objects, natural or man-made, dangerous to navigable airspace or that would adversely affect the current or future levels of airport operations.

c. The Agency assures that it will disapprove or oppose any attempted change in local land use development regulations that would adversely affect the current or future levels of airport operations by creation or expansion of airport incompatible land use areas.

6. Consistency with Local Government Plans.

a. The Agency assures the Project is consistent with the currently existing and planned future land use development plans approved by the local government having jurisdictional responsibility for the area surrounding the airport.

b. The Agency assures that it has given fair consideration to the interest of local communities and has had reasonable consultation with those parties affected by the Project.

c. The Agency shall consider and take appropriate actions, if deemed warranted by the Agency, to adopt the current, approved Airport Master Plan into the local government comprehensive plan.

7. Consistency with Airport Master Plan and Airport Layout Plan.

a. The Agency assures that the project, covered by the terms and assurances of this Agreement, is consistent with the most current Airport Master Plan.

b. The Agency assures that the Project, covered by the terms and assurances of this Agreement, is consistent with the most current, approved Airport Layout Plan (ALP), which shows:

1) The boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Agency for airport purposes and proposed additions thereto;
2) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities; and
3) The location of all existing and proposed non-aviation areas on airport property and of all existing improvements thereon.

c. The Agency assures that it will not make or permit any changes or alterations on the airport or any of its facilities that are not consistent with the Airport Master Plan and the Airport Layout Plan, as approved by the Department.

d. Original Airport Master Plans and Airport Layout Plans and each amendment, revision, or modification thereof, will be subject to the approval of the Department.

8. Airport Financial Plan.

a. The Agency assures that it will develop and maintain a cost-feasible Airport financial plan to accomplish the projects necessary to achieve the proposed airport improvements identified in the Airport Master Plan and depicted in the Airport Layout Plan, and any updates thereto. The Agency's Airport financial plan must comply with the following conditions:

1) The Airport financial plan will be a part of the Airport Master Plan.
2) The Airport financial plan will realistically assess project phasing considering availability of state and local funding and likelihood of federal funding under the FAA's priority system.
3) The Airport financial plan will not include Department funding for projects that are inconsistent with the local government comprehensive plan.

b. All Project cost estimates contained in the Airport financial plan shall be entered into and kept current in the Florida Aviation Database (FAD) Joint Automated Capital Improvement Program (JACIP) website.

9. Airport Revenue. The Agency assures that all revenue generated by the airport will be expended for capital improvement or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the air transportation of passengers or property, or for environmental or noise mitigation purposes on or off the airport.

10. Fee and Rental Structure.

a. The Agency assures that it will maintain a fee and rental structure for facilities and services at the airport that it will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.

b. If this Agreement results in a facility that will be leased or otherwise produce revenue, the Agency assures that the price charged for that facility will be based on the market value.

11. Public-Private Partnership for Aeronautical Uses.

a. If the airport owner or operator and a person or entity that owns an aircraft or an airport tenant or potential tenant agree that an aircraft hangar or tenant-specific facility, respectively, is to be constructed on airport property for aircraft storage or tenant use at the expense of the aircraft owner or tenant, the airport owner or operator may grant to the aircraft owner or tenant of the facility a lease that is subject to such terms and conditions on the facility as the airport owner or operator may impose, subject to approval by the Department.

b. The price charged for said lease will be based on market value, unless otherwise approved by the Department.

12. Economic Nondiscrimination.

a. The Agency assures that it will make the airport available as an airport for public use on reasonable terms without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public.

1) The Agency may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

2) The Agency may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

b. The Agency assures that each airport Fixed-Based Operator (FBO) shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other FBOs making the same or similar uses of such airport and utilizing the same or similar facilities.

13. Air and Water Quality Standards. The Agency assures that all projects involving airport location, major runway extension, or runway location will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards.

14. Operations and Maintenance.

a. The Agency assures that the airport and all facilities, which are necessary to serve the aeronautical users of the airport, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal and state agencies for maintenance and operation, as well as minimum standards established by the Department for State of Florida licensing as a public-use airport.

1) The Agency assures that it will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.
2) Except in emergency situations, any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Department.
3) The Agency assures that it will have arrangements for promptly notifying airmen of any condition affecting aeronautical use of the airport.

b. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when adverse weather conditions interfere with safe airport operations.

15. Federal Funding Eligibility.

a. The Agency assures it will take appropriate actions to maintain federal funding eligibility for the airport and it will avoid any action that renders the airport ineligible for federal funding.

b. If the Agency becomes ineligible for federal funding of airport projects, such determination will render the Agency ineligible for state funding of airport projects.

16. Project Implementation.

a. The Agency assures that it will begin making expenditures or incurring obligations pertaining to this Project within one year after the effective date of this Agreement.

b. The Agency may request a one-year extension of this one-year time period, subject to approval by the Department District Secretary or designee.

c. Failure of the Agency to make expenditures, incur obligations or receive an approved extension may allow the Department to terminate this Agreement.

17. Exclusive Rights. The Agency assures that it will not permit any exclusive right for use of the airport by any person providing, or intending to provide, aeronautical services to the public.

18. Airfield Access.

a. The Agency assures that it will not grant or allow general easement or public access that opens onto or crosses the airport runways, taxiways, flight line, passenger facilities, or any area used for emergency

equipment, fuel, supplies, passengers, mail and freight, radar, communications, utilities, and landing systems, including but not limited to flight operations, ground services, emergency services, terminal facilities, maintenance, repair, or storage, except for those normal airport providers responsible for standard airport daily services or during special events at the airport open to the public with limited and controlled access.

b. The Agency assures that it will not grant or allow general easement or public access to any portion of the airfield from adjacent real property which is not owned, operated, or otherwise controlled by the Agency without prior Department approval.

19. Retention of Rights and Interests. The Agency will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the real property shown as airport owned or controlled on the current airport layout plan without prior written approval by the Department. It will not sell, lease, encumber, terminate, waive, or otherwise transfer or dispose of any part of its title, rights, or other interest in existing noise easements or avigation easements on any property, airport or non-airport, without prior written approval by the Department. These assurances shall not limit the Agency's right to lease airport property for airport-compatible purposes.

20. Consultant, Contractor, Scope, and Costs.

a. The Department has the right to disapprove the Agency's employment of consultants, contractors, and subcontractors for all or any part of this Project if the specific consultants, contractors, or subcontractors have a record of poor project performance with the Department.

b. Further, the Department maintains the right to disapprove the proposed Project scope and cost of professional services.

21. Planning Projects. For all planning projects or other aviation studies, the Agency assures that it will:

a. Execute the project per the approved project narrative or with approved modifications.

b. Furnish the Department with such periodic project and work activity reports as indicated in the approved scope of services.

c. Make such project materials available for public review, unless exempt from public disclosure.

1) Information related to airport security is considered restricted information and is exempt from public dissemination per Sections 119.071(3) and 331.22 F.S.
2) No materials prepared under this Agreement shall be subject to copyright in the United States or any other country.

d. Grant the Department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this Agreement.

e. If the Project involves developing an Airport Master Plan or an Airport Layout Plan, and any updates thereto, it will be consistent with provisions of the Florida Aviation System Plan, will identify reasonable future growth of the airport and the Agency will comply with the Department airport master planning guidebook, including:

1) Provide copies, in electronic and editable format, of final Project materials to the Department, including computer-aided drafting (CAD) files of the Airport Layout Plan.
2) Develop a cost-feasible financial plan, approved by the Department, to accomplish the projects described in the Airport Master Plan or depicted in the Airport Layout Plan, and any updates thereto. The cost-feasible financial plan shall realistically assess Project phasing considering availability of state and local funding and federal funding under the FAA's priority system.
3) Enter all projects contained in the cost-feasible plan in the Joint Automated Capital Improvement Program (JACIP).

f. The Agency understands and agrees that Department approval of this Agreement or any planning material developed as part of this Agreement does not constitute or imply any assurance or commitment on the part of the Department to approve any pending or future application for state aviation funding.

g. The Agency will submit master planning draft and final deliverables for Department and, if required, FAA approval prior to submitting any invoices to the Department for payment.

22. Land Acquisition Projects. For the purchase of real property, the Agency assures that it will:

a. Laws. Acquire the land in accordance with federal and/or state laws governing such action.

b. Administration. Maintain direct control of Project administration, including:

1) Maintain responsibility for all related contract letting and administrative procedures related to the purchase of real property.
2) Secure written Department approval to execute each agreement for the purchase of real property with any third party.
3) Ensure a qualified, State-certified general appraiser provides all necessary services and documentation.
4) Furnish the Department with a projected schedule of events and a cash flow projection within 20 calendar days after completion of the review appraisal.
5) Establish a Project account for the purchase of the land.
6) Collect and disburse federal, state, and local project funds.

c. Reimbursable Funds. If funding conveyed by this Agreement is reimbursable for land purchase in accordance with Chapter 332, F.S., the Agency shall comply with the following requirements:

1) The Agency shall apply for a FAA Airport Improvement Program grant for the land purchase within 60 days of executing this Agreement.
2) If federal funds are received for the land purchase, the Agency shall notify the Department, in writing, within 14 calendar days of receiving the federal funds and is responsible for reimbursing the Department within 30 calendar days to achieve normal project federal, state, and local funding shares per Chapter 332, F.S.
3) If federal funds are not received for the land purchase, the Agency shall reimburse the Department within 30 calendar days after the reimbursable funds are due in order to achieve normal project state and local funding shares as described in Chapter 332, F.S.
4) If federal funds are not received for the land purchase and the state share of the purchase is less than or equal to normal state and local funding shares per Chapter 332, F.S., when reimbursable funds are due, no reimbursement to the Department shall be required.

d. New Airport. If this Project involves the purchase of real property for the development of a new airport, the Agency assures that it will:

1) Apply for federal and state funding to construct a paved runway, associated aircraft parking apron, and connecting taxiway within one year of the date of land purchase.
2) Complete an Airport Master Plan within two years of land purchase.
3) Complete airport construction for basic operation within 10 years of land purchase.

e. Use of Land. The Agency assures that it shall use the land for aviation purposes in accordance with the terms and assurances of this Agreement within 10 years of acquisition.

f. Disposal of Land. For the disposal of real property the Agency assures that it will comply with the following:
1) For land purchased for airport development or noise compatibility purposes, the Agency shall, when the land is no longer needed for such purposes, dispose of such land at fair market value and/or make available to the Department an amount equal to the state's proportionate share of its market value.

2) Land will be considered to be needed for airport purposes under this assurance if:

a) It serves aeronautical purposes such as a runway protection zone or as a noise buffer.
b) Revenue from uses of such land contributes to airport financial self-sufficiency.

3) Disposition of land under Sections D.22.f.1. or D.22.f.2. of this Exhibit, above, shall be subject to retention or reservation of any interest or right therein needed to ensure such land will only be used for purposes compatible with noise levels related to airport operations.
4) Revenues from the sale of such land must be accounted for as outlined in Section D.1. of this Exhibit, and expended as outlined in Section D.9. of this Exhibit.

23. Construction Projects. The Agency assures that it will:

a. Project Certifications. Certify Project compliances, including:

1) Consultant and contractor selection comply with all applicable federal, state and local laws, rules, regulations, and policies.
2) All design plans and specifications comply with federal, state, and professional standards and applicable FAA advisory circulars, as well as the minimum standards established by the Department for State of Florida licensing as a public-use airport.
3) Completed construction complies with all applicable local building codes.
4) Completed construction complies with the Project plans and specifications with certification of that fact by the Project Engineer.

b. Design Development. For the plans, specifications, construction contract documents, and any and all other engineering, construction, and contractual documents produced by the Engineer, which are hereinafter collectively referred to as "plans", the Engineer will certify that:

1) The plans shall be developed in accordance with sound engineering and design principles, and with generally accepted professional standards.
2) The plans shall be consistent with the intent of the Project as defined in Exhibit A and Exhibit B of this Agreement.
3) The Project Engineer shall perform a review of the certification requirements listed in Section B.2. of this Exhibit, Construction Certification, and make a determination as to their applicability to this Project.
4) Development of the plans shall comply with all applicable laws, ordinances, zoning and permitting requirements, public notice requirements, and other similar regulations.

c. Inspection and Approval. The Agency assures that:

1) The Agency will provide and maintain competent technical supervision at the construction site throughout the Project to assure that the work conforms to the plans, specifications, and schedules approved by the Department, as applicable, for the Project.
2) The Agency assures that it will allow the Department to inspect the work and that it will provide any cost and progress reporting, as may be required by the Department.
3) The Agency assures that it will take the appropriate corrective action necessary, as required by the Department, for work which does not conform to the Department standards.

d. Pavement Preventive Maintenance. The Agency assures that for a project involving replacement or reconstruction of runway or taxiway pavement it has implemented an airport pavement maintenance management program and that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with state financial assistance at the airport.

24. Noise Mitigation Projects. The Agency assures that it will:

a. Government Agreements. For all noise compatibility projects that are carried out by another unit of local government or are on property owned by a unit of local government other than the Agency, the Agency shall enter into an agreement with that government body.

1) The local agreement, satisfactory to the Department, shall obligate the unit of local government to the same terms and assurances that apply to the Agency.
2) The Agency assures that it will take steps to enforce the local agreement if there is substantial non-compliance with the terms of the local agreement.

b. Private Agreements. For noise compatibility projects on privately owned property:

1) The Agency shall enter into an agreement with the owner of that property to exclude future actions against the airport.
2) The Agency assures that it will take steps to enforce such agreement if there is substantial non-compliance with the terms of the agreement.

- End of Exhibit E -

Exhibit E1

PROGRAM SPECIFIC TERMS AND CONDITIONS

(Prohibition on Discrimination Based on Health Care Choices)

This exhibit forms an integral part of the Agreement between the Department and the Agency.

1. Statutory Reference. Section 339.08, F.S. and Section 381.00316, F.S.

2. Statutory Compliance. Pursuant to Section 339.08, F.S., the Department may not expend state funds to support a project or program of certain entities if the entity is found to be in violation of Section 381.00316, F.S. The Department shall withhold state funds until the entity is found to be in compliance with Section 381.00316, F.S. This shall apply to any of the following entities:

    a. A public transit provider as defined in s. 341.031(1), F.S.;
    b. An authority created pursuant to chapter 343, F.S., chapter 348, F.S., or chapter 349, F.S.; c. A public-use airport as defined in s. 332.004, F.S.; or
    d. A port listed in s. 311.09(1), F.S.

- End of Exhibit E1 -

EXHIBIT F

Contract Payment Requirements
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf.

EXHIBIT G

AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~

Awarding Agency: Florida Department of Transportation
State Project Title: Aviation Grant Program
CSFA Number: 55.004
***Award Amount:** $300,000

*The award amount may change with amendments

Specific project information for CSFA Number 55.004 is provided at: https://apps.fldfs.com/fsaa/searchCatalog.aspx

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.004 are provided at: https://apps.fldfs.com/fsaa/searchCompliance.aspx

The State Projects Compliance Supplement is provided at: https://apps.fldfs.com/fsaa/compliance.aspx

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2025-141
Grant Agreement Amendment - Florida Department of Transportation (FDOT)

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2025-141.

SYNOPSIS: The City of Fernandina Beach previously adopted Resolution 2022-126 accepting grant funding from the Florida Department of Transportation for design and construction of new hangars at the Fernandina Beach Municipal Airport. This proposed Amendment 1 to PTGA #440024-1-94-23 is the first amendment to this grant to provide for a time extension to allow for design and construction of new hangars at the airport. The initial grant agreement contained an expiration date of December 31, 2025, and this amendment will extend the grant agreement until June 30, 2027. The purpose of this extension is to allow for the anticipated completion of the ongoing Environmental Assessment which will then enable construction of new t-hangars on a portion of the Ybor Alvarez complex.

FISCAL IMPACT: This FDOT grant revenue and associated project expenses for design and construction of new hangars is included in the proposed FY25/26 budget.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2025-141.

Kimberly Elliott-Briley, Deputy City Clerk	07/23/2025
Alisha Brown, Budget Analyst	07/23/2025
Jeremiah Glisson, Deputy City Manager	07/29/2025
Sarah Campbell, City Manager	07/29/2025
Teresa Prince, City Attorney	08/11/2025
Katie Newton, Paralegal	08/11/2025



Submitted By: Nathan Coyle, Airport Consultant — Date: July 23, 2025

COMMISSION ACTION: Adopt

RESOLUTION 2025-141

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT #440024-1-94-23 AMENDMENT 1 FOR THE DESIGN AND CONSTRUCTION OF NEW HANGARS AT THE FERNANDINA BEACH MUNICIPAL AIRPORT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach previously adopted Resolution 2022-126 accepting grant funding from the Florida Department of Transportation ("FDOT") to design and construct new hangars at the Fernandina Beach Municipal Airport; and

WHEREAS, this proposed Amendment 1 to FDOT grant /Public Transportation Grant Agreement ("PTGA") #440024-1-94-23 extends the authorized timeframe of the FDOT grant from an original expiration date of December 31, 2025 to an amended expiration date of June 30, 2027.

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

SECTION 1. The City Commission hereby authorizes approval of FDOT Public Transportation Grant Agreement (PTGA) #440024-1-94-23 Amendment 1 attached hereto as Exhibit A, to authorize a timeline extension of grant funding for design and construction of new hangars at the Fernandina Beach Municipal Airport.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute FDOT PTGA #443809-2-94-25 Amendment 1, upon review and approval by the City Attorney. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

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

ADOPTED this 19th day of August, 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:



_____
TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2025-141
Exhibit "A"

Form 725-000-04
STRATEGIC DEVELOPMENT
OGC 02/19

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

AMENDMENT FOR EXTENSION OF PUBLIC TRANSPORTATION GRANT AGREEMENT

DATE: 7/10/25

TO: Nathan Coyle
City of Fernandina Beach

FROM: Christina Nalsen

SUBJECT: FERNANDINA BEACH MUNICIPAL AIRPORT DESIGN & CONSTRUCT HANGARS
Fernandina Beach Municipal Airport

CONTRACT NUMBER: G2B25

AMENDMENT NUMBER: 1

FINANCIAL MANAGEMENT NUMBER: 440024-1

The Public Transportation Grant Agreement ("Agreement") between the Florida Department of Transportation ("Department") and City of Fernandina Beach ("Agency"), dated 08/04/2022, is scheduled to expire on the 31 day of December, 2025.

The Agency requests an Amendment of the Agreement, to extend the end date of the Agreement to the 30 day of June, 2027, for additional time to complete the Project for the following reasons: The purpose for this extension request is to allow for completion of an ongoing Environmental Assessment with the FAA. This EA will provide access to property intended for use to develop hangars with this PTGA.

The Department agrees to the requested extension of the Agreement. All of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on _____
(to be completed by Department).

Agency: City of Fernandina Beach

By: _____

Name: Sarah Campbell

Title: City Manager

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____

Name: James M. Knight, P.E.

Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

_____

APPROVED AS TO FORM AND LEGALITY:
CITY ATTORNEY

RESOLUTION 2022-126

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING APPROVAL AND EXEUCTION OF PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) #440024-1-94-23 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE DESIGN AND CONSTRUCTION OF NEW HANGARS AT THE FERNANDINA BEACH MUNICIPAL AIRPORT; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Department of Transportation has provided a public transportation grant agreement authorizing grant funding for the design and construction of new aircraft storage hangars at the Fernandina Beach Municipal Airport; and

WHEREAS, PTGA #440024-1-94-23 provides grant funding for a total allowable project cost of up to $1,820,000.00 with a 50% grant match requirement from the Airport fund; and

WHEREAS, this project is consistent with the Airport 5-Year Capital Plan which includes construction of new hangars to meet significant demand for aircraft hangar storage space at the Fernandina Beach Municipal Airport.

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

SECTION 1. The City Commission hereby authorizes approval and execution of FDOT Public Transportation Grant Agreement #440024-1-94-23, attached hereto as Exhibit "A", for the design and construction of new hangars at the Fernandina Beach Municipal Airport.

SECTION 2. The City Manager and City Clerk are hereby authorized to execute this Amendment to FDOT PTGA #440024-1-94-23, upon review of the City Attorney.

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

ADOPTED this 19th day of July, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner - Mayor

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:

TAMMI E. BACH
City Attorney

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

PUBLIC TRANSPORTATION GRANT AGREEMENT

Form 725-000-01
STRATEGIC DEVELOPMENT
OGC 04/22

Financial Project Number(s): (item-segment-phase-sequence)		Fund(s):	DDR	FLAIR Category:	088719
440024-1-94-23		Work Activity Code/Function:	215	Object Code:	751000
		Federal Number/Federal Award Identification Number (FAIN) – Transit only:	N/A	Org. Code:	55022020228
				Vendor Number:	VF596000317019
Contract Number:		Federal Award Date:	N/A		
CFDA Number:	N/A	Agency SAM/UEI Number:			
CFDA Title:	N/A				
CSFA Number:	55.004				
CSFA Title:	Aviation Grant Program				

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT ("Agreement") is entered into July 9, 2022, by and between the State of Florida, Department of Transportation, ("Department"), and City of Fernandina Beach, ("Agency"). The Department and the Agency are sometimes referred to in this Agreement as a "Party" and collectively as the "Parties."

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D", Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 332.007, Florida Statutes, to enter into this Agreement.

2. **Purpose of Agreement.** The purpose of this Agreement is to provide for the Department's participation in FERNANDINA BEACH MUNICIPAL AIRPORT DESIGN & CONSTRUCT HANGARS , as further described in **Exhibit "A", Project Description and Responsibilities**, attached and incorporated into this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

3. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

   X **Aviation**
   __ **Seaports**
   __ **Transit**
   __ **Intermodal**
   __ **Rail Crossing Closure**
   __ **Match to Direct Federal Funding** (Aviation or Transit)
   (Note: Section 15 and Exhibit G do not apply to federally matched funding)
   __ **Other**

4. **Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

   X Exhibit A: Project Description and Responsibilities
   X Exhibit B: Schedule of Financial Assistance
   __ *Exhibit B1: Deferred Reimbursement Financial Provisions
   __ *Exhibit B2: Advance Payment Financial Provisions
   X *Exhibit C: Terms and Conditions of Construction
   X Exhibit D: Agency Resolution
   X Exhibit E: Program Specific Terms and Conditions
   X Exhibit F: Contract Payment Requirements
   X *Exhibit G: Audit Requirements for Awards of State Financial Assistance
   __ *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance

__ *Additional Exhibit(s):

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

5. **Time.** Unless specified otherwise, all references to "days" within this Agreement refer to calendar days.

6. **Term of Agreement.** This Agreement shall commence upon full execution by both Parties ("Effective Date") and continue through December 31, 2025. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

   a. __ If this box is checked the following provision applies:

   Unless terminated earlier, work on the Project shall commence no later than the __ day of __, or within __ days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

7. **Amendments, Extensions, and Assignment.** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

8. **Termination or Suspension of Project.** The Department may, by written notice to the Agency, suspend any or all of the Department's obligations under this Agreement for the Agency's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

   a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

   b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

   c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.

   d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

   e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

9. **Project Cost:**

a. The estimated total cost of the Project is $1,820,000. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.

b. The Department agrees to participate in the Project cost up to the maximum amount of $910,000 and, the Department's participation in the Project shall not exceed 50.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B'', Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

10. Compensation and Payment:

a. Eligible Cost. The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A"**, **Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.

b. Deliverables. The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.

c. Invoicing. Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.

d. Supporting Documentation. Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.

e. Travel Expenses. The selected provision below is controlling regarding travel expenses:

X Travel expenses are NOT eligible for reimbursement under this Agreement.

__ Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

f. Financial Consequences. Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

g. Invoice Processing. An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

h. Records Retention. The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.

i. Progress Reports. Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

j. Submission of Other Documents. The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.

k. Offsets for Claims. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

l. Final Invoice. The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.

m. Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature. The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.

n. Limits on Contracts Exceeding $25,000 and Term more than 1 Year. In the event this Agreement is in excess of $25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

> "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of $25,000 and which have a term for a period of more than 1 year."

o. Agency Obligation to Refund Department. Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.

p. Non-Eligible Costs. In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A"**, **Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved

in writing by the Department. Specific unallowable costs may be listed in **Exhibit "A"**, **Project Description and Responsibilities.**

11. **General Requirements.** The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

    a. **Necessary Permits Certification.** The Agency shall certify to the Department that the Agency's design consultant and/or construction contractor has secured the necessary permits.

    b. **Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.

    c. **Notification Requirements When Performing Construction on Department's Right-of-Way.** In the event the cost of the Project is greater than $250,000.00, and the Project involves construction on the Department's right-of-way, the Agency shall provide the Department with written notification of either its intent to:

        i. Require the construction work of the Project that is on the Department's right-of-way to be performed by a Department prequalified contractor, or

        ii. Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.

    d. __ If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).

    e. __ If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):

        i. __ Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).

        ii. __ Agency has selected to apply a de minimus rate of 10% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.

        iii. __ Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.

    f. **Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

    g. **Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make

best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

12. Contracts of the Agency:

a. Approval of Third Party Contracts. The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.

b. Procurement of Commodities or Contractual Services. It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.

c. Consultants' Competitive Negotiation Act. It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

d. Disadvantaged Business Enterprise (DBE) Policy and Obligation. It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

13. Maintenance Obligations. In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

14. Sale, Transfer, or Disposal of Department-funded Property:

a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.

b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:

i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.

ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.

iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.

iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.

c. The terms of provisions “a” and “b” above shall survive the termination of this Agreement.

i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.

ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

15. Single Audit. The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

Federal Funded:

a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any

inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "H", Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than Federal entities).

iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at https://harvester.census.gov/facweb/ the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an

audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the Federal award;
4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
5. Withhold further Federal awards for the Project or program;
6. Take other remedies that may be legally available.

vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

State Funded:

a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.

b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit "G", Audit Requirements for Awards of State Financial Assistance,** to this Agreement indicates state financial

assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency's resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than State entities).

iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.

viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

16. Notices and Approvals. Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

17. Restrictions, Prohibitions, Controls and Labor Provisions:

a. Convicted Vendor List. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

b. Discriminatory Vendor List. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

c. Non-Responsible Contractors. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

d. Prohibition on Using Funds for Lobbying. No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.

e. Unauthorized Aliens. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.

f. Procurement of Construction Services. If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.

g. E-Verify. The Agency shall:

i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and

ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

h. Executive Order 20-44. Pursuant to Governor's Executive Order 20-44, if the Agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute with which the Department must form a sole-source, public-private agreement; or through contract or other agreement with the State, annually receives 50% or more of its budget from the State or from a combination of State and Federal funds, Recipient shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the Agency executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. All compensation reports shall detail the percentage of executive leadership compensation received directly from all State and/or Federal allocations to the Agency. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at fdotsingleaudit@dot.state.fl.us within 180 days following the end of each tax year of the Agency receiving Department funding.

i. Design Services and Construction Engineering and Inspection Services. If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

18. Indemnification and Insurance:

a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Agency shall indemnify, defend, and hold harmless the State of Florida, Department of

Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the Department's or the Agency's sovereign immunity. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify, defend, and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement."

b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.

c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than $1,000,000 for each occurrence and not less than a $5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies,

coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than $2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than $6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.

e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

19. Miscellaneous:

a. Environmental Regulations. The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.

b. Non-Admission of Liability. In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

c. Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

d. Agency not an agent of Department. The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.

e. Bonus or Commission. By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

f. Non-Contravention of State Law. Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in

contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.

g. **Execution of Agreement.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.

h. **Federal Award Identification Number (FAIN).** If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).

i. **Inspector General Cooperation.** The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

j. **Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

AGENCY City of Fernandina Beach

By: _____

Name: Dale L. Martin

Title: City Manager

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

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

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____

Name: James M. Knight, P.E.

Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

_____

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): FERNANDINA BEACH MUNICIPAL AIRPORT DESIGN & CONSTRUCT HANGARS

B. Project Location (limits, city, county, map): Fernandina Beach Municipal Airport/Fernandina Beach, FL/Nassau

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to consultant and design fees, survey and geotechnical costs, permitting, construction inspection and material testing costs, mobilization and demobilization, maintenance of traffic, erosion control, demolition, pavement (access roadways, parking lots, and sidewalks), drainage, utilities, primary and back-up power supplies, building (foundation, structure, doors, roof, MEP, drainage, and fire prevention and protection), pavement marking, lighting and signage, fencing and gates, landscaping (including outdoor lighting), and indoor/outdoor security systems, including all materials, equipment, labor, and incidentals required to complete the Hangar Development project at Fernandina Beach Municipal Airport. The Sponsor will comply with Aviation Program Assurances.

D. Deliverable(s):

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): Travel

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.

FHB Hangar Development – Project Sketch

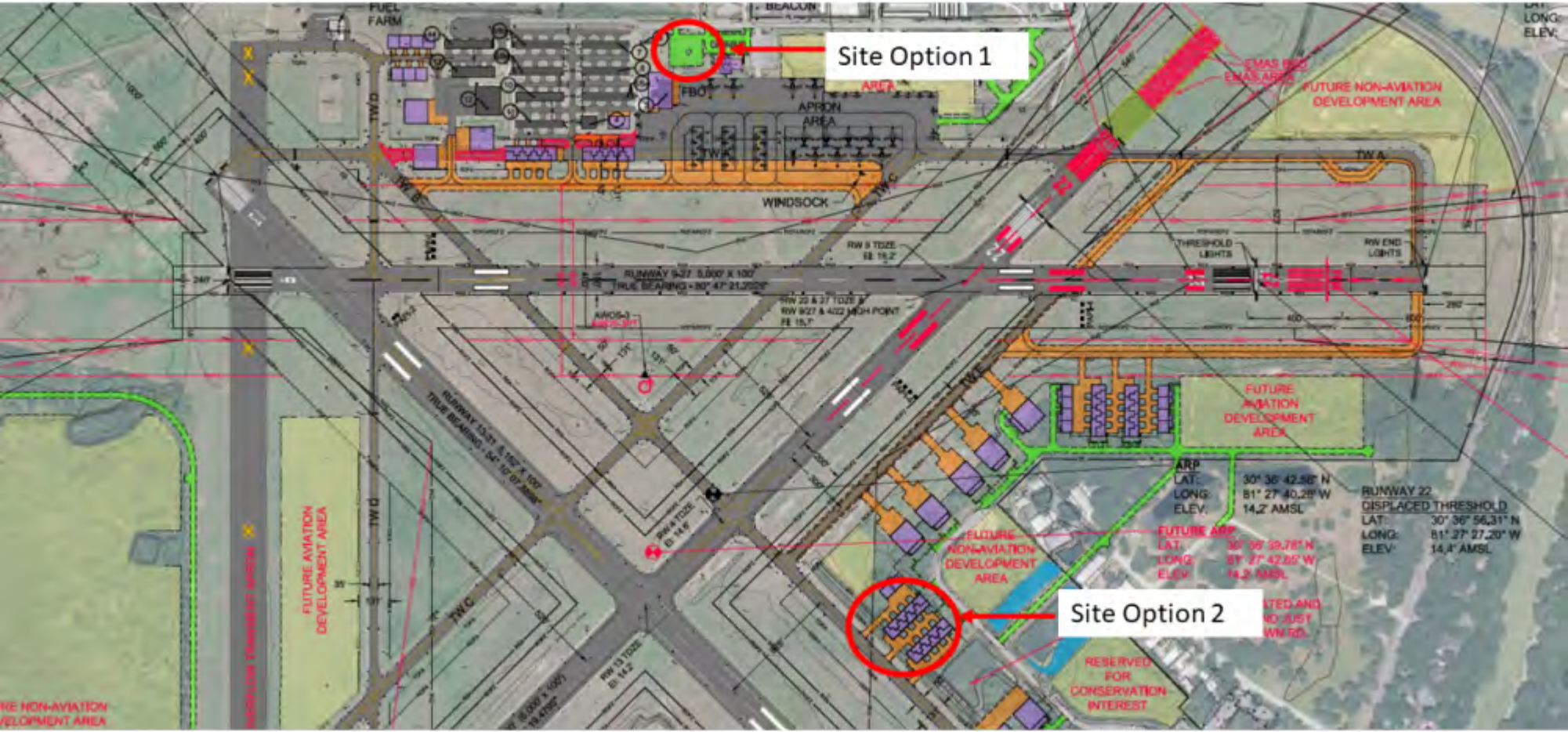

EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/ CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
440024-1-94-23	DDR	088719	2023	751000	55.004	Aviation Grant Program	$910,000.00
440024-1-94-23	LF	088719	2023	751000	55.004	Aviation Grant Program	$910,000.00
	Total Financial Assistance						$1,820,000.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Planning	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Environmental/Design/Construction	$910,000.00	$910,000.00	$0.00	$1,820,000.00	50.00	50.00	0.00
Capital Equipment/ Preventative Maintenance	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Totals	$910,000.00	$910,000.00	$0.00	$1,820,000.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Kyle Coffman

Department Grant Manager Name

Signature Date

EXHIBIT C

TERMS AND CONDITIONS OF CONSTRUCTION

1. **Design and Construction Standards and Required Approvals.**

   a. The Agency understands that it is responsible for the preparation and certification of all design plans for the Project. The Agency shall hire a qualified consultant for the design phase of the Project or, if applicable, the Agency shall require their design-build contractor or construction management contractor to hire a qualified consultant for the design phase of the Project.

   b. Execution of this Agreement by both Parties shall be deemed a Notice to Proceed to the Agency for the design phase or other non-construction phases of the Project. If the Project involves a construction phase, the Agency shall not begin the construction phase of the Project until the Department issues a Notice to Proceed for the construction phase. Prior to commencing the construction work described in this Agreement, the Agency shall request a Notice to Proceed from the Department's Project Manager, Kyle Coffman (email:) or from an appointed designee. Any construction phase work performed prior to the execution of this required Notice to Proceed is not subject to reimbursement.

   c. The Agency will provide one (1) copy of the final design plans and specifications and final bid documents to the Department's Project Manager prior to bidding or commencing construction of the Project.

   d. The Agency shall require the Agency's contractor to post a payment and performance bond in accordance with applicable law(s).

   e. The Agency shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that the construction work will meet all applicable Agency and Department standards.

   f. Upon completion of the work authorized by this Agreement, the Agency shall notify the Department in writing of the completion of construction of the Project; and for all design work that originally required certification by a Professional Engineer, this notification shall contain an Engineer's Certification of Compliance, signed and sealed by a Professional Engineer, the form of which is attached to this Exhibit. The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the approved plans or specifications, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

2. **Construction on the Department's Right of Way.** If the Project involves construction on the Department's right-of-way, then the following provisions apply to any and all portions of the Project that are constructed on the Department's right-of-way:

   a. The Agency shall hire a qualified contractor using the Agency's normal bid procedures to perform the construction work for the Project. The Agency must certify that the installation of the Project is completed by a Contractor prequalified by the Department as required by Section 2 of the Standard Specifications for Road and Bridge Construction (2016), as amended, unless otherwise approved by the Department in writing or the Contractor exhibits past project experience in the last five years that are comparable in scale, composition, and overall quality to the site characterized within the scope of services of this Project.

   b. Construction Engineering Inspection (CEI) services will be provided by the Agency by hiring a Department prequalified consultant firm including one individual that has completed the

Advanced Maintenance of Traffic Level Training, unless otherwise approved by the Department in writing. The CEI staff shall be present on the Project at all times that the contractor is working. Administration of the CEI staff shall be under the responsible charge of a State of Florida Licensed Professional Engineer who shall provide the certification that all design and construction for the Project meets the minimum construction standards established by Department. The Department shall approve all CEI personnel. The CEI firm shall not be the same firm as that of the Engineer of Record for the Project. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. Notwithstanding the foregoing, the Department may issue a written waiver of the CEI requirement for portions of Projects involving the construction of bus shelters, stops, or pads.

c. The Project shall be designed and constructed in accordance with the latest edition of the Department's Standard Specifications for Road and Bridge Construction, the Department Design Standards, and the Manual of Uniform Traffic Control Devices (MUTCD). The following guidelines shall apply as deemed appropriate by the Department: the Department Structures Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, AASHTO LRFD Bridge Design Specifications, Florida Design Manual, Manual for Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (the "Florida Green Book"), and the Department Traffic Engineering Manual. The Agency will be required to submit any construction plans required by the Department for review and approval prior to any work being commenced. Should any changes to the plans be required during construction of the Project, the Agency shall be required to notify the Department of the changes and receive approval from the Department prior to the changes being constructed. The Agency shall maintain the area of the Project at all times and coordinate any work needs of the Department during construction of the Project.

d. The Agency shall notify the Department a minimum of 48 hours before beginning construction within Department right-of-way. The Agency shall notify the Department should construction be suspended for more than 5 working days. The Department contact person for construction is __.

e. The Agency shall be responsible for monitoring construction operations and the maintenance of traffic (MOT) throughout the course of the Project in accordance with the latest edition of the Department Standard Specifications, section 102. The Agency is responsible for the development of a MOT plan and making any changes to that plan as necessary. The MOT plan shall be in accordance with the latest version of the Department Design Standards, Index 600 series. Any MOT plan developed by the Agency that deviates from the Department Design Standards must be signed and sealed by a professional engineer. MOT plans will require approval by the Department prior to implementation.

f. The Agency shall be responsible for locating all existing utilities, both aerial and underground, and for ensuring that all utility locations be accurately documented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility.

g. The Agency will be responsible for obtaining all permits that may be required by other agencies or local governmental entities.

h. It is hereby agreed by the Parties that this Agreement creates a permissive use only and all improvements located on the Department's right-of-way resulting from this Agreement shall become the property of the Department. Neither the granting of the permission to use the Department right of way nor the placing of facilities upon the Department property shall operate to create or vest any property right to or in the Agency, except as may otherwise be provided in separate agreements. The Agency shall not acquire any right, title, interest or estate in Department right of way, of any nature or kind whatsoever, by virtue of the execution, operation, effect, or performance of this Agreement including, but not limited to, the Agency's

use, occupancy or possession of Department right of way. The Parties agree that this Agreement does not, and shall not be construed to, grant credit for any future transportation concurrency requirements pursuant to Chapter 163, F.S.

i. The Agency shall not cause any liens or encumbrances to attach to any portion of the Department's property, including but not limited to, the Department's right-of-way.

j. The Agency shall perform all required testing associated with the design and construction of the Project. Testing results shall be made available to the Department upon request. The Department shall have the right to perform its own independent testing during the course of the Project.

k. The Agency shall exercise the rights granted herein and shall otherwise perform this Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards and permits, as the same may be constituted and amended from time to time, including, but not limited to, those of the Department, applicable Water Management District, Florida Department of Environmental Protection, the United States Environmental Protection Agency, the United States Army Corps of Engineers, the United States Coast Guard and local governmental entities.

l. If the Department determines a condition exists which threatens the public's safety, the Department may, at its discretion, cause construction operations to cease and immediately have any potential hazards removed from its right-of-way at the sole cost, expense, and effort of the Agency. The Agency shall bear all construction delay costs incurred by the Department.

m. The Agency shall be responsible to maintain and restore all features that might require relocation within the Department right-of-way.

n. The Agency will be solely responsible for clean up or restoration required to correct any environmental or health hazards that may result from construction operations.

o. The acceptance procedure will include a final "walk-through" by Agency and Department personnel. Upon completion of construction, the Agency will be required to submit to the Department final as-built plans and an engineering certification that construction was completed in accordance to the plans. Submittal of the final as-built plans shall include one complete set of the signed and sealed plans on 11" X 17" plan sheets and an electronic copy prepared in Portable Document Format (PDF). Prior to the termination of this Agreement, the Agency shall remove its presence, including, but not limited to, all of the Agency's property, machinery, and equipment from Department right-of-way and shall restore those portions of Department right of way disturbed or otherwise altered by the Project to substantially the same condition that existed immediately prior to the commencement of the Project.

p. If the Department determines that the Project is not completed in accordance with the provisions of this Agreement, the Department shall deliver written notification of such to the Agency. The Agency shall have thirty (30) days from the date of receipt of the Department's written notice, or such other time as the Agency and the Department mutually agree to in writing, to complete the Project and provide the Department with written notice of the same (the "Notice of Completion"). If the Agency fails to timely deliver the Notice of Completion, or if it is determined that the Project is not properly completed after receipt of the Notice of Completion, the Department, within its discretion may: 1) provide the Agency with written authorization granting such additional time as the Department deems appropriate to correct the deficiency(ies); or 2) correct the deficiency(ies) at the Agency's sole cost and expense, without Department liability to the Agency for any resulting loss or damage to property, including, but not limited to, machinery and equipment. If the Department elects to correct the

deficiency(ies), the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice within thirty (30) days of the date of the invoice.

q. The Agency shall implement best management practices for erosion and pollution control to prevent violation of state water quality standards. The Agency shall be responsible for the correction of any erosion, shoaling, or water quality problems that result from the construction of the Project.

r. Portable Traffic Monitoring Site (PTMS) or a Telemetry Traffic Monitoring Site (TTMS) may exist within the vicinity of your proposed work. It is the responsibility of the Agency to locate and avoid damage to these sites. If a PTMS or TTMS is encountered during construction, the Department must be contacted immediately.

s. During construction, highest priority must be given to pedestrian safety. If permission is granted to temporarily close a sidewalk, it should be done with the express condition that an alternate route will be provided, and shall continuously maintain pedestrian features to meet Americans Disability Act (ADA) standards.

t. Restricted hours of operation will be as follows, unless otherwise approved by the Department's District Construction Engineer or designee (insert hours and days of the week for restricted operation):

u. Lane closures on the state road system must be coordinated with the Public Information Office at least two weeks prior to the closure. The contact information for the Department's Public Information Office is:

Insert District PIO contact info:

Note: (Highlighted sections indicate need to confirm information with District Office or appropriate DOT person managing the Agreement)

3. **Engineer's Certification of Compliance.** The Agency shall complete and submit and if applicable Engineer's Certification of Compliance to the Department upon completion of the construction phase of the Project.

ENGINEER'S CERTIFICATION OF COMPLIANCE

PUBLIC TRANSPORTATION GRANT AGREEMENT
BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and _____

PROJECT DESCRIPTION: _____

DEPARTMENT CONTRACT NO.: _____

FINANCIAL MANAGEMENT NO.: _____

In accordance with the Terms and Conditions of the Public Transportation Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification, the Agency shall furnish the Department a set of "as-built" plans for construction on the Department's Right of Way certified by the Engineer of Record/CEI.

By: _____, P.E.

SEAL:

Name: _____

Date: _____

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

EXHIBIT E

PROGRAM SPECIFIC TERMS AND CONDITIONS - AVIATION
AVIATION PROGRAM ASSURANCES

A. General.

1. The assurances herein shall form an integral part of the Agreement between the Department and the Agency.

2. These assurances delineate the obligations of the Parties to this Agreement to ensure their commitment and compliance with specific provisions of **Exhibit "A", Project Description and Responsibilities**, and **Exhibit "B", Schedule of Financial Assistance**, as well as serving to protect public investment in public-use airports and the continued viability of the Florida Aviation System.

3. The Agency shall comply with the assurances as specified in this Agreement.

4. The terms and assurances of this Agreement shall remain in full force and effect throughout the useful life of a facility developed; equipment acquired; or Project items installed within a facility for an airport development or noise compatibility program project, but shall not exceed 20 years from the effective date of this Agreement.

5. There shall be no limit on the duration of the terms and assurances of this Agreement regarding Exclusive Rights and Airport Revenue so long as the property is used as a public airport.

6. There shall be no limit on the duration of the terms and assurances of this Agreement with respect to real property acquired with funds provided by this Agreement.

7. Subject to appropriations, the Department shall continue to comply with its financial commitment to this Project under the terms of this Agreement, until such time as the Department may determine that the Agency has failed to comply with the terms and assurances of this Agreement.

8. An Agency that has been determined by the Department to have failed to comply with either the terms of these Assurances, or the terms of the Agreement, or both, shall be notified, in writing, by the Department, identifying the specifics of the non-compliance and any corrective action by the Agency to remedy the failure.

9. Failure by the Agency to satisfactorily remedy the non-compliance shall absolve the Department's continued financial commitment to this Project and immediately require the Agency to repay the Department the full amount of funds expended by the Department on this Project.

10. Any history of failure to comply with the terms and assurances of an Agreement will jeopardize the Agency's eligibility for further state funding of airport projects by the Department.

B. Agency Compliance Certification.

1. **General Certification.** The Agency hereby certifies, with respect to this Project, it will comply, within its authority, with all applicable, current laws and rules of the State of Florida and applicable local governments, as well as Department policies, guidelines, and requirements, including but not limited to, the following (latest version of each document):

   a. Florida Statutes (F.S.)
   - Chapter 163, F.S., Intergovernmental Programs
   - Chapter 329, F.S., Aircraft: Title; Liens; Registration; Liens
   - Chapter 330, F.S., Regulation of Aircraft, Pilots, and Airports
   - Chapter 331, F.S., Aviation and Aerospace Facilities and Commerce
   - Chapter 332, F.S., Airports and Other Air Navigation Facilities
   - Chapter 333, F.S., Airport Zoning

b. Florida Administrative Code (FAC)
- Chapter 73C-41, FAC, Community Planning; Governing the Procedure for the Submittal and Review of Local Government Comprehensive Plans and Amendments
- Chapter 14-60, FAC, Airport Licensing, Registration, and Airspace Protection
- Section 62-256.300, FAC, Open Burning, Prohibitions
- Section 62-701.320(13), FAC, Solid Waste Management Facility Permit Requirements, General, Airport Safety

c. Local Government Requirements
- Airport Zoning Ordinance
- Local Comprehensive Plan

d. Department Requirements
- Eight Steps of Building a New Airport
- Florida Airport Revenue Use Guide
- Florida Aviation Project Handbook
- Guidebook for Airport Master Planning
- Airport Compatible Land Use Guidebook

2. **Construction Certification.** The Agency hereby certifies, with respect to a construction-related project, that all design plans and specifications will comply with applicable federal, state, local, and professional standards, as well as Federal Aviation Administration (FAA) Advisory Circulars (AC's) and FAA issued waivers thereto, including but not limited to, the following:

a. Federal Requirements
- FAA AC 70/7460-1, Obstruction Marking and Lighting
- FAA AC 150/5300-13, Airport Design
- FAA AC 150/5370-2, Operational Safety on Airports During Construction
- FAA AC 150/5370-10, Standards for Specifying Construction of Airports

b. Local Government Requirements
- Local Building Codes
- Local Zoning Codes

c. Department Requirements
- Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Commonly Referred to as the "Florida Green Book")
- Manual on Uniform Traffic Control Devices
- Section 14-60.007, FAC, Airfield Standards for Licensed Airports
- Standard Specifications for Construction of General Aviation Airports
- Design Guidelines & Minimum Standard Requirements for T-Hangar Projects

3. **Land Acquisition Certification.** The Agency hereby certifies, regarding land acquisition, that it will comply with applicable federal and/or state policies, regulations, and laws, including but not limited to the following:

a. Federal Requirements
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- National Environmental Policy of 1969
- FAA Order 5050.4, National Environmental Policy Act Implementing Instructions for Airport Projects
- FAA Order 5100.37B, Land Acquisition and Relocation Assistance for Airport Projects

b. Florida Requirements
- Chapter 73, F.S., Eminent Domain (re: Property Acquired Through Condemnation)
- Chapter 74, F.S., Proceedings Supplemental to Eminent Domain (re: Condemnation)
- Section 286.23, F.S., Public Business: Miscellaneous Provisions

C. Agency Authority.

1. **Legal Authority.** The Agency hereby certifies, with respect to this Agreement, that it has the legal authority to enter into this Agreement and commit to this Project; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the airport sponsor's governing body authorizing this Agreement, including assurances contained therein, and directing and authorizing the person identified as the official representative of the governing body to act on its behalf with respect to this Agreement and to provide any additional information as may be required.

2. **Financial Authority.** The Agency hereby certifies, with respect to this Agreement, that it has sufficient funds available for that portion of the Project costs which are not paid by the U.S. Government or the State of Florida; that it has sufficient funds available to assure future operation and maintenance of items funded by this Project, which it will control; and that authority has been granted by the airport sponsor governing body to commit those funds to this Project.

D. Agency Responsibilities. The Agency hereby certifies it currently complies with or will comply with the following responsibilities:

1. **Accounting System.**

   a. The Agency shall create and maintain a separate account to document all of the financial transactions related to the airport as a distinct entity.

   b. The accounting records shall be kept by the Agency or its authorized representative in accordance with Generally Accepted Accounting Principles and in an accounting system that will facilitate an effective audit in accordance with the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Section 215.97, F.S., Florida Single Audit Act.

   c. The Department has the right to audit and inspect all financial records of the Agency upon reasonable notice.

2. **Good Title.**

   a. The Agency holds good title, satisfactory to the Department, to the airport or site thereof, or gives assurance, satisfactory to the Department, that good title will be obtained.

   b. For noise compatibility program projects undertaken on the airport sponsor's property, the Agency holds good title, satisfactory to the Department, to that portion of the property upon which state funds will be expended, or gives assurance, satisfactory to the Department, that good title will be obtained.

3. **Preserving Rights and Powers.**

   a. The Agency shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms and assurances of this Agreement without the written approval of the Department. Further, the Agency shall act promptly to acquire, extinguish, or modify, in a manner acceptable to the Department, any outstanding rights or claims of right of others which would interfere with such performance by the Agency.

   b. If an arrangement is made for management and operation of the airport by any entity or person other than the Agency or an employee of the Agency, the Agency shall reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the terms and assurances of this Agreement.

4. **Hazard Removal and Mitigation.**

a. For airport hazards located on airport controlled property, the Agency shall clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

b. For airport hazards not located on airport controlled property, the Agency shall work in conjunction with the governing public authority or private land owner of the property to clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. The Agency may enter into an agreement with surrounding property owners or pursue available legal remedies to remove potential hazards to air navigation.

5. Airport Compatible Land Use.

a. The Agency assures that appropriate airport zoning ordinances are in place consistent with Section 333.03, F.S., or if not in place, that it will take appropriate action necessary to ensure local government adoption of an airport zoning ordinance or execution of an interlocal agreement with another local government body having an airport zoning ordinance, consistent with the provisions of Section 333.03, F.S.

b. The Agency assures that it will disapprove or oppose any attempted alteration or creation of objects, natural or man-made, dangerous to navigable airspace or that would adversely affect the current or future levels of airport operations.

c. The Agency assures that it will disapprove or oppose any attempted change in local land use development regulations that would adversely affect the current or future levels of airport operations by creation or expansion of airport incompatible land use areas.

6. Consistency with Local Government Plans.

a. The Agency assures the Project is consistent with the currently existing and planned future land use development plans approved by the local government having jurisdictional responsibility for the area surrounding the airport.

b. The Agency assures that it has given fair consideration to the interest of local communities and has had reasonable consultation with those parties affected by the Project.

c. The Agency shall consider and take appropriate actions, if deemed warranted by the Agency, to adopt the current, approved Airport Master Plan into the local government comprehensive plan.

7. Consistency with Airport Master Plan and Airport Layout Plan.

a. The Agency assures that the project, covered by the terms and assurances of this Agreement, is consistent with the most current Airport Master Plan.

b. The Agency assures that the Project, covered by the terms and assurances of this Agreement, is consistent with the most current, approved Airport Layout Plan (ALP), which shows:

1) The boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Agency for airport purposes and proposed additions thereto;
2) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities; and
3) The location of all existing and proposed non-aviation areas on airport property and of all existing improvements thereon.

c. The Agency assures that it will not make or permit any changes or alterations on the airport or any of its facilities that are not consistent with the Airport Master Plan and the Airport Layout Plan, as approved by the Department.

d. Original Airport Master Plans and Airport Layout Plans and each amendment, revision, or modification thereof, will be subject to the approval of the Department.

8. Airport Financial Plan.

a. The Agency assures that it will develop and maintain a cost-feasible Airport financial plan to accomplish the projects necessary to achieve the proposed airport improvements identified in the Airport Master Plan and depicted in the Airport Layout Plan, and any updates thereto. The Agency's Airport financial plan must comply with the following conditions:

1) The Airport financial plan will be a part of the Airport Master Plan.
2) The Airport financial plan will realistically assess project phasing considering availability of state and local funding and likelihood of federal funding under the FAA's priority system.
3) The Airport financial plan will not include Department funding for projects that are inconsistent with the local government comprehensive plan.

b. All Project cost estimates contained in the Airport financial plan shall be entered into and kept current in the Florida Aviation Database (FAD) Joint Automated Capital Improvement Program (JACIP) website.

9. Airport Revenue. The Agency assures that all revenue generated by the airport will be expended for capital improvement or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the air transportation of passengers or property, or for environmental or noise mitigation purposes on or off the airport.

10. Fee and Rental Structure.

a. The Agency assures that it will maintain a fee and rental structure for facilities and services at the airport that it will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.

b. If this Agreement results in a facility that will be leased or otherwise produce revenue, the Agency assures that the price charged for that facility will be based on the market value.

11. Public-Private Partnership for Aeronautical Uses.

a. If the airport owner or operator and a person or entity that owns an aircraft or an airport tenant or potential tenant agree that an aircraft hangar or tenant-specific facility, respectively, is to be constructed on airport property for aircraft storage or tenant use at the expense of the aircraft owner or tenant, the airport owner or operator may grant to the aircraft owner or tenant of the facility a lease that is subject to such terms and conditions on the facility as the airport owner or operator may impose, subject to approval by the Department.

b. The price charged for said lease will be based on market value, unless otherwise approved by the Department.

12. Economic Nondiscrimination.

a. The Agency assures that it will make the airport available as an airport for public use on reasonable terms without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public.

1) The Agency may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

2) The Agency may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

b. The Agency assures that each airport Fixed-Based Operator (FBO) shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other FBOs making the same or similar uses of such airport and utilizing the same or similar facilities.

13. Air and Water Quality Standards. The Agency assures that all projects involving airport location, major runway extension, or runway location will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards.

14. Operations and Maintenance.

a. The Agency assures that the airport and all facilities, which are necessary to serve the aeronautical users of the airport, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal and state agencies for maintenance and operation, as well as minimum standards established by the Department for State of Florida licensing as a public-use airport.

1) The Agency assures that it will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.
2) Except in emergency situations, any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Department.
3) The Agency assures that it will have arrangements for promptly notifying airmen of any condition affecting aeronautical use of the airport.

b. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when adverse weather conditions interfere with safe airport operations.

15. Federal Funding Eligibility.

a. The Agency assures it will take appropriate actions to maintain federal funding eligibility for the airport and it will avoid any action that renders the airport ineligible for federal funding.

b. If the Agency becomes ineligible for federal funding of airport projects, such determination will render the Agency ineligible for state funding of airport projects.

16. Project Implementation.

a. The Agency assures that it will begin making expenditures or incurring obligations pertaining to this Project within one year after the effective date of this Agreement.

b. The Agency may request a one-year extension of this one-year time period, subject to approval by the Department District Secretary or designee.

c. Failure of the Agency to make expenditures, incur obligations or receive an approved extension may allow the Department to terminate this Agreement.

17. Exclusive Rights. The Agency assures that it will not permit any exclusive right for use of the airport by any person providing, or intending to provide, aeronautical services to the public.

18. Airfield Access.

a. The Agency assures that it will not grant or allow general easement or public access that opens onto or crosses the airport runways, taxiways, flight line, passenger facilities, or any area used for emergency

equipment, fuel, supplies, passengers, mail and freight, radar, communications, utilities, and landing systems, including but not limited to flight operations, ground services, emergency services, terminal facilities, maintenance, repair, or storage, except for those normal airport providers responsible for standard airport daily services or during special events at the airport open to the public with limited and controlled access.

b. The Agency assures that it will not grant or allow general easement or public access to any portion of the airfield from adjacent real property which is not owned, operated, or otherwise controlled by the Agency without prior Department approval.

19. Retention of Rights and Interests. The Agency will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the real property shown as airport owned or controlled on the current airport layout plan without prior written approval by the Department. It will not sell, lease, encumber, terminate, waive, or otherwise transfer or dispose of any part of its title, rights, or other interest in existing noise easements or avigation easements on any property, airport or non-airport, without prior written approval by the Department. These assurances shall not limit the Agency's right to lease airport property for airport-compatible purposes.

20. Consultant, Contractor, Scope, and Costs.

a. The Department has the right to disapprove the Agency's employment of consultants, contractors, and subcontractors for all or any part of this Project if the specific consultants, contractors, or subcontractors have a record of poor project performance with the Department.

b. Further, the Department maintains the right to disapprove the proposed Project scope and cost of professional services.

21. Planning Projects. For all planning projects or other aviation studies, the Agency assures that it will:

a. Execute the project per the approved project narrative or with approved modifications.

b. Furnish the Department with such periodic project and work activity reports as indicated in the approved scope of services.

c. Make such project materials available for public review, unless exempt from public disclosure.

1) Information related to airport security is considered restricted information and is exempt from public dissemination per Sections 119.071(3) and 331.22 F.S.
2) No materials prepared under this Agreement shall be subject to copyright in the United States or any other country.

d. Grant the Department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this Agreement.

e. If the Project involves developing an Airport Master Plan or an Airport Layout Plan, and any updates thereto, it will be consistent with provisions of the Florida Aviation System Plan, will identify reasonable future growth of the airport and the Agency will comply with the Department airport master planning guidebook, including:

1) Provide copies, in electronic and editable format, of final Project materials to the Department, including computer-aided drafting (CAD) files of the Airport Layout Plan.
2) Develop a cost-feasible financial plan, approved by the Department, to accomplish the projects described in the Airport Master Plan or depicted in the Airport Layout Plan, and any updates thereto. The cost-feasible financial plan shall realistically assess Project phasing considering availability of state and local funding and federal funding under the FAA's priority system.
3) Enter all projects contained in the cost-feasible plan in the Joint Automated Capital Improvement Program (JACIP).

f. The Agency understands and agrees that Department approval of this Agreement or any planning material developed as part of this Agreement does not constitute or imply any assurance or commitment on the part of the Department to approve any pending or future application for state aviation funding.

g. The Agency will submit master planning draft and final deliverables for Department and, if required, FAA approval prior to submitting any invoices to the Department for payment.

22. Land Acquisition Projects. For the purchase of real property, the Agency assures that it will:

a. Laws. Acquire the land in accordance with federal and/or state laws governing such action.

b. Administration. Maintain direct control of Project administration, including:

1) Maintain responsibility for all related contract letting and administrative procedures related to the purchase of real property.
2) Secure written Department approval to execute each agreement for the purchase of real property with any third party.
3) Ensure a qualified, State-certified general appraiser provides all necessary services and documentation.
4) Furnish the Department with a projected schedule of events and a cash flow projection within 20 calendar days after completion of the review appraisal.
5) Establish a Project account for the purchase of the land.
6) Collect and disburse federal, state, and local project funds.

c. Reimbursable Funds. If funding conveyed by this Agreement is reimbursable for land purchase in accordance with Chapter 332, F.S., the Agency shall comply with the following requirements:

1) The Agency shall apply for a FAA Airport Improvement Program grant for the land purchase within 60 days of executing this Agreement.
2) If federal funds are received for the land purchase, the Agency shall notify the Department, in writing, within 14 calendar days of receiving the federal funds and is responsible for reimbursing the Department within 30 calendar days to achieve normal project federal, state, and local funding shares per Chapter 332, F.S.
3) If federal funds are not received for the land purchase, the Agency shall reimburse the Department within 30 calendar days after the reimbursable funds are due in order to achieve normal project state and local funding shares as described in Chapter 332, F.S.
4) If federal funds are not received for the land purchase and the state share of the purchase is less than or equal to normal state and local funding shares per Chapter 332, F.S., when reimbursable funds are due, no reimbursement to the Department shall be required.

d. New Airport. If this Project involves the purchase of real property for the development of a new airport, the Agency assures that it will:

1) Apply for federal and state funding to construct a paved runway, associated aircraft parking apron, and connecting taxiway within one year of the date of land purchase.
2) Complete an Airport Master Plan within two years of land purchase.
3) Complete airport construction for basic operation within 10 years of land purchase.

e. Use of Land. The Agency assures that it shall use the land for aviation purposes in accordance with the terms and assurances of this Agreement within 10 years of acquisition.

f. Disposal of Land. For the disposal of real property the Agency assures that it will comply with the following:
1) For land purchased for airport development or noise compatibility purposes, the Agency shall, when the land is no longer needed for such purposes, dispose of such land at fair market value and/or make available to the Department an amount equal to the state's proportionate share of its market value.

2) Land will be considered to be needed for airport purposes under this assurance if:

a) It serves aeronautical purposes such as a runway protection zone or as a noise buffer.
b) Revenue from uses of such land contributes to airport financial self-sufficiency.

3) Disposition of land under Sections D.22.f.1. or D.22.f.2. of this Exhibit, above, shall be subject to retention or reservation of any interest or right therein needed to ensure such land will only be used for purposes compatible with noise levels related to airport operations.
4) Revenues from the sale of such land must be accounted for as outlined in Section D.1. of this Exhibit, and expended as outlined in Section D.9. of this Exhibit.

23. Construction Projects. The Agency assures that it will:

a. Project Certifications. Certify Project compliances, including:

1) Consultant and contractor selection comply with all applicable federal, state and local laws, rules, regulations, and policies.
2) All design plans and specifications comply with federal, state, and professional standards and applicable FAA advisory circulars, as well as the minimum standards established by the Department for State of Florida licensing as a public-use airport.
3) Completed construction complies with all applicable local building codes.
4) Completed construction complies with the Project plans and specifications with certification of that fact by the Project Engineer.

b. Design Development. For the plans, specifications, construction contract documents, and any and all other engineering, construction, and contractual documents produced by the Engineer, which are hereinafter collectively referred to as "plans", the Engineer will certify that:

1) The plans shall be developed in accordance with sound engineering and design principles, and with generally accepted professional standards.
2) The plans shall be consistent with the intent of the Project as defined in Exhibit A and Exhibit B of this Agreement.
3) The Project Engineer shall perform a review of the certification requirements listed in Section B.2. of this Exhibit, Construction Certification, and make a determination as to their applicability to this Project.
4) Development of the plans shall comply with all applicable laws, ordinances, zoning and permitting requirements, public notice requirements, and other similar regulations.

c. Inspection and Approval. The Agency assures that:

1) The Agency will provide and maintain competent technical supervision at the construction site throughout the Project to assure that the work conforms to the plans, specifications, and schedules approved by the Department, as applicable, for the Project.
2) The Agency assures that it will allow the Department to inspect the work and that it will provide any cost and progress reporting, as may be required by the Department.
3) The Agency assures that it will take the appropriate corrective action necessary, as required by the Department, for work which does not conform to the Department standards.

d. Pavement Preventive Maintenance. The Agency assures that for a project involving replacement or reconstruction of runway or taxiway pavement it has implemented an airport pavement maintenance management program and that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with state financial assistance at the airport.

24. Noise Mitigation Projects. The Agency assures that it will:

a. Government Agreements. For all noise compatibility projects that are carried out by another unit of local government or are on property owned by a unit of local government other than the Agency, the Agency shall enter into an agreement with that government body.

1) The local agreement, satisfactory to the Department, shall obligate the unit of local government to the same terms and assurances that apply to the Agency.
2) The Agency assures that it will take steps to enforce the local agreement if there is substantial non-compliance with the terms of the local agreement.

b. Private Agreements. For noise compatibility projects on privately owned property:

1) The Agency shall enter into an agreement with the owner of that property to exclude future actions against the airport.
2) The Agency assures that it will take steps to enforce such agreement if there is substantial non-compliance with the terms of the agreement.

- End of Exhibit E -

EXHIBIT F

Contract Payment Requirements
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf.

EXHIBIT G

AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~

Awarding Agency: Florida Department of Transportation
State Project Title: Aviation Grant Program
CSFA Number: 55.004
***Award Amount:** $910,000

*The award amount may change with amendments

Specific project information for CSFA Number 55.004 is provided at: https://apps.fldfs.com/fsaa/searchCatalog.aspx

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.004 are provided at: https://apps.fldfs.com/fsaa/searchCompliance.aspx

The State Projects Compliance Supplement is provided at: https://apps.fldfs.com/fsaa/compliance.aspx

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2025-142
Award of Request for Proposals 25-05 - Paid Parking Management

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2025-142.

SYNOPSIS: The City Commission, at their February 27, 2025, goal-setting workshop, identified paid parking as an alternative funding source for overdue capital improvement projects funding source.

Staff subsequently issued Request for Proposal ("RFP") 25-05 for Parking Management Services, which received seven submittals. The RFP Evaluation Committee reviewed and ranked the submittals and met in publicly noticed meetings on June 18 and June 23 where they recommended the top three highest-scoring vendors move forward for City Commission consideration: Elite Parking Services of America, One Parking Inc., and SP+ Parking.

The City Commission, at their July 15, 2025, workshop, considered the submittals and interviewed representatives from Elite Parking Services, Inc., One Parking Inc., and SP+ Parking, this Resolution requests award of RFP 25-05 to Elite Parking Services, Inc., or One Parking Inc., or SP+ Parking, and authorizes staff to negotiate contract terms and conditions.

FISCAL IMPACT: Fiscal impact prescribed to provide revenue to support downtown revitalization, resiliency, and other infrastructure improvement efforts.

CITY ATTORNEY COMMENTS: No additional comments.

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

Jeremiah Glisson, Deputy City Manager	08/11/2025
Sarah Campbell, City Manager	08/12/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025

Caroline Best

Date: June 16, 2025

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Adopt

RESOLUTION 2025-142

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING REQUEST FOR PROPOSAL 25-05 FOR PARKING MANAGEMENT SERVICES TO SP+ PARKING OR ONE PARKING INC. OR ELITE PARKING SERVICES; AUTHORIZING STAFF TO NEGOTIATE CONTRACT TERMS AND CONDITIONS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission, at their February 27, 2025, goal-setting workshop, identified paid parking as an alternative funding source for overdue capital improvement projects funding source; and

WHEREAS, staff subsequently issued Request for Proposal ("RFP") 25-05 for Parking Management Services, which received seven submittals. The RFP Evaluation Committee reviewed and ranked the submittals and met in publicly noticed meetings on June 18 and June 23 where they recommended the top three highest-scoring vendors move forward for City Commission consideration: Elite Parking Services of America, One Parking Inc., and SP+ Parking; and

WHEREAS, the City Commission, at their July 15, 2025, workshop, reviewed proposals and interviewed representatives from Elite Parking Services, Inc., One Parking Inc., and SP+ Parking; and

WHEREAS, this Resolution requests award of RFP 25-05 to Elite Parking Services, Inc., or One Parking Inc., or SP+ Parking, and authorizes staff to negotiate contract terms and conditions.

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

SECTION 1. The City Commission hereby awards RFP 25-05 to Elite Parking Services, Inc., or One Parking Inc., or SP+ Parking.

SECTION 2. The City Commission hereby authorizes staff to negotiate contract terms and conditions and contract execution, upon review and approval of the City Attorney.

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

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

ADOPTED this 19th day of August, 2025.

ATTEST:

_____
CAROLINE BEST
City Clerk

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

2025 Commission Goals

Capital Goals	Mayor Antun	Vice-Mayor Ayscue	Commissioner Minshew	Commissioner Poynter
Brett's Demolition & Replacement	5	5	5	5
Seawall Design	4	2	2	2
Seawall Construction (segment 1)	3	3	4	0
Downtown Revitalization	2	4	1	4
Facilities Replacement (City Hall, Rec Centers)	1	0	0	3
CRA Public/Private Partnerships	0	0	3	0
Ybor Alvarez Redevelopment	0	0	0	0
Construct Fishing Pier (101 N Front St)	0	0	0	1
Atlantic Seafood Demolition & Replacement	0	0	0	0

Operational Goals	Mayor Antun	Vice-Mayor Ayscue	Commissioner Minshew	Commissioner Poynter
Human Resource Improvements (Organizational Structure, Training, Processing, Headcount)	5	5	4	2
Efficiency Improvements (Project Management, Accounts Receivable, Contract Management)	4	4	3	0
Implement Paid Parking	1	0	5	5
Capital Improvement Plan (5-10-20 year)	3	0	0	4
Ordinance Updates (LDC/Dune Management/Tree Canopy)	2	0	2	0
Stormwater Master Plan Update	0	0	0	0
Outsourcing	0	0	1	3
Volunteer Program/Business Partnerships	0	0	0	1
CRS Rating	0	0	0	0

2025 Commission Goals

Commissioner Tuten	Total Score
5	25
4	14
3	13
1	12
0	4
0	3
2	2
0	1
0	0

Commissioner Tuten	Total Score
0	16
3	14
1	12
2	9
5	9
4	4
0	4
0	1
0	0

Request For Proposals: RFP 25-05

PARKING MANAGEMENT SERVICES

FOR

CITY OF FERNANDINA BEACH
204 Ash Street
Fernandina Beach, FL 32034

For Proposal Documents and Updates: visit http://www/fbfl.us/bids.

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Introduction to the City

The City of Fernandina Beach (hereinafter referred to as "the City") is located on Amelia Island in Northeast Florida, defined as part of the greater Jacksonville metropolitan area. Fernandina Beach was incorporated in 1825 and currently has a population of nearly 13,900 residents while Amelia Island has a population of nearly 39,000. The City's economy is supported by both industries (milling) along with historical and ecological tourism. Considered a hidden jewel of a beach town, the City has long been recognized as the best kept secret in North Florida and a rise in tourism reflects this designation. Nearly 1.1 million people visit Fernandina Beach a year.

General Information

The City of Fernandina Beach, Florida is accepting competitive sealed proposals for PARKING MANAGEMENT SERVICES. The City will receive sealed proposals at the location stated below not later than **June 05, 2025.**

Submittal Information

The RFP submittal **(1 original, 5 copies) and a memory stick** containing the entire submittal formatted to be read with Microsoft® software products or Adobe® PDF software must be delivered to City Hall in a sealed package, clearly marked on the outside and addressed to:

City of Fernandina Beach
City Clerk's Office
Parking Management Services - RFP 25-05
204 Ash Street
Fernandina Beach, FL 32034

Hand delivered submittals are to be taken to the Clerk's Office at the above address.

The Proposal shall be submitted on the specified **Contact Sheet,** hereto attached as "**Exhibit A**". The person signing the Response Form shall have the authority to bind the proposer to the submittal. All information on the Proposal form shall be provided, or the Proposal may not be accepted.

The competitive sealed Proposal shall be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, "**E-Verify Statement**" herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure",** herein provided as **"Exhibit H".**

Request for Proposal Documents and Specifications can be downloaded online at

www.fbfl.us/bids and www.Demandstar.com . Any questions regarding the RFP package can be directed in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org. The deadline for questions is **ten days** before proposal opening.

Responses to questions considered material to the solicitation will be distributed via formal addenda and posted to the City of Fernandina Beach's website; www.fbfl.us , Bid Posting web page and to the DemandStar website; www.demandstar.com.

If there is an Addendum it becomes part of the original RFP and it will be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the person or company submitting the proposal. It is the Respondent's responsibility to check the City's website for Addenda prior to submitting their proposal. Failure to do so may disqualify the submittal. The deadline for questions is **ten** days before proposal opening.

All Companies are advised that under chapter 119, Florida Statutes, all responses are deemed a public record and open to the public as provided for in said statute.

Any submittal received after 2:00 pm on **June 05, 2025**, will not be considered and will be returned unopened. It will be the sole responsibility of the Company to have its submittal delivered to the City of Fernandina Beach, by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile or electronic submittals will not be accepted. Delay in delivery will be the sole responsibility of the Company.

Schedule

As of the date of the issuance of this RFP, the timetable presented below provides the operative guidelines for the sequence of anticipated events. Should a change be required, the City will post such notification via the City website www.fbfl.us/bids and the DemandStar website www.Demandstar.com .

Note: There is no Pre-proposal Conference.

May 02, 2025	Request for Proposals Advertised
May 26, 2025	5:00 pm Deadline for email questions to be submitted
May 30, 2025	5:00 pm Deadline for City's answers to be published
June 05, 2025	2:00 pm Proposal Opening-Deadline for Receipt of Proposals

Proposal Package

The Proposal Package must contain the following information in the proscribed sequence as "Exhibit Tabs" (identified as A through E) or behind "Proposal Tabs" (A through E).

SEQUENCE	CONTENT	
Cover Page	Cover Letter and Contact Sheet with Company Information	
Proposal Tab A	Experience/Qualifications of Organization	
Proposal Tab B	Performance Delivery Plan	
Proposal Tab C	References	
Proposal Tab D	Project Budget and Cost	
Proposal Tab E	Certificates of Insurance: Professional Liability, General Liability and Workers Comp	
Proposal Tab F	Exhibit A	Contact Sheet
	Exhibit B	Public Entity Crimes Statement
	Exhibit C	Drug Free Workplace Certification
	Exhibit D	E-Verify Statement
	Exhibit E	Proposer Acknowledgements and Agreements
	Exhibit F	Conflict of Interest
	Exhibit G	Non-Collusion Affidavit
	Exhibit H	Disputes Disclosure

Overview and Scope of Work

The City of Fernandina Beach is seeking proposals from responsible and responsive proposers to provide turnkey paid parking management services within the Downtown area of Fernandina Beach. The City has identified approximately 750 premium parking spaces within the Downtown area that consist of both on-street and off-street parking. Proposers must demonstrate the requisite knowledge, experience, technical expertise, organizational and financial capability to perform the services requested under this RFP. The proposer is expected to design, implement, and manage turnkey premium paid parking management program that includes but is not limited to:

- Bulk discount/annual permit system that provides benefits to residents
- Supply and installation of signage, kiosks, software, and hardware systems within the Downtown area to provide for predominately contactless payment system
- Implementation and management of the City's day-to-day parking operations within the premium-paid parking area
- Enforcement of parking regulations in compliance with City Code and State laws
- Provision of revenue collection and financial reporting related to the paid parking program

Minimum Qualifications

The Company must have experience with full turnkey paid parking programs within municipal communities and must meet the following minimum qualifications:

- Must be a parking management company that has been in business for a minimum of five years.
- Must be a company with an established management base in Florida for a minimum of five years.

TERM OF CONTRACT

The City anticipates that the contract will have an initial period of three years with two options to renew at two years each for a total of seven years with a projected start date of October 1, 2025.

Cover Letter and Company Information – 0 Points

Proposal Tab A

Qualifications/Experience of Company – Maximum of 20 Points

Demonstrate experience with implementation, software development, enforcement within downtown areas of southeastern-based communities. Demonstrate qualifications and

experience of the COMPANY to include, but not limited to the following:

- Must provide two years of audited financial reports to demonstrate the company's financial ability to perform the contracted services.
- Five years of company experience managing municipal parking programs that include meters collection, maintenance and enforcement.
- Company experience in managing at a minimum of two municipal contracts similar to City of Fernandina Beach
- Company experience in managing at a minimum of two municipal contracts with a minimum of 500 spaces and enforcement services.
- Proven company experience developing implementation and marketing programs for paid parking programs
- Proven company experience with contactless payment systems and related enforcement.
- Proven company experience in the management of a parking citation system.

Proposal Tab B

Performance Delivery Plan – Maximum of 20 Points

Demonstrate the performance delivery plan of the COMPANY to include, but not limited to the following:

General Services Required:

- Provide estimated timeline of completion of proposed implementation steps, phases, and milestones. Define clear performance metrics and reporting to measure success of the parking management program.
- Provide the design of or the modifications to all software/hardware programs to reflect the City's needs. Include specific requirements for data security and privacy. Provide information of technology management systems used that will allow customizations to benefit the City.
- Assist with research and the implementation of technological improvements or solutions that would benefit the City.
- Be available to respond to City calls when needed and attend group and or City Commission meetings when asked by City with a minimum of 24 hours notice.
- Describe any innovative solutions or mixed platform integration with an emphasis on LPR (license plate readers) that your company offers.

Enforcement Services Required:

- Provide Enforcement services including electronic ticketing. The City may adjust the geographic locations and any other criteria for enforcement activities at its sole discretion. Digital enforcement with a DOT interface is preferred.
- Establish designated patrol routes for its enforcement officers. Provide sufficient personnel to issue parking citations at a level of enforcement appropriate for the City of Fernandina Beach.
- Cooperate with the City's Police Department to be "extra sets of eyes and ears" on the street, reporting any illegal or suspicious activities. Assist the City's Police Department as needed to disseminate public safety information to the community, including but not limited to information on missing-endangered persons, crime trends, wanted persons and other matters of public safety.
- Handle all customer service issues associated with program enforcement. Detailed expectations for customer service, including response times, handling disputes, and communication channels.
- Provide weekly, monthly, annual, and ad hoc reports as required by the City.
- Provide any other services which the Company is capable of providing in the management of premium parking spaces.
- City reserves the right to adjust the number of paid parking spaces at its sole discretion.
- The City also reserves the right to temporarily suspend enforcement along any street, or in any zone, according to the needs of the City. The City will make every effort to provide the COMPANY adequate notice concerning the location and duration of any such suspension or higher level of enforcement.

Collection of Monies and Accounting:

- Collect and account for all collected revenues. Collect payments on citations from the public.
- Deposit all monies collected will be deposited daily in accordance with approved guidelines established by the City, into the City's authorized account.
- Ensure proper accountability and internal control of all monies collected as evidenced by a procedures manual approved by the City.
- Provide any periodic or special financial and operational reports as requested by the City.
- Should any monies collected by the COMPANY be lost, stolen, unaccounted for or otherwise removed without the authorization of the City from the custody and control of the COMPANY prior to their deposit in the City's approved bank account, the COMPANY shall deposit the said amount a sum of money within ninety-six (96) hours of such loss,

theft or removal. Should said loss, theft or removal be insured or otherwise secured by the COMPANY, any payments made to the City on account thereof shall, if appropriate, be reimbursed to the COMPANY. The COMPANY will be liable for all mismanagement of funds.

- Provide a web page for customers to pay citations online through a link on the City's website.
- Assist in the collection of all outstanding citations related to scofflaws.
- Issue late notices for overdue payment of citations and provide follow-up collection services, or if the City has an existing contractual relationship with a preferred collection agency to use the City's collection agency.
- Input all citation data on a daily basis as specified by the City.

Personnel Administration:

- Provide a description of the staffing systems that determine qualifications, training, appearance, and schedules.
- Parking enforcement personnel will demonstrate high ethical standards of conduct and will observe all written rules and regulations concerning their work assignments. Supervisors and field personnel will always maintain phone and/or radio contact to ensure appropriate oversight of parking enforcement activities.
- The uniform must display approved insignia that clearly identifies the wearer as being responsible for enforcing parking violations, managing parking facilities or servicing paid parking spaces.
- The COMPANY shall employ persons who are fully trained, competent, and qualified with the skills and experience necessary to provide the services during the term of this Agreement. The COMPANY is responsible for hiring, training, supervising, and compensating its staff members.
- The COMPANY shall respond to any public complaint within twenty-four hours after receipt of the complaint. In the event a report is received alleging an employee of the COMPANY was discourteous, belligerent, profane, or in any way intimidating, either physically or verbally, the COMPANY will submit a written report to the City within seven days of the date of the report, outlining the complete details of the incident.
- The COMPANY shall assist the City in its efforts to inform the public about the parking program, rules, and regulations.

Installation and Maintenance:

- The COMPANY will be responsible for procuring all equipment and supplies necessary to carry out all operation functions including computers, telephones, vehicles, auditing devices, etc.
- The COMPANY shall Install and maintain parking kiosks and signage in accordance with the City's standards.
- All COMPANY employees will be required to immediately report any damaged, missing or malfunctioning equipment to the appropriate supervisor.
- Implement and follow a regular preventive maintenance schedule for all parking equipment.
- The Company will be liable for any lost, stolen, unaccounted for or damaged equipment.

Proposal Tab C

References – Maximum of 20 Points

Provide a minimum of five references with all contact information including telephone number and email address. If you have any current or past governmental agencies as customers, you are encouraged to list them. It is recommended that references be similar in size to the City or have a minimum of equipment similar to the City. The City prefers references of government agencies with paid parking in a historic downtown area.

Proposal Tab D

Project Budget and Cost – Maximum of 20 Points

Provide a budget that demonstrates the expenses for all products and services. Demonstrate fees that are at a percentage of revenue collected and fees that are at a set rate. Provide a budget that demonstrates projected revenues of the proposed services. Revenues should be listed at gross and net amounts. All pricing shall be on an annual basis for the initial contract term.

Proposal Tab E

Certificates of Insurance: Professional Liability, General Liability, and Workers Comp

Proposal Tab F

Exhibits A-H

Selection Process

The City will use an Evaluation Committee to perform the evaluation of all bona fide proposals. The Evaluation Committee will ultimately determine the top-ranked Proposal for award.

The company selected will have, in accordance with the instructions herein or hereinafter provided, submitted a complete and compelling proposal, submitted and signed, where instructed, the required forms, met the mandatory requirements to the satisfaction of the City. Each proposal will be considered binding and in effect for a period of ninety calendar days following the proposal opening.

AWARD

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

Successful Respondent is required to have a Business License in the city where their home office is located. If Respondent's business office is located in the City of Fernandina Beach a business tax license is required.

RFP PACKAGE

Request for Proposal Documents and Specifications can be downloaded online at www.fbfl.us/bids. Any questions regarding the RFP package can be directed in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

CONTACT

Specification questions during the submittal period must be submitted in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

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

ADDENDA

A written response to Respondent questions will be issued via Addendum and posted on the City's website at www.fbfl.us/bids and DemandStar at www.demandstar.com. It is the Respondent's responsibility to check the City's website for Addenda prior to submitting their proposal. The deadline for questions is ten days before proposal opening.

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

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

GENERAL CONDITIONS OF REQUEST FOR PROPOSAL

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

2. **SUBMISSION OF PROPOSAL**
   a. Proposals and changes thereto shall be enclosed in sealed envelopes and addressed as instructed on the Proposal Form. The name and address of the Proposer, the date and hour of the Request for Proposal opening and the material or service shall be placed on the outside of the envelope.
   b. REQUEST FOR PROPOSAL shall be submitted on the forms furnished. Electronic Proposals will not be considered.

3. **REJECTION OF PROPOSAL**
   a. The City reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City will be the sole judge of the submittals. The City's decision will be final.

4. WITHDRAWAL OF PROPOSAL

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

5. LATE PROPOSAL

a. REQUEST FOR PROPOSAL and modifications received after the time set for the opening will not be considered.
b. Modifications in writing received prior to the time set for the opening will be accepted.

6. LOCAL, STATE, AND FEDERAL COMPLIANCE

a. Proposers shall comply with all local, state, and federal directives, orders and laws as applicable to the REQUEST FOR PROPOSAL and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.
b. A "Public Entity Crimes Statement", in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as "Exhibit B", shall be received at the time of the proposal.
c. A "Drug Free Workplace Certification" attached hereto as "Exhibit C", shall be received at the time of the proposal.
d. The City of Fernandina Beach requires that the Proposer selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations.
e. An "E-Verify Statement" attached hereto as "Exhibit D" shall be received at the time of the proposal.

7. AWARD OF REQUEST FOR PROPOSAL

a. The REQUEST FOR PROPOSAL will be awarded to the most responsive and responsible proposer offering the best value to the City of Fernandina Beach.
b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
c. A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful Proposer will result in a binding contract without further action by either party.
d. Upon award, for construction projects, the Contractor will be required to complete/execute the City's Contract and General Conditions for Construction Services. An example of the contract can be found on the City's website at www.fbfl.us/bids, Bids and Purchasing web page.
e. Agreement may be cancelled with 60 day notice unless otherwise stated in signed contract documents.

8. NOT RESPONSIBLE FOR COSTS

a. The City will not be responsible for any cost incurred by a prospective Proposer in responding to this REQUEST FOR PROPOSAL.

9. BONDS

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

PROPOSAL BOND:

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

PERFORMANCE AND PAYMENT BONDS:

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

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

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

10. PUBLIC INFORMATION

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

11. ADDITIONAL INFORMATION

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

12. QUESTIONS

a. Any questions about the REQUEST FOR PROPOSAL should be communicated per instructions in the REQUEST FOR PROPOSAL.

13. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

The COMPANY agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the COMPANY, its agents, officers, companies, subcompanies, employees, or anyone else employed or utilized by the COMPANY in the performance of this Agreement. The COMPANY's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the COMPANY against the City and the COMPANY hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Subject to the limitations set forth in this Section, the COMPANY shall assume control of the defense of any claim asserted by a third party against the City and, in connection with such defense, shall appoint lead counsel, in each case at the COMPANY's expense. The City shall have the right, at its option, to participate in the defense of any third-party claim, without relieving COMPANY of any of its obligations hereunder. If the COMPANY assumes control of the defense of any third party claim in accordance with this paragraph, the COMPANY shall obtain the prior written consent of the City before entering into any settlement of such claim. Notwithstanding anything to the contrary in this Section, the COMPANY shall not assume or maintain control of the defense of any third-party claim, but shall pay the fees of counsel retained by the City and all expenses, including experts' fees, if (i) an adverse determination with respect to the third-party claim would, in the good faith judgment of the City, be detrimental in any material respect to the City's reputation; (ii) the third party claim seeks an injunction or equitable relief against the City; or (iii) the COMPANY has failed or is failing to prosecute or defend vigorously the third-party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third-party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith. It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06, Florida Statutes, as amended. COMPANY expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section

725.06, Florida Statutes, as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes

INSURANCE

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

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

A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million ($1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.

B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million ($1,000,000.00) dollars per occurrence and TWO Million ($2,000,000) Dollars in the aggregate. The aggregate shall be applicable on a per project basis. Coverage shall include the following perils:
   1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
   2. Completed Operations/Products Liability.
   3. Broad Form Property Damage
   4. Personal and Advertising Injury Liability
   5. Independent Contractors
   6. Endorsements shall be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Contractor, Contractor, (your company) , their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and non-contributing basis.
   7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Contractor, Contractor, (your company) and all other parties required to be named as additional insureds.
   8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Contractor (your company).
   9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.

C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million ($1,000,000.00) Dollars.

D. Umbrella I Excess Liability Insurance with a limit of no less than One Million ($1, 000,000) minimum per occurrence.

E. During the term of this agreement, (if applicable) the Contractor/Vendor will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the Contractor/Vendor. The amount of insurance shall not be less than One Million ($1,000,000) per occurrence and aggregate.

F. Loss Deductible – If the insurance of any CONTRACTOR/VENDOR contains deductible(s), penalty(s) or self-insured retention(s), the CONTRACTOR/VENDOR Whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense shall furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which will provide for the interests of [Name of Owner], [Name of General Contractor] and (your company) to be named as Loss Payees and will contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.
"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.

H. The above insurances shall each contain the following wording verbatim: "[Name of Owner], [Name of General Contractor] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of General Contractor] and [Name and address of your company] by certified mail-return receipt requested ."

I. The amount of insurance contained in the aforementioned insurance coverages will not be construed to be a limitation of the liability on the part of the Subcontractor or any of its Subcontractors.

J. The Contractor shall file certificates of insurance prior to the commencement of work with the Owner and the General Contractor which will be subject to the Owner, General Contractor and (your company) approval of adequacy of protection and the satisfactory character of the Insurer.

K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.

L. The carrying of the insurance described shall in no way be interpreted as relieving the Contractor or Subcontractor of any responsibility of liability under this Contract.

M. Any policies effected by the Contractor on its Owned and/or Rented Equipment and Materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of General Contractor], [Name of Contractor (your company)] and all other indemnities named in the Contract.

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

14. PAYMENT

Payment due hereunder shall be made by the City to CONTRACTOR/VENDOR in accordance with the Florida Prompt Payment Act. Florida Statute 218 Section 74.

15. PROPOSAL PROTESTS

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

16. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, CONTRACTOR/VENDOR may not participate in the proposal if CONTRACTOR/VENDOR is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. The Federal Government's Excluded Parties List System (EPL) is located at, including but not limited to, https://www.sam.gov/portal/SAM/. CONTRACTOR/VENDOR shall include copy of search results with bid or proposal.

17. LOBBYING

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

EXHIBITS

EXHIBIT "A" **Contact Sheet**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure**

EXHIBIT "A"

CONTACT SHEET

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____**Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "B"

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

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

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

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

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

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with

the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

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

_____
Notary Public
My Commission expires: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

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

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____PHONE: _____

NAME (TYPED OR PRINTED): _____TITLE: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

_____

I/FIRM acknowledges and agrees to the following:

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

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

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

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: _____Title: _____

Signature: _____Date: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

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

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

My name is_____and my relationship to the entity named above is_____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above- n a m e d entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

_____
Signature Date:

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

_____ My Commission expires: _____
Notary Signature

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

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

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

My name is_____and my relationship to the entity named above is_____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____

Signature Date:

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

_____ My Commission expires: _____
Notary Signature

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

Firm	Date
Authorized Signature	Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 25-05**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the response submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

- Evaluation criteria change.

Criteria	Weight
Qualifications/Experience of Company	30
Performance Delivery Plan	30
References	20
Project Budget and Cost	20
	100

- In the cost proposal budgets, should vehicles, LPR units and any other items that would be considered capital expenditures be amortized over 36 months or 60 months? **All equipment should be purchased/maintained/owned by the Contractor. The City anticipates that the contract will have an initial period of three (3) years with two (2) options to renew at two (2) years each for a total of seven (7) years with a projected start date of October 1, 2025.**

- If the contract is not extended and there are still unamortized costs, will the city reimburse the operator? **Reimbursements will be determined during contract negotiations.**

- Who will own the vehicle, LPR unit, etc. at the end of the contract term, the City or the Contractor? **All equipment should be purchased/maintained/owned by the Contractor.**

- Please confirm what type of agreement the City is looking for. Is it a Rev Share or is it a management agreement with a fixed management fee plus reimbursable operating expenses? **Proposer should present the option that is in the best interest of the City.**

- Will there be available office space for the contractor to use? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- If the contractor has to provide their own office space, does it have to be in a certain general location and available to the public for customer service? **There are no requirements for office space within this RFP.**

- Will there be available parking spaces for enforcement vehicles? **The City will assist in providing parking for enforcement vehicles.**

- Please confirm the City will be the Merchant of Record **Yes**

- Who is the City's preferred collections agency? **The vendor the City prefers is Contract Callers.**

- Can the City describe what type of DOT interface they are seeking with the selected Digital Enforcement system? Is an integration with the Florida Department of Highway

Safety and Motor Vehicles for the purposes of registered owner lookups and registration holds sufficient? **The purpose of this interface is to be able to send parking citations to the registered address.**

- Would all 39,000 residents be eligible for a digital permit, which could allow for free parking for all Fernandina Beach residents? **The company should make a recommendation on annual permits that provides benefits (discounts) to residents.**

- We see the "3 Hours Parking" signs all across the city have been removed. Is it the City's intent to introduce incremental rates instead of the 3-hours time limit? If so, do you have rates in mind that you would envision charging? We need to understand the rates in order to create a revenue proforma. **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on hourly rates, annual permits, and parking times to the City.**



- Those signs reflected enforcement from 7am to 7pm. Does the City wish to keep this schedule and if so, is it for seven (7) days per week? If you envision another schedule can you please share it? **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on parking times to the City.**

- The RFP states all revenues will be deposited in a City controlled account. Would the successful bidder have access to this account, along with the ability to make withdrawals to cover operating expenses? **The company will not have the ability to withdraw funds from a City account. It is anticipated that the City will receive net revenue deposits from the Company.**

- There is the mention of "kiosks" on page 6 of the RFP, Scope of Work. Kiosk usually refers to a multi-space meter that a parker would approach on foot, making payment for their parking session. Is it the City's desire that the successful bidder mount these devices on certain block faces in the enforcement zone? And if these devices are

desired, will the City purchase them or expect the successful bidder to make that purchase? **The company is responsible for supplying, installing, and maintaining kiosks if they are recommended by the proposer and agreed upon by the City.**

- Within the zone outlined in red and showing as Exhibit A, there are a number of surface lots. See signs below. It is our understanding that these lots will also be a part of the enforcement program, in addition to the on-street spaces and Marina Lots. Can you verify we are correct about this assumption? **Yes, these surfaces are part of the premium paid parking zone**





CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES



- The new program will require informational signs to notify the public of the program and the new parking rates. This could mean the installation of 250 signs at a ratio of 1 every 3 spaces, for example. Will the City generate and install these signs? **The company will be responsible for supplying, installing, and maintaining all signage. The Downtown area is part of the City's Historic District and signage will need to be a coordinated effort with the City.**

- Would the City provide an office for the successful enforcement company or would the company have to rent office space? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- Would the City be willing to bring 110 power to two (2) points in each of the Marina lots? This would be needed to power new technology on those locations. **There is 110v available in both parking lots**

- Can you please verify the financial statements are kept confidential throughout this process? **Under Florida Public Records Law the statements would become available once the bid is awarded. Banking information would be redacted. Please refer to Florida Statute (119.071, Sub 1, Sub B2)**

Elite Parking
Services of America

RFP 25-05

CITY OF FERNANDINA BEACH



PARKING MANAGEMENT SERVICES

DATE:
5 June 2025

PROPOSED BY:
Elite Parking Services

Cover letter

Elite Parking
Services of America

COVER LETTER

This cover letter introduces Elite Parking Services and outlines our qualifications to serve as the parking operator for the City of Fernandina Beach.

Parking Management Services for the City of Fernandina Beach

Elite Parking Services
76 South Laura Street, Suite 1702
Jacksonville, Florida 32202
+1-904-297-4437

June 5, 2025

City Clerk's Office
RE: Parking Management Services - RFP 25-05

To the City of Fernandina Beach,

Elite Parking Services is proud to submit our proposal to help the City implement and manage a modern, revenue-generating parking program that balances visitor access with resident protection. **As a Florida-based leader in municipal parking operations,** we know what matters to you: creating sustainable revenue streams, improving space utilization, and delivering a parking experience that reflects the charm and needs of Fernandina Beach. And we don't just understand those goals, we've built successful, community-first parking programs around them.

This proposal provides a detailed look at our operational strategy, local engagement plan, and commitment to delivering a **modern, fair, and scalable parking program** that aligns with Fernandina Beach's vision for managed growth and quality of life.

Why Elite Parking Services

Founded in 2006 and **headquartered just less than an hour away in Jacksonville**, Elite Parking Services is North Florida's largest parking management company. **Unlike national vendors, we're both your neighbors and your long-term partners.** Our **extensive experience with regional municipalities** means we understand the nuances and expectations of residents, tourism demands, and budget realities. This allows us to not only offer highly localized solutions, but also on-the-ground support and rapid response times unmatched by out-of-town operators.

We stand apart as the only parking management firm in the U.S. offering a fully integrated, technology-driven parking management system developed entirely in-house, eTrac. That plus our uniquely local perspective, real-time operations center, and flexible program design allow us to bring **innovative ideas** tailored to Fernandina's specific needs that range from *economy employee parking lots served by city circulators* to *seasonal rate adjustments and custom resident permits.*

Unmatched Technological Leadership and Innovation

Our state-of-the-art, proprietary eTrac system was designed specifically to modernize and streamline municipal parking operations. Built in-house, **eTrac is tailored to address the real-world challenges of municipalities like Fernandina Beach** that seek transparency, automation, and community-first solutions.

eTrac delivers a full digital ecosystem that eliminates manual inefficiencies, reduces administrative burden, and gives the City complete control and visibility over its parking program. Besides, eTrac empowers the City with:

- **Real-time occupancy monitoring** across key downtown zones, helping the City respond to peak tourism surges and adjust enforcement or pricing as needed

- License Plate Recognition (LPR) and ticketless enforcement, allowing for faster compliance checks and fewer disputes—all without physical permits or tickets
- Dynamic pricing tools to manage demand intelligently, including seasonal adjustments and special event strategies
- Live financial dashboards showing up-to-the-minute revenue performance by zone, meter, or time period
- Resident permit management integrated directly into the system, protecting access for locals and streamlining the application, renewal, and verification process
- 24/7 remote support and oversight through our Jacksonville-based eCommand Center, ensuring quick resolution of issues and continuous performance tracking

Tailored, Flexible, and Forward-Thinking

What sets Elite apart is our ability to customize, not just copy-paste a generic solution. We work with you to design programs that fit your town, your people, and your seasonality. Our proposal includes multiple scalable service options, including:

Shared-Use, Shared-Revenue Partnerships

Collaborate with hotels like the Hampton Inn and downtown businesses to open up underused private lots during peak periods. Elite manages access and enforcement using our license plate technology, while both the City and participating businesses share in the revenue.

Satellite Parking + Circulator Connection

Ease downtown congestion by directing visitors and employees to designated off-site parking areas connected to existing or proposed circulator services. With clear signage and app integration, we ensure these lots feel just as convenient as curbside spots,while freeing up prime real estate for visitors and shoppers.

Dynamic, Event-Based Pricing Models

From festivals to seasonal weekends, Elite's system enables pricing to adjust in real time based on demand, encouraging turnover, reducing congestion, and maximizing revenue without frustrating residents.

Community-First Resident & Employee Permit Programs

Offer flexible permitting options tailored to different zones and user types – such as downtown employees, beachside residents, or seasonal guests. With tiered pricing and digital permits linked to license plates, we ensure compliance without the hassle of decals or in-person applications.

We bring the structure, but you set the tone. We're here to build something for you, with you.

Our Understanding of the City's Goals

We know that Fernandina Beach's parking program must do more than just manage curbside activity. It must also:

1. **Generate sustainable, non-tax revenue** to fund essential services and infrastructure
2. **Improve accessibility** for residents, visitors, and businesses

3 **Protect residents** from the downsides of over-tourism with fair, intelligent permitting

4 **Modernize enforcement and update parking policies** for today's needs

5 **Reduce traffic, promote walkability**, and support a vibrant downtown

6 **Increase safety** by reducing circling and improving visibility and pedestrian flow

At Elite we don't just understand these priorities, we build tailored solutions to deliver them.

Tailored Solutions for the City of Fernandina Beach

At Elite Parking Services, we specialize in delivering **tailored, community-focused parking solutions** designed to meet the specific needs of our partners. For the City of Fernandina Beach, we will:

STREAMLINE OPERATIONS

Implement advanced parking technology and optimized management processes to ensure smooth and efficient parking operations.

ENHANCE SAFETY AND ORGANIZATION

Use clear signage, delineated spaces, and active monitoring to create a safer and more organized parking environment.

REDUCE CONGESTION

Develop strategies to encourage off-street parking, balancing demand across available facilities.

MAXIMIZE REVENUE

Implement transparent cash controls, efficient citation collection, and dynamic pricing strategies to ensure the program's financial sustainability.

FOSTER ACCESSIBILITY

Provide designated parking areas for specialized vehicles, making parking more accessible for all users.

Why Elite is the Right Partner for Fernandina Beach

Elite Parking Services offers **the perfect combination of experience, advanced technology, and customer-centric solutions** to meet the unique parking operational needs of Fernandina Beach. Our approach delivers:

Local Expertise, Regional Strength: As the largest operator in the region, we understand the unique dynamics of downtown districts in Florida. We have a deep bench of experienced personnel, strong vendor relationships, and hands-on knowledge of community engagement in coastal municipalities.

Proven Downtown Implementation Experience: We've helped cities implement and manage successful paid parking programs with: Enforcement aligned with municipal code | Custom resident permit systems | Smart signage and kiosk deployments | Contactless, user-friendly payment solutions

Transparent Financials: Real-time dashboards, dynamic forecasting, and fully accountable revenue reporting.

Technology You Can Count On: Our proprietary eTrac platform offers a complete digital parking ecosystem – from license plate tracking and real-time occupancy monitoring to ticketless enforcement and live reporting dashboards. eTrac replaces manual processes, reduces errors, and gives the City full transparency and control.

24/7 Remote Oversight: Through our eCommand Center, we provide constant support, issue resolution, and service monitoring, minimizing the need for heavy on-site management while maximizing consistency.

Elite Parking Services is uniquely positioned to support Fernandina Beach in developing a sustainable, transparent, and community-supported parking program. **We combine the local presence of a neighbor with the technical and operational capabilities of a national-scale provider**. Our extensive experience in municipal environments, proprietary technology, and commitment to service make us the ideal partner to help the City implement, manage, and evolve a paid parking system tailored to its unique character and needs.

We appreciate the opportunity to submit this proposal and welcome the chance to discuss how Elite Parking Services can contribute to the continued success of the City of Fernandina Beach's parking operations. Thank you for considering Elite Parking Services for this opportunity.

Sincerely,



Dane Grey
President & CEO, Elite Parking Services

Contact information: DaneGrey@eliteparkingsoa.com | +1 (904) 297-4437

****Elite acknowledges that this response is based on the terms outlined in the RFP and all amendments thereto posted on the buyer's website as of the date of the response, and the contractor will be responsible for monitoring the buyer's website for subsequent amendments and for either maintaining, amending, or withdrawing the response prior to the response due date based on those subsequent amendments.****

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Qualification

Elite Parking
Services of America

PROPOSAL TAB A

QUALIFICATIONS AND EXPERIENCE OF COMPANY

A comprehensive look at Elite including who we are and our operational model. This section highlights what differentiates Elite from traditional parking operators and why our integrated, technology-powered approach makes us the right partner for the City of Fernandina Beach.

Parking Management Services for the City of Fernandina Beach

ABOUT ELITE PARKING SERVICES
YOUR LOCAL, FULL-SERVICE PARTNER IN PARKING TRANSFORMATION

Elite Parking Services is **the only fully integrated, technology-driven** transportation and parking management provider in North America. Since 2006, we have redefined industry standards by combining operational expertise with proprietary technology, such as our eTrac platform, to deliver **smarter, more reliable, and more cost-efficient** parking solutions.

As the largest operator in North Florida and a **national leader in the industry**, our mission is to revolutionize parking operations through automation, data-driven decision-making, and an unwavering focus on customer satisfaction and financial performance.

Headquartered in Jacksonville, we bring our proven service model and **nearly 20 years of experience operating and consulting for municipalities across the Southeastern U.S.**, with a record of success in complex downtown environments. For us, parking management is more than just a simple operation, it is a partnership. From strategic planning to day-to-day execution, we help cities like Fernandina Beach design **smarter, more resident-friendly parking systems that drive revenue, improve access, and build public trust.**



15 states served



Based from Jacksonville, Florida



+650 employees

COMMITMENT TO INNOVATION

At Elite Parking Services, innovation isn't just a buzzword, it's the foundation of how we deliver **smarter, more efficient municipal parking programs**. In communities like Fernandina Beach, where operational efficiency, visitor satisfaction, and financial accountability are all top priorities, our approach is uniquely suited to drive results.

Elite is **the only U.S. parking operator** offering a proprietary, cloud-based platform, **eTrac**, purpose-built to **simplify management, enhance transparency, and maximize revenue for cities**. Whether it's enforcing time limits, monitoring occupancy, issuing citations, or tracking meter performance, **eTrac delivers the real-time data and tools municipalities need to maintain full control while reducing manual effort and administrative overhead.**

With **eTrac**, there's no need for outdated hardware or clunky manual processes, just smart, reliable parking operations backed by continuous insight and 24/7 support.

A TURNKEY SOLUTION FOR FERNANDINA BEACH

Elite Parking Services delivers a **fully integrated, turnkey parking solution** designed specifically for small to mid-sized cities like Fernandina Beach. Our comprehensive model makes it easy for the City to implement **a modern, scalable, and efficient parking program, with no heavy lift required by City staff.**

From planning and implementation to enforcement and revenue collection, **we manage it all, while ensuring the City retains full transparency and decision-making control**.

Our solution includes:

- **Customized program design** based on Fernandina Beach's unique goals, traffic patterns, and local character
- **License plate-based enforcement** with real-time compliance tracking
- **Mobile payment support** to reduce friction for users
- **Live revenue dashboards** and financial reporting to maximize returns and support accountability
- **Trained staff** to ensure smooth daily operations and positive community interaction
- **Ongoing performance review** and optimization, including seasonal adjustments and special event planning

With Elite, Fernandina Beach gets more than a parking operator, it gets a **strategic partner dedicated to delivering a streamlined, future-ready parking program** that supports tourism, business vitality, and the City's long-term mobility goals.

3 THINGS THAT MAKE ELITE STAND OUT FROM OTHER PARKING OPERATORS

1 Service Delivery Model (Elite Operating System)

EOS is Elite's structured, proven methodology **designed to optimize service performance, accountability, and operational transparency**. Tailored for municipal parking environments like Fernandina Beach, EOS ensures every aspect of the service is aligned with the City's objectives, driving **efficiency, consistency, and continuous improvement** across all operations. *More information about Elite's proven process, performance metrics, and reporting structure can be found in Tab B of this proposal.*

2 Smart Technology Platform (eTrac)

Built specifically for modern parking management, **eTrac** is Elite's proprietary, cloud-based platform that **replaces outdated manual processes with a fully digital system**, tracking, managing, and reporting on every aspect of service delivery in **real time**.

From the moment a vehicle enters a paid parking space to the moment it exits, **eTrac** captures and logs every transaction, enforcement action, payment, and customer interaction. This data is delivered through a secure, user-friendly dashboard, giving the City of Fernandina Beach **complete visibility into daily operations**, without relying on manual reporting or guesswork.

With built-in automation, real-time alerts, license plate recognition integrations, and predictive analytics, **eTrac** ensures **Fernandina Beach's parking operations remain efficient, transparent, and aligned with the City's goals** around revenue generation, customer service, and compliance.

Critically, eTrac empowers City staff to make **faster, more informed decisions using live, data-backed insights**. It also allows Elite to dynamically adjust staffing levels based on real-time demand, reducing costs while maintaining service excellence. The result is a **smarter, leaner, and more accountable parking operation** that's built for long-term success.

eTrac's Key Benefits:

1 **REAL-TIME MONITORING**

eTrac provides live tracking of parking occupancy, shuttle locations, and even revenue streams, allowing operators to monitor and manage operations from anywhere. This ensures that any issues can be addressed immediately, improving service reliability and reducing downtime.

2 **AUTOMATED REPORTING**

Elite clients have direct, independent access to reports on operations, performance, and financial metrics through eTRAC. This eliminates the need for manual data entry and ensures clients have the most up-to-date insights on their service, helping them make informed decisions.

3 **IMPROVED CUSTOMER EXPERIENCE**

By offering real-time updates and notifications on service changes, vehicle availability, and wait times, eTrac enhances the overall experience for customers, keeping them informed and reducing frustration.

4 **PREDICTIVE MAINTENANCE**

By using telematics and condition-based monitoring, we can anticipate maintenance needs, preventing vehicle breakdown, and reduce vehicle downtime, ensuring a smooth operation and an uninterrupted service.

5 **ENHANCED REVENUE CONTROL**

The platform's automation capabilities reduces human error and fraud risk, ensuring revenue is captured in real time and providing full transparency.

6 **COST SAVINGS**

By automating many operational tasks and using data to optimize processes, eTrac helps reduce costs associated with manual labor, inefficiencies, and equipment downtime, leading to significant savings over time.

3 Approach to Automation (eCommand)



Elite supports the City of Fernandina Beach with **unmatched remote oversight and operational coordination** through **eCommand, our 24/7 centralized monitoring hub**. This advanced system ensures seamless, uninterrupted parking operations by monitoring transactions, occupancy levels, enforcement activity, and customer interactions in real time, **enabling immediate adjustments and rapid issue resolution without requiring on-site escalation.**

Unlike traditional management approaches that rely solely on local personnel, eCommand can handle up to 90% of on-site management functions remotely. This reduces overhead, improves response time, and ensures Fernandina Beach receives consistent, high-quality service aligned with the City's operational goals. From optimizing staffing and monitoring compliance to managing maintenance alerts and resolving customer issues, **eCommand keeps every aspect of the downtown parking program running efficiently and transparently.**

OUR CAPABILITIES AT A GLANCE

Elite Parking Services delivers comprehensive parking management solutions, including:



Parking Management

Comprehensive management of parking operations, including enforcement, revenue control, and facility optimization.



Parking Enforcement

Equitable and consistent enforcement designed to promote compliance and safety while maintaining a professional and friendly approach.



Revenue Collection and Real-Time Reporting

Precise, transparent, and timely accounting reports to support the City's financial goals. Instant access to operational data empowers decision-makers with actionable intelligence.



Equipment Installation and Maintenance

Expert installation and upkeep of parking equipment and signage, with a focus on minimalized hardware solutions.



Cloud-Based Technology Solutions

Advanced software systems for payment, enforcement, and data analysis, minimizing reliance on physical infrastructure.



Customer-Focused Services

Delivering a seamless and inclusive experience for all users by offering a variety of payment options, including digital platforms and non-digital methods to ensure accessibility for all.



Comprehensive Citation Management

Equitable enforcement with streamlined appeals and collections processes, ensuring compliance and transparency.



Data-Driven Recommendations

Ongoing analysis and actionable insights to optimize rates, ordinances, and parking space utilization.



Event Parking Planning and Execution

Elite provides comprehensive event parking solutions, including advanced reservations, real-time traffic management, and staff deployment to ensure smooth entry and exit.



Valet Parking Operations Management

Seamlessly managed valet services that enhance customer convenience while optimizing parking space utilization.

WHY ELITE IS THE RIGHT PARTNER FOR THE CITY OF FERNANDINA BEACH

THE VALUE WE BRING TO THE CITY THAT OTHERS DON'T

At Elite Parking Services, we go beyond the basics of meter installation and enforcement. We deliver a **comprehensive, future-ready parking program that's built to serve your residents, support your businesses, and grow sustainable revenue**, without burdening taxpayers or compromising Fernandina Beach's historic charm and visitor appeal.

Here's why **Elite** is the right partner for **Fernandina Beach's Downtown Paid Parking Program**:



Real-Time Transparency Through Technology

With our proprietary **eTrac** platform and 24/7 **eCommand** Center, the City gains complete operational visibility, including live insights into transactions, occupancy trends, payment compliance, enforcement activity, and more. Every decision is backed by data you can trust.



Frictionless, Resident-First User Experience

Our fully digital system replaces outdated pay stations with a **mobile-first solution** that makes it easy for visitors to pay, extend time, or find open spaces. For residents, we build customized permit programs that are accessible, intuitive, and respectful of their needs.



Smart Staffing and Enforcement Optimization

We don't just staff operations, we deploy trained professionals, enforcement officers, and support teams based on real-time activity, peak hours, and event patterns to ensure coverage when and where it's needed most, all of this **without bloating labor costs**.



Remote Oversight with Local Sensitivity

Through **eCommand**, our centralized operations hub, we provide rapid-response management and supervision that most providers can't match. This reduces on-site escalation, improves resolution times, and protects City resources.



Seamless Turnkey Solution

From community education to signage, wayfinding, customer support, compliance monitoring, data analysis, and reporting, **Elite manages the entire program as a cohesive, turnkey solution**.



Revenue Growth Without Gentrification

We help cities like Fernandina Beach fund infrastructure improvements and city services by **unlocking sustainable revenue streams that don't rely on raising taxes or introducing disruptive changes**.

ELITE'S PROPOSAL DIRECTLY ANSWERS THE CITY'S KEY QUESTIONS

1 How can the City generate as much revenue as possible without increasing taxes?

Elite delivers a modern, streamlined parking program that increases payment compliance, optimizes space turnover, and introduces revenue-enhancing add-ons like dynamic pricing and digital permit systems, all of which **maximize income without penalizing residents**.

2 How can we protect and engage business, stakeholders, and residents without negative impact?

Elite's resident-friendly approach includes local permit zones, digital guest passes, merchant validations, and educational outreach. We make sure residents and businesses are partners, not victims, of this transition.

3 How does the City know which program is the right one when providers all look similar on paper?

Elite stands apart with our **in-house technology**, centralized command center, proven downtown deployment experience, and data transparency. Everything we offer is measurable, real-time, and responsive.

4 How does the City prove to key stakeholders that this is the right move?

We provide a full suite of dashboards, reports, and KPIs that track financial performance, occupancy rates, community compliance, and satisfaction. Your team will have the tools to report results clearly and confidently.

ALIGNING WITH THE CITY'S OBJECTIVES

Elite Parking Services understands that the City of Fernandina Beach is seeking more than just a vendor, **the City is seeking a strategic partner capable of delivering a parking program that supports community goals, preserves the charm of its historic downtown, and delivers measurable results.**

Our proposal directly addresses the broader civic objectives that typically drive municipal parking initiatives. We are committed to helping the City:

Generate Sustainable Revenue Without Raising Taxes

Elite's parking programs are designed to **create a reliable, self-sustaining source of revenue** that directly contributes to city services, infrastructure improvements, and economic development without burdening taxpayers. Our optimized pricing models and enforcement **technology ensure every transaction is accounted for and every revenue opportunity maximized.**

Improve Parking Accessibility for Visitors, Businesses, and Residents

We use real-time data and occupancy analytics to increase turnover, reduce cruising for parking, and ensure availability across priority zones. Our customer-friendly tools make it easy for all users, including tourists, local employees, and business patrons, to **find and pay for parking without confusion or friction**.

Implement a Resident-Friendly Parking Management Strategy

We recognize that residents are the heart of Fernandina Beach. Our permit programs, targeted enforcement zones, and flexible accommodations for locals ensure that any new system protects residential access and avoids disruption to daily life. Resident communications and feedback loops are built into our program to improve transparency, responsiveness, and long-term community trust in the parking system.

Modernize Enforcement and Update Parking Regulations

We help municipalities **modernize outdated parking ordinances**, align enforcement practices with best practices, and educate the public before issuing citations. Our license plate recognition (LPR) and mobile enforcement systems are **efficient, accurate, and fully compliant** with applicable legal standards.

Reduce Traffic Congestion and Improve Walkability

By improving signage, balancing time limits, and guiding users to underutilized areas, **Elite reduces unnecessary vehicle circulation** and encourages walking, biking, and transit use, supporting Fernandina Beach's quality-of-life goals.

Increase Safety and Enhance the Downtown Experience

Well-managed parking contributes to safer streets, clearer traffic flows, and a more inviting public realm. Our proactive maintenance, staff presence, and coordinated support with city officials ensure a **well-lit, orderly, and welcoming environment for all.**

TRANSFORMING FERNANDINA BEACH'S PARKING EXPERIENCE
ELITE'S PROPOSED SOLUTIONS

To address the City of Fernandina Beach's key objectives – revenue growth, accessibility, resident protection, enforcement modernization, and downtown vitality – Elite Parking Services proposes **a series of forward-thinking, fully integrated solutions**. These innovations are **designed not only to solve today's parking challenges but to lay the foundation for a smarter, more connected, and community-friendly downtown experience**.

Elite's proposed innovative solutions include:

1 **Digitized, Tech-Enabled Parking System**
A fully digital parking management platform that automates all core service components, positioning Fernandina Beach on the forefront of becoming a smart city operation.

2 **Two Comprehensive Consulting Studies**
- *Parking Operating Diagnostic Analysis*: A root-cause assessment aligned with the City's strategic plan.
- *Parking Garage Feasibility Study*: To determine the viability of future structured parking investments.

3 **Enhanced Customer Service Program**
A premium guest experience at every touchpoint, supported by trained staff, responsive tools, and community engagement features.

4 **Centralized Valet Parking Program**
A unified valet system to reduce curbside congestion and enhance the downtown visitor experience.

5 **EV Charging Infrastructure**
Procurement and implementation of modern EV charging stations in public parking facilities to support sustainability goals and serve a growing segment of vehicle owners.

6 **Dynamic Wayfinding & Signage Updates**
Clear, tech-enabled directional signage and digital wayfinding across critical touchpoints to reduce confusion and improve parking efficiency.

7 **Parking Management Mobile App**
A user-friendly mobile interface offering real-time availability, mobile payments, validations, enforcement tools, and customer support.

8 **Residential Parking Program**
Designed to limit transient vehicle overflow in residential zones and offer free or discounted parking for residents of Fernandina Beach.

9 **Public-Private Partnership Parking Program**
Helping private landowners monetize or protect their properties by integrating them into the City's formal parking enforcement and revenue system.

10 **Enforcement Modernization**
Real-time enforcement and compliance tools deployed across all approved public and private parking areas.

11 **Parklet Program Implementation**
Creation of vibrant, small-scale public spaces or outdoor dining areas, repurposing selected parking spaces to boost economic activity and downtown livability.

12 **Expanded Micro-Mobility Options**
Introduction of smart scooters and smart bikes to promote last-mile connectivity and reduce vehicle dependency in the city core.

13 **Local Business Validation Program**
Real-time digital parking validation tools allowing businesses to subsidize their customers' parking and be billed directly to their account.

14 **Regional Transit Partnership**
Collaboration with the Jacksonville Transit Authority (JTA) to activate and operate a consistent downtown circulator, expanding access to external parking lots and offering affordable mobility options for residents and visitors.

SETTING THE CITY OF FERNANDINA BEACH UP FOR SUCCESS
CONSULTING-FIRST APPROACH TO IMPLEMENTATION

Before implementation begins, a well-qualified operator should provide the City with **detailed pre-launch consulting services that address local business needs, resident expectations, and stakeholder goals**. Elite Parking Services offers exactly that.

If selected, Elite will lead the City of Fernandina Beach through a strategic onboarding and program design process to ensure every concern is addressed and every opportunity maximized. At a minimum, our consulting scope will include the answer to some much pressing questions.

Anticipating Business Owners Concerns

Will a paid parking program hurt local businesses?

Not if implemented strategically. Elite has helped municipalities across the U.S. launch paid parking systems that not only protect but **boost downtown business performance.** Our approach includes:

A **merchant validation program** allowing businesses to subsidize or cover parking for their customers.

Smart pricing strategies that improve space turnover and make parking more accessible to genuine visitors, rather than long-term parkers or employees.

Downtown economic vitality case studies showing that cities who implemented similar programs saw measurable improvements in business access, customer satisfaction, and revenue.

LESSONS FROM OTHER MUNICIPALITIES

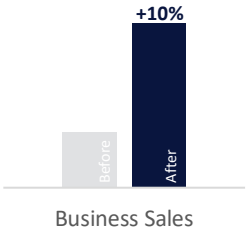
THE IMPACT OF STRATEGIC PARKING PROGRAMS

A comparative analysis of other municipalities that faced challenges similar to those in Fernandina Beach reveals a clear trend: **well-designed downtown parking programs consistently deliver measurable economic and operational benefits.**

Despite differences in population size and urban density, cities that implemented demand-based pricing, updated regulations, and modernized enforcement saw **tangible improvements in business performance, parking availability, and user satisfaction**. In fact, the data normalized across multiple cities shows that even in high-density environments, **the right parking strategy can drive stronger downtown commerce, better space turnover, and long-term support from stakeholders**.

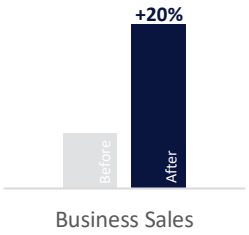
The figures included bellow reflect pre- and post-implementation results, highlighting the increased business activity.

Ogden, Utah



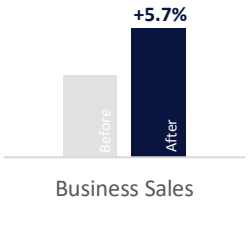
Challenge: Limited parking availability during peak periods; concerns about visitor access, especially in anticipation of new downtown development areas.
Result: A 10% increase in the business sales index after implementing paid parking and real-time enforcement tools. Better access drove stronger commerce and reduced congestion.

Redwood City, California



Challenge: High-demand downtown area with poor turnover.
Action: Implemented demand-based pricing and eliminated time limits.
Result: Improved parking availability by 20%, increased retail turnover, and high public satisfaction. Also became a cornerstone of broader downtown revitalization.

Seattle, Washington



Challenge: Employee space hoarding and underutilized curbside inventory.
Action: Extended paid parking hours and added real-time data systems.
Result: A 5.7% increase in business sales and improved gross receipts, disproving initial fears that paid parking would hurt business.

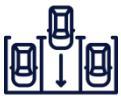
These outcomes offer a valuable roadmap for Fernandina Beach, proving that **strategic parking reform not only works but becomes a catalyst for broader downtown revitalization.**

WHAT THIS MEANS FOR FERNANDINA BEACH

The experience from these cities, despite their larger size, proves that **thoughtful, community-aligned parking policies lead to:**



Higher downtown sales



More efficient use of limited curb space



Better access for customers and residents



A measurable increase in satisfaction among business owners and constituents

By embracing a strategy rooted in **access, fairness, and responsiveness**, Fernandina Beach can move forward with confidence, knowing that a well-designed parking program will **support the local economy, ease congestion, and preserve the charm that residents and visitors love.**

HOW ELITE TURNS STRATEGY INTO RESULTS

We're not here to simply operate a parking system. We're here to help **Fernandina Beach reimagine what parking can do**, for its economy, its community, and its future. Elite's proposed parking program is built to:

1. Improve visitor access to key destinations
2. Reduce employee parking abuse
3. Free up high-value storefront spaces for actual shoppers
4. Engage businesses and residents in shaping program outcomes
5. Maintain affordability while generating sustainable municipal revenue

Anticipating Public Concerns

What if the public resists?

Public resistance is a natural and expected part of introducing any major change, especially in downtown parking programs. That's why it's essential that your chosen operator doesn't push a one-size-fits-all solution, but instead **brings your vision to life, with the interests of the City and its residents front and center**. Without a clear and inclusive engagement strategy, even the most well-designed program can face unnecessary pushback. At Elite, our approach is rooted in **proactive education, community-driven policies, and data-informed outreach to build trust, reduce friction, and ensure long-term public support.**

To address potential concerns early on, we recommend the following initial strategies:

SOFT LAUNCH PERIOD

We begin with a 4–8 week grace period where warnings, not citations, are issued, giving residents time to understand the new system and adjust without penalty.

RESIDENT PROTECTION PROGRAMS

Fernandina Beach residents will receive digital parking permits free of charge, managed via a user-friendly mobile system. Elite will provide full onboarding support to ensure easy adoption.

PUBLIC EDUCATION CAMPAIGN

Our awareness plan includes digital outreach, in-person events, flyers, a dedicated website, and community ambassadors, each explaining the *why* behind the program: better business access, safer streets, and revenue generation to reinvest in local infrastructure.

STAKEHOLDER OVERSIGHT COMMITTEE

We recommend creating a committee that allows stakeholders to monitor performance, appeals, and reinvestment progress, adding a layer of public accountability to every step of the program.

ONGOING STAKEHOLDER FEEDBACK LOOP

Regular town halls, online surveys, and advisory sessions will help us listen, refine, and improve the program based on real input.

TRANSPARENT METRICS AND REPORTING

Elite will publish quarterly KPIs, such as space turnover, citation trends, downtown business access, and public reinvestment, ensuring we actively listen, adapt based on input, and keep residents informed every step of the way to foster trust and transparency throughout the transition.

CASE STUDY

SFPARK – SAN FRANCISCO'S PARKING TRANSFORMATION

San Francisco's SFpark was a pilot program launched in 2011 to manage parking demand through dynamic pricing. The initiative aimed to reduce congestion, improve parking availability, and enhance the overall transportation experience in the city.

Initial Concerns:
At launch, business owners and residents feared rising prices, reduced access, and negative business impact.

Strategies Implemented

1. **Demand-Responsive Pricing:** SFpark dynamically adjusted meter rates based on real-time demand, targeting an ideal occupancy range of 60–80% to improve space turnover and reduce congestion.
2. **Transparent Communication:** The city proactively shared the program's objectives, pricing structure, and anticipated benefits through public meetings, a dedicated website, and community outreach.
3. **Pilot Program Launch:** SFpark began as a limited pilot in select neighborhoods, allowing the city to gather data, refine the approach, and build public confidence before expanding citywide.

METRIC	BEFORE SFPARK	AFTER SFPARK
Avg Time to Find Parking	~6.5 minutes	~3.3 minutes (↓50%)
Occupancy Rates	Often above 80%	Stabilized at 60–80%
Citation Revenue Share	45% of total parking revenue	20% of total parking revenue
Average Hourly Rate	$2.73	$2.59

Outcomes

Reduced Congestion
Drivers spent significantly less time circling for parking, easing traffic flow and improving downtown mobility.

Improved Parking Availability
With occupancy rates stabilized within the target range, parking availability improved, benefiting both residents and visitors.

Enhanced Public Perception
Initial concerns gave way to growing support as the community experienced the program's tangible benefits.

What began with skepticism ended with reduced congestion, improved parking access, and a citywide shift in public perception. The lesson: when residents see tangible benefits, public trust grows.

Elite will apply these proven strategies to partner with the City of Fernandina Beach, delivering a phased, education-first rollout that builds public trust through transparency, clear communication, and minimal early enforcement.

Ensuring Fair and Accessible Neighborhood Parking

How do we protect residents?

Elite will implement a **digital residential parking permit program** that offers **free, easy-to-manage parking for residents**, protecting their access while minimizing disruptions from non-local traffic. This program ensures that residents can park conveniently near their homes, while also supporting broader mobility goals for the city.

CASE STUDY

ARLINGTON COUNTY, VA – RESIDENTIAL ZONED PARKING PROGRAM

A relevant example comes from **Arlington County, VA**, where commuter intrusion into neighborhoods severely impacted quality of life. Below we'll show you how the city addressed it, and what Fernandina Beach can expect.

Challenge:
Residential streets, particularly in the Aurora Highlands area, were overwhelmed by non-resident parkers. This created major frustrations for locals and even triggered legal challenges around fairness.

Strategies Implemented

1. Passed a residential zoning ordinance to limit daytime parking to residents and their guests.
2. Introduced a digital permitting system to manage access and compliance for on-street parking.

Outcomes

Non-resident parking dropped significantly in designated zones.

Residents regained access to parking near their homes.

The ordinance was upheld in court, establishing a legal framework other municipalities have followed.

Smart, well-managed residential parking programs not only solve real problems but are also legally defensible and publicly supported when implemented with care. Elite will deliver the same level of structure and resident protection to Fernandina Beach, ensuring that any parking changes benefit the people who live here first.

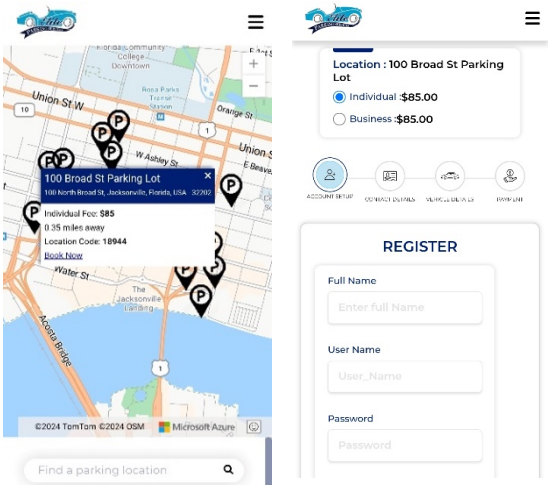
SEAMLESS, CONTACTLESS PARKING EXPERIENCE

A Fully Integrated, Touch-Free Parking System for Fernandina Beach

As part of our commitment to modernization and public safety, Elite Parking Services will implement a **fully contactless parking program**, delivering convenience, security, and efficiency for the City of Fernandina Beach and its residents.

This comprehensive solution eliminates the need for physical interaction, cash handling, or printed tickets. From reserving a space to paying a citation, **every touchpoint of the customer journey can be managed from a mobile device or web browser.**

Online Reservation System



Elite's proposed parking operation for the City of Fernandina Beach includes the implementation of an **integrated online reservation and payment system**, designed to centralize and elevate parking management. This unified platform streamlines processes and delivers a seamless experience for residents and visitors alike.

We are talking about **a dedicated webpage integrated with the City's website, where both residents and visitors will have access to all necessary parking information, including rates, locations, and policies.**

With this system, users can conveniently reserve parking in advance, reducing stress and improving overall satisfaction. **Additionally, the system captures valuable demographic insights, enabling Elite to craft targeted marketing strategies, optimize service offerings, and maximize revenue efficiency.** This innovative solution fosters stronger customer engagement and can prove especially valuable during high-demand periods like festivals and holiday weekends.

Bringing Parking into the Digital Age

Elite's mobile application and digital payment solutions provide a fast, flexible, and user-friendly experience for both residents and visitors. Whether paying for parking or managing citations, key functionalities include:

CONVENIENT PAYMENT OPTIONS

Patrons can use the mobile app to pay for parking and citations from anywhere, without needing to visit a kiosk or carry cash. It supports Visa, MasterCard, American Express, Discover, Android Pay, and Apple Pay for flexible payment options.

USER-FRIENDLY ACCESS

Customers can either register their vehicle using a phone number, email address, license plate number, and credit card or park instantly without registration or app download.

REAL-TIME INFORMATION

Provides users with real-time updates on parking usage and remaining time, ensuring a hassle-free experience, reducing uncertainty, and improving satisfaction.

SECURE TRANSACTIONS

Meets PCI-DSS top-tier security standards, with parking data transmitted in real-time for added protection.

Contactless Payments Across All Channels

Elite's digital-first approach ensures fast, secure, and convenient payment options for every user, eliminating the need for cash and reducing physical touchpoints.

To support adoption, our clear, strategically placed signage ensures everyone knows exactly how and where to pay.

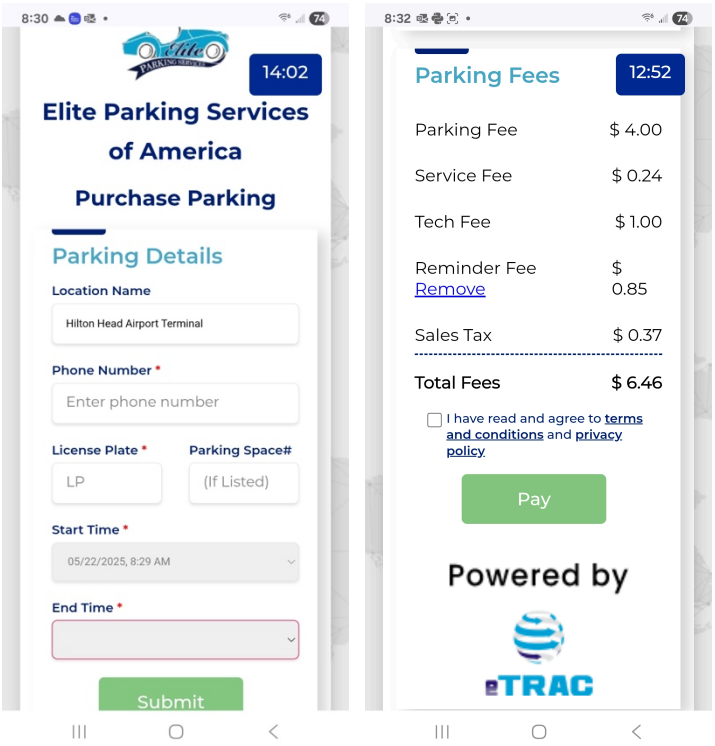




In addition to QR codes, our fully integrated system offers multiple access points designed for maximum convenience, including:

Mobile app | Web portal | Text-to-pay

Below is a preview of Elite's mobile app, which allows users to reserve and pay for parking in advance—streamlining their arrival and improving the overall parking experience.



This omni-channel system ensures residents and visitors can pay on their terms, whether planning ahead or paying on the spot.

MARKETING PROGRAM

Driving Visibility, Engagement & Revenue

Elite's Marketing Program is built to enhance the visibility, usage, and profitability of the City of Fernandina Beach's parking assets. Our strategies are designed to not only **guide residents and visitors toward available parking** but also to **promote the program's ease of use, transparency, and connection to community reinvestment.**

By combining traditional marketing techniques with cutting-edge digital tools, **we create awareness, build trust, and ultimately increase adoption, maximizing both space utilization and revenue return**.

Program Objectives

Our marketing program is designed to:

- Increase awareness and understanding of the parking program
- Improve customer adoption of digital tools (mobile app, reservation site, citation portal)
- Drive revenue through higher usage and better asset visibility
- Promote resident and visitor satisfaction with seamless access and support
- Support downtown business vitality by reducing parking confusion and increasing access

Our program leverages a variety of marketing techniques to achieve these goals. Elite's team is prepared to implement the following marketing strategies:



SEO Service Management
Optimizing your facility's online presence to rank higher in search results.



Paid Search Marketing
Utilizing targeted advertising to capture the attention of potential customers.



Social Media Marketing Management
Engaging with your audience through strategic social media campaigns.



Client Customized Website Development
Creating a bespoke website that serves as a comprehensive digital gateway to your services.



Client Customized App Development
Developing a user-friendly app to streamline the parking experience.



Online Sales/Reservation Parking Program
Facilitating easy online booking for convenience and efficiency.



Facility Marketing Services
Comprehensive marketing efforts to promote your facility's unique offerings.

Geo-Fence Marketing Program

Targeted, Real-Time Engagement in High-Impact Areas

Geo-fence marketing is a powerful, location-based advertising strategy that leverages GPS data to target individuals within designated areas, like high-traffic corridors, hotel zones, beaches, or popular attractions.

When someone enters one of these "geo-fenced" areas, they receive a notification or digital ad prompting them with real-time parking information, promotions, or access to the mobile payment app. This technology allows Fernandina Beach to connect with parkers exactly when and where they need guidance.

How It Works

Elite Parking Services will implement geo-fencing around strategic zones, such as downtown corridors, beach access points, and event venues. When someone enters these areas:

1. A branded message is delivered to their device via mobile apps, display ads, or social media
2. They are directed to a nearby parking facility with real-time availability and pricing
3. They are given direct access to the mobile app or pay-by-phone system

This solution supports digital adoption, reduces congestion from drivers circling for parking, and enhances the customer journey from arrival to destination. Using geo-fencing techniques, promotions (such as discounted first-time use or event-specific rates) can even be customized to increase conversion.

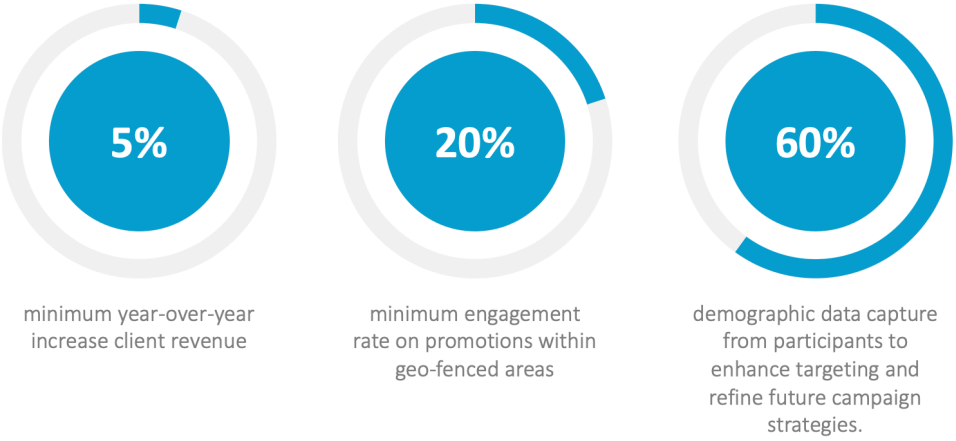
MEASURABLE GOALS OF THE GEO-FENCE MARKETING PROGRAM

Elite's goal is to create a clear link between targeted marketing exposure and parking behavior. Our geo-fence campaigns will track:

Engagement rates (ad views, clicks, downloads)	Parking conversions from geo-targeted users	Usage trends by location and time	Visitor patterns that inform future planning

With this data in hand, we can optimize messaging, placement, and investment, **ensuring Fernandina Beach gets measurable returns from its marketing spend while improving the parking experience citywide**.

By focusing on both customer interaction and data-driven optimization, we aim to create a seamless and effective parking experience that benefits both the City and its visitors.



Corporate Marketing and Facility Sponsorship Opportunities

Fernandina Beach has a unique opportunity to generate **non-tax revenue** by introducing **corporate sponsorships and naming rights** across its public parking facilities and bus stops. These partnerships not only unlock additional income but also enhance the local experience through curated branding, community engagement, and improved wayfinding.

Drawing on our success implementing similar programs in other clients, Elite proposes a customizable sponsorship program that **delivers value to both the City and participating local or regional businesses**.

Potential benefits for Fernandina Beach include:

New Revenue Streams: Offset program costs and generate surplus revenue through recurring sponsorship agreements.

Community Partnerships: Engage local businesses, hotels, and organizations to build a shared sense of ownership and visibility.

Improved Wayfinding & Aesthetics: Sponsor-branded signage and structures that enhance navigation while maintaining the City's historic aesthetic.

Flexible Naming Rights Opportunities: Tailored packages for lots, kiosks, shuttles, mobile apps, and more.

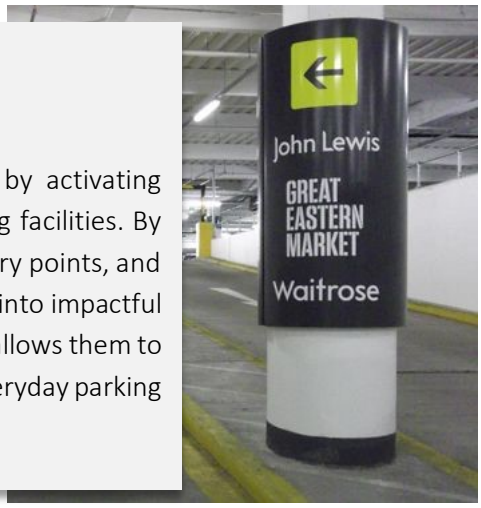
Elite's marketing and sponsorship model is **scalable, adaptable, and revenue-positive from day one**, ensuring Fernandina Beach benefits financially while maintaining control and alignment with its identity and values.



Bus Stop Marketing

Engaging Residents and Visitors with Transit-Based Advertising

Fernandina Beach's bus stops can serve as effective, high-visibility locations for local business sponsorships. Branded shelters, benches, and informational panels offer sponsors meaningful exposure while supporting public infrastructure maintenance and beautification. This creates a win-win model where essential services are enhanced through private partnership.



Advertising Program within Parking Facilities

High Visibility and Impact

Fernandina Beach can unlock a valuable new revenue stream by activating sponsorship and advertising opportunities within its public parking facilities. By utilizing high-traffic structural features—such as central pillars, entry points, and wayfinding signage—this program transforms functional elements into impactful branding spaces for local businesses and community partners and allows them to connect with residents and visitors at the curbside level, turning everyday parking interactions into revenue-generating engagement opportunities

PARKING CITATION SYSTEM

Efficient citation collection is essential to the success of any parking enforcement program. At Elite Parking Services, we combine intuitive digital tools with a structured, transparent process to **ensure timely payments, reduce administrative burden, and maximize compliance.**

Our approach centers around three pillars: a user-friendly online payment portal, a clear and fair appeals process, and a competitive fine structure that **encourages prompt resolution without alienating the community**. This balance of efficiency and fairness delivers a positive experience for both violators and administrators.



Online Citation Payment Portal

Elite's robust online portal streamlines the citation payment experience with the following key features:

REMOTE PAYMENT ACCESS

Enables violators to pay citations conveniently from home or any location with internet access.

WEBSITE INTEGRATION

Can be embedded into the City's official website for a seamless user experience, acting as a one-stop solution for all parking-related payments.

Parking Appeals Process

Elite is committed to delivering a **fair, efficient, and transparent process for contesting parking citations**. Our appeals system is built to uphold accountability, resolve disputes quickly, and foster trust between the City of Fernandina Beach and the public. By providing **clear instructions, accessible digital tools, and prompt review timelines**, we ensure that every individual has the opportunity to be heard and receive an impartial decision, reinforcing a parking program that is not only effective but community-centered.

Below is a breakdown of our structured appeals process, designed to make resolution as simple and straightforward as possible for both users and administrators.

1 Submission of Appeal

- Eligibility: Defined eligibility criteria for appeals (e.g., vehicle owners or authorized representatives).
- Appeal Submission: Violators can submit appeals via a standardized form or online portal, including:
  - Citation number
  - Vehicle details (license plate, make, model)
  - Contact information
  - Reason for appeal with supporting evidence (e.g., photographs).

2 Review Process

- Initial Review: Appeals are reviewed by designated parking enforcement personnel.
- Supporting Evidence: Supporting documents, officer notes, and additional investigation are considered for a thorough evaluation.

3 Decision Notification

- Uphold Citation: If the appeal is denied, violators receive clear explanations and instructions for payment.
- Dismiss Citation: Successful appeals result in immediate dismissal, with violators notified promptly.

4 Escalation Options

Details on escalating appeals to higher authorities or courts are provided for unresolved cases.

5 Record Maintenance and Reporting

- All appeals and decisions are documented for analysis and future process improvements.
- An annual review ensures the appeals process remains fair and efficient.

ADDED VALUE: THE WePark PARTNERSHIP

EXPANDING PARKING CAPACITY WITHOUT CAPITAL INVESTMENT

As part of our commitment to delivering **creative, sustainable, and community-focused solutions**, Elite Parking Services proposes launching the **WePark Partnership Program** in Fernandina Beach, a public-private initiative designed to turn underutilized private parking lots into **active, revenue-generating assets for both the City and local property owners.**

Through this innovative partnership, Elite will work directly with businesses, landowners, and institutions within the City limits to **sublease their unused or underused parking areas**. These locations will be incorporated into the City's broader parking ecosystem and activated through our operational and enforcement capabilities.

How It Works:

1. Identify strategically located private parcels and parking lots with the potential for public use.
2. Work with property owners to create short- or long-term sublease agreements.
3. Add lots to the City's parking inventory and make available to the public through digital platform.
4. Share revenue generated between the City and the property owner.

COMMUNITY ENGAGEMENT & STAKEHOLDER INTEGRATION:

Elite will lead stakeholder outreach and community engagement efforts to ensure the lots used align with business needs, resident concerns, and long-term urban planning goals. Our activation strategy includes:

- Staffing the identified lots during all operating hours to ensure security, accessibility, and smooth traffic flow
- Ensuring continued access for recreational users and regular visitors
- Implementing dynamic signage and app-based navigation for ease of use
- Creating feedback loops with local stakeholders to monitor performance and refine use

PROGRAM BENEFITS FOR ALL STAKEHOLDERS

For Property Owners

- Monetize previously unused or underused space, turning liabilities into assets.
- Gain protection through enforcement: eliminate unauthorized use or "space squatting" by non-customers.
- Zero operational burden as Elite handles setup, signage, technology, enforcement, and revenue processing.

For the City of Fernandina Beach

- **Expand public parking capacity** without building new infrastructure.
- Quickly address peak parking demand during special events, holidays, and tourism surges.
- Increase parking accessibility near downtown without increasing traffic congestion.

- Offer **price-sensitive options** outside the core (ideal for budget-conscious visitors).
- Leverage new inventory to support the future **Downtown Circulator**, activating lots farther from the city center and reducing pressure on the urban core.

For Residents and Visitors

- Enjoy greater access to convenient and affordable parking options.
- Reduce frustration and vehicle congestion near key destinations.
- Improved signage and wayfinding through Elite's integrated mobile app and digital platforms.

PROGRAM IMPACT AT A GLANCE

By leveraging WePark, Fernandina Beach will not only expand parking capacity and accessibility, it will **strengthen relationships with private stakeholders, generate additional revenue, and enhance the overall visitor and resident experience** in a smart, low-risk, and scalable way.

Under a part-time and strategically deployed model – with strong community engagement initiatives designed to secure stakeholder buy-in **– Elite's WePark partnership program has the potential to significantly transform parking in Fernandina Beach**.

Our projections show that this initiative can:

Additional Spaces Activated	**1,190 new stalls**
Projected Additional Revenue	**$1,023,632 annually**
Parking Capacity Increase	**+59%**
Parking Revenue Increase	**+17%**

This innovative model not only supports the City's long-term strategic goals for economic development, tourism, and mobility, **it sets Fernandina Beach apart as a forward-thinking leader in community-based parking management.**

Though aerial mapping and inventory analysis we have already identified multiple viable locations across Fernandina Beach, which could be rapidly activated under the WePark program with full cooperation from willing partners and support from the City.

This high-accessibility lots are an excellent example of **how underutilized assets can be transformed into high-performing parking solutions** that scale with seasonal demand, improve the downtown experience, and create lasting value for the community.



The below sites present ideal opportunities for strategic, part-time activation under the WePark program.

311 S 14TH ST.

FIRST ASSEMBLY OF GOD CHURCH

Estimated Car Count	40 – 60
Estimated Daily Charge	$2–3
Distance from Density	≈1,300 meters (<1 mile)
Est. Special Event Revenue	$20–25K annually



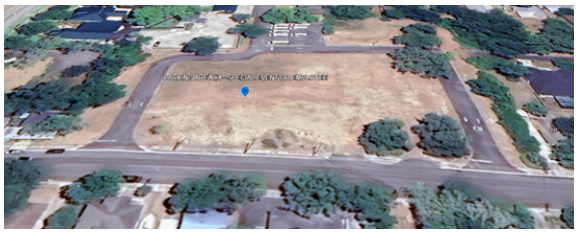
As the church property is typically unused during **weekdays and Saturdays (outside of service hours)**, it can be repurposed as a flexible parking solution to address key downtown needs:

- **Connector Lot:** Serves as an access point to the downtown circulator, easing congestion in the urban core.
- **Discounted Employee Satellite Lot:** Offers affordable parking for downtown employees, improving worker accessibility and preserving premium downtown spots for visitors.
- **Special Event Economy Lot:** Provides budget-friendly parking for attendees during festivals, parades, and other high-traffic events, complemented by shuttle or circulator access.

24 N 14TH ST.

WIDE OPEN GRASS LOT

Estimated Car Count	300
Estimated Daily Charge	$2–3
Distance from Density	≈1,100 meters (<1 mile)
Est. Special Event Revenue	$187.2K annually



This underutilized grass lot presents one of the highest-impact opportunities for Fernandina Beach to expand affordable parking capacity with minimal investment. With a downtown circulator in place, this lot can be activated as a high-volume, cost-sensitive option for multiple audiences.

- **Special Event Overflow Lot:** Perfect for high-traffic periods such as festivals, parades, and downtown events. Elite would fully staff the lot with trained attendants to ensure safe, efficient operations and continuous service.
- **Employee Satellite Parking:** Offers a deeply discounted parking option for business owners who want to provide their employees with access to parking without congesting the downtown core.

1200 FL-200

NASSAU ACADEMY

Estimated Car Count	400 – 500 (grass lot) + 100 (paved lot)
Estimated Daily Charge	$2–3
Distance from Density	≈664 meters (≈0,5 mile)
Est. Special Event Revenue	$122.4K annually



This mixed-use lot combines large-capacity grass parking with a paved area that can be flexibly activated during high-demand periods. Strategically located within walking and shuttle distance to the downtown core, the site offers the City of Fernandina Beach a scalable and affordable way to handle overflow demand without increasing core congestion.

- **Special Event & Weekend Overflow Lot:** Operated 1–2 days per week during peak periods, this location provides substantial capacity relief during festivals, holidays, or seasonal surges.
- **Circulator-Connected Satellite Lot:** With a downtown circulator service, this lot can act as a reliable connector site, offering affordable parking just outside the core with direct transit access for visitors.
- **Discounted Employee Parking Program:** Local business owners may offer subsidized parking for employees, reducing strain on prime downtown inventory.

188 S 11TH ST.

PAVED LOT

Estimated Car Count	100
Estimated Daily Charge	$2–3
Distance from Density	≈491 meters (≈0,5 mile)
Est. Special Event Revenue	$98.2K annually



This 100-space paved lot is positioned just a little over half a mile from the downtown core and presents a valuable opportunity for activation during weekends, special events, and high-density periods. Under the WePark public-private partnership program, Elite proposes utilizing this location strategically—1 to 2 days per week—to expand parking access without adding infrastructure or burdening city resources.

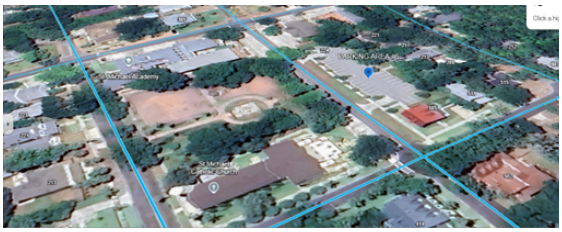
Due to its proximity and paved surface, this lot is well-suited for multiple use cases:

- **Economy Event Lot** – A cost-sensitive option for visitors attending special events, paired with circulator shuttle service for seamless downtown access.
- **Discounted Employee Lot** – An affordable satellite parking solution for downtown businesses to support their workforce.
- **Urban Core Relief** – A flexible overflow option to ease congestion in the downtown area during peak periods.

231 N 5TH ST.

ST. MICHAEL CATHOLIC CHURCH

Estimated Car Count	50
Estimated Daily Charge	$5
Distance from Density	≈200 meters (≈0,25 mile)
Est. Special Event Revenue	$43K annually



Located just 200 meters from the downtown core, this paved lot offers one of the most conveniently positioned WePark partnership opportunities within city limits. Despite its smaller size, its proximity makes it a high-impact asset.

- **Special Event & Peak Period Activation:** Operated selectively 1–2 days per week, this site becomes a premium lot during events and festivals. Its short walking distance makes it ideal for guests seeking convenient access to downtown attractions.
- **Employee Parking Hub:** The site can serve as a reliable and discounted parking option for local business employees, helping to preserve high-value curbside and storefront parking for visitors and shoppers.
- **Seamless Circulator Integration:** With the support of the downtown circulator shuttle system, this lot extends the reach of Fernandina Beach's parking program while ensuring walkability and ease of connection.

45 N 8TH ST.

PINELAND BANK

Estimated Car Count	75 – 100
Estimated Daily Charge	$5
Distance from Density	≈75 meters (≈0,25 mile)
Est. Special Event Revenue	$80K annually



100 S 2ND ST.

HAMPTON INN & SUITES

Estimated Car Count	80
Estimated Daily Charge	$10
Est. Special Event Revenue	$468K annually

Elite proposes to onboard the Hampton Inn & Suites into the WePark program in order to enhance parking control for the hotel, generate new shared revenue streams, and improve overall parking efficiency in the downtown area, especially during peak tourism seasons.

ePARCs LPR Gated Access

- Elite will implement its License Plate Recognition (LPR)-based gated parking system, **ePARCs**, at up to three access points (below) to secure the Hampton Inn's parking asset.





- This advanced system will eliminate unauthorized use by non-guests, ensuring parking is reserved for hotel visitors while maintaining high control and transparency.
- Real-time data tracking and remote management will provide the hotel and the City with actionable performance insights.

Shared Revenue and Event Optimization

- During high-demand periods, Elite will activate the lot under a **shared valet operation**, serving not only hotel guests but also three key high-traffic downtown access zones.
- Valet service will extend the reach of available parking, easing congestion and enhancing the visitor experience across downtown Fernandina Beach.
- All revenue from the ePARCs system and centralized valet services will be shared between the **property owner** and the **City**, creating a low-risk, high-reward parking solution.

Benefits to the Hampton Inn & the City

- **For the Hotel:** Protection of guest parking assets, added value through premium service offerings, and a new passive revenue stream.
- **For the City:** Expansion of the downtown parking network, improved visitor access during high-traffic events, and increased revenue without infrastructure investment.

This innovative WePark + ePARCs + Valet model turns underleveraged hospitality parking into a smart, community-serving asset, offering immediate impact and long-term flexibility for all stakeholders involved.

AUDITED FINANCIAL REPORTS
DEMONSTRATING ELITE'S FINANCIAL ABILITY TO PERFORM THIS CONTRACT

Elite Parking SE-M, LLC
5 June 2025

To: Procurement Department of the City of Fernandina Beach
204 Ash Street Fernandina Beach, FL 32034

RE: Request for Confidential Treatment of Trade Secret Information in Proposal Submission Pursuant to Florida Statute 119.071(1)(b)2

Dear Procurement Officer,

In connection with our response to **RFP No. 25-05 for the Parking Management Services of the City of Fernandina Beach**, we respectfully submit this cover letter to formally request **confidential treatment** for certain portions of our proposal that contain **proprietary financial and business information**.
Pursuant to **Florida Statute 119.071(1)(b)2**, we assert that this information qualifies as a **trade secret** and is **exempt from public disclosure** under Florida's public records laws. Specifically, the exempted sections include:

- Detailed financial statements
- Operating costs and overhead structure
- Revenue models and margin data
- Personnel salary structures
- Strategic pricing methodology

These documents are clearly labeled with the following language on each page:
"**CONFIDENTIAL – TRADE SECRET – EXEMPT FROM PUBLIC DISCLOSURE UNDER F.S. 119.071(1)(b)2**"
We can also submit a **redacted version** of the proposal that may be released for public record purposes, with all confidential information removed.

These financial materials are not publicly available, have been developed at considerable expense, and provide us with a competitive advantage. Public release would expose our sensitive business practices to competitors, potentially causing material harm to our business operations and standing in future procurements.

We respectfully request that this information be **kept confidential** and **excluded from any public records disclosures**, including responses to public records requests, in accordance with Florida law.

If your agency determines that any of the information marked as confidential does not meet the criteria for exemption, please provide prompt written notice to our contact below, as required by Florida Statute 119.071(1)(b)2, so that we may pursue appropriate legal remedies to protect our interests.

Contact for Confidentiality Notices:
Dane Grey | President & CEO, Elite Parking Services
Contact information: DaneGrey@eliteparkingsoa.com | +1 (904) 297-4437

We appreciate your attention to this request and look forward to participating in the evaluation process.
Sincerely,



Dane Grey (President & CEO, Elite Parking Services)

"CONFIDENTIAL – TRADE SECRET – EXEMPT FROM PUBLIC DISCLOSURE UNDER F.S. 119.071(1)(b)2"

4:25 PM
12/18/24
Accrual Basis

Elite Parking SE-M, LLC.
Profit Loss
January 2022 through December 2024

	Jan - Dec 22	Jan - Dec 23	Jan - Nov 24	TOTAL
Ordinary Income/Expense				
Income	62,576,877.57	68,460,705.79	67,148,542.26	198,186,125.62
Cost of Goods Sold	18,773,063.27	20,538,211.74	20,144,562.68	59,455,837.69
Gross Profit	43,803,814.30	47,922,494.05	47,003,979.58	138,730,287.93
Expense				
Operational Service Expense	23,779,213.48	26,246,004.95	25,021,191.39	75,046,409.82
Ordinary Service Expense	1,564,421.94	2,053,821.18	1,925,970.81	5,544,213.93
Indirect Service Expense	1,451,783.56	1,588,288.38	1,733,521.47	4,773,593.41
Professional Service Fees	1,877,306.33	2,053,821.17	2,076,413.20	6,007,540.70
Total Expense	28,672,725.31	31,941,935.68	30,757,096.87	91,371,757.86
Net Ordinary Income	15,131,088.99	15,980,558.37	16,246,882.71	47,358,530.07
Other Income/Expense				
Other Income		450,011.00		450,011.00
Other Expense	3,754,612.65	4,107,642.35	3,021,684.40	10,883,939.40
Net Other Income	-3,754,612.65	-3,657,631.35	-3,021,684.40	-10,433,928.40
Net Income	**11,376,476.34**	**12,322,927.03**	**13,225,198.31**	**23,699,403.36**

4:24 PM
12/18/24
Accrual Basis

Elite Parking SE-M, LLC.
Balance Sheet
As of November 30, 2024

	Dec 31, 22	Dec 31, 23	Nov 30, 24
ASSETS			
Current Assets			
Total Current Assets	7,489,519.77	8,038,644.93	7,573,221.47
Fixed Assets			
Total Fixed Assets	5,949,039.95	7,671,168.48	11,481,000.96
TOTAL ASSETS	**13,438,559.72**	**15,709,813.41**	**19,054,222.43**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Total Current Liabilities	1,378,352.36	1,466,150.07	193,546.15
Long Term Liabilities			
Total Long Term Liabilities	913,674.91	2,079,382.84	146,253.84
Total Liabilities	2,292,027.27	3,545,532.91	339,799.99
Equity			
Total Equity	11,146,532.45	12,164,280.50	18,714,422.44
TOTAL LIABILITIES & EQUITY	**13,438,559.72**	**15,709,813.41**	**19,054,222.43**

COMPANY EXPERIENCE
EXPERT TEAM SUPPORTING FERNANDINA BEACH

Elite Parking Services brings a seasoned team with extensive experience in managing municipal parking programs. **Our experts specialize in creating efficient, technology-enabled parking systems that support downtown access, reduce congestion, and align with community goals**.

With a local-first mindset and a tech-powered approach, we provide real-time visibility into parking activity, dynamic enforcement tools, and responsive support tailored to Fernandina Beach's needs. The result is a **more**

accessible, better-organized, and community-friendly parking experience for residents, visitors, and local businesses alike.

Leadership Team



DANE GREY, CPP.

President & Chief Executive Officer

Mr. Dane Grey currently serves as the President and Chief Executive Officer for Elite Parking & Transportation Services of America, where he oversees client engagement and provides strategic direction for the company's business plan. With a background encompassing over 15 years in mobility management, Mr. Grey previously spent five years managing landside and parking operations at the Jacksonville International Airport. Beyond his corporate responsibilities, Mr. Grey holds esteemed positions, including a gubernatorial appointment to the Transportation Commission for the State of Florida, a mayoral appointment to the Downtown Investment Authority, and roles as a Board of Trustee Member for Jacksonville University and an Advisory Board Member for Iberia & Vystar Credit Union Banks. He has received numerous accolades, including the National Parking Association's Top 40 under 40, The Business Journal's Top 40 under 40, and the Governor's Young Entrepreneur of the Year Award. Mr. Grey is a distinguished industry executive with a BS from Jacksonville University and an MBA from Delta State University. He holds the Certified Parking Professional (CPP) designation from the National Parking Association (NPA), emphasizing his commitment to excellence in the field.



DANIEL DEMOTT, PMP, CSM.

Executive Vice President & Chief Technology Officer

Daniel DeMott serves as the Executive Vice President and Chief Technology Officer at Elite Parking and Elite Transportation Services of America. In this role, he oversees the development, implementation, and management of all software and hardware systems within Elite. Mr. DeMott brings extensive expertise in parking revenue control systems, logistics management, and various transportation technology systems. He plays a pivotal role in devising and executing these technologies across different platforms at Elite. As a technology executive, Mr. DeMott is a founding member of the International Parking & Mobility Institute's (IPMI) data standards committee and has contributed to its research committee. He holds a BS from the University of Florida and is a certified executive with credentials such as Certified Scrum Master (CSM) from the Scrum Alliance Institute and Certified Project Manager (PMP) from the Project Management Institute.



DAVID FERREIRA, CPA.

Executive Vice President & Chief Financial Officer

As the Executive Vice President & Chief Financial Officer at Elite Parking Services of America and Elite Transportation Services of America, David Ferreira oversees all financial activities and performance. With a 20-year background in finance and accounting, Mr. Ferreira previously served six years as a finance executive in private equity-owned portfolio companies, where he played a key role in establishing and standardizing finance functions. His career began in public accounting, ascending to the position of Audit Partner, focusing on technical accounting and business development. A graduate of Harding University with a BA in accounting, Mr. Ferreira holds a CPA license in multiple US states.

Operations and Support Team



PARMOD SHARMA

Vice President of Software Development

Parmod Sharma is a software technologist with over 18 years of experience in various domains, including transportation, logistics, and payments verticals. Mr. Sharma has experience working with consulting firms, Fortune 500 companies, and start-up companies. Mr. Sharma has held many key roles in product development and has designed and orchestrated products for Airports, Transit Agencies, and Municipalities. Prior to joining Elite, Mr. Sharma worked at Conduent - Xerox.



IMRAN ABDALLAH

Corporate Controller

Imran Abdallah has 11 years of experience in corporate accounting and accounting management. Offering both hands-on and management experience in all aspects of Accounting, Finance and Auditing with surpassing established goals and cost-savings targets. Thrive in turn-around operations where financial and process controls need to be established and streamlining of processes can significantly improve the bottom line. Mr. Abdallah has a bachelor's degree from the University of North Florida and has attain certifications such as certificate program in public procurement (CPPP), and a certificate program in contract management (CPCM).



DANIEL GEBREZGI, CPP.

Vice President of Operations

As the Vice President of Operations for Elite Parking Services of America and Elite Transportation Services of America, Daniel Gebrezgi oversees day-to-day operations on both the East and West Coasts. His role ensures operational excellence and the timely delivery of the Elite Operating System service model. With 34 years of experience in parking, operational management, and transportation management internal controls, Mr. Gebrezgi brings a wealth of knowledge in revenue enhancement strategies and streamlining operations for an improved service experience. His strong operational expertise extends to implementing service compliance programs in some of the most complex parking operations in the United States. Holding a BS in Engineering, Mr. Gebrezgi is a seasoned parking veteran with 34 years of experience.



JANELLE GARIBALDI

Director of People & Culture

Janelle Roark Garibaldi serves as the Director of People and Culture at Elite Parking Services of America, overseeing Human Resources, Employee Relations, Culture Development, and Compliance for all business units and locations throughout the United States. In this role, she functions as a strategic business partner, applying HR best practices to enhance operational efficiency and contribute to overall business success. Mrs. Garibaldi holds a Bachelor of Business Administration (BBA) degree in Human Resources Management from Western Michigan University and is certified as a Senior Professional in Human Resources by HRCI. Currently, she is pursuing certification as a Senior Certified Professional from SHRM. Despite being new to the parking industry, she brings a wealth of experience in Human Resources. Beyond her responsibilities at Elite Parking Services, Mrs. Garibaldi actively serves on the Board of Directors for the Mandarin School of Business and Technology. Her diverse background and commitment to excellence make her a valuable asset in driving success for both Elite Parking Services and the organizations she supports.



HEIDI WINGATE, CAPP,

Director of Southeast Operations

As the Director of Operations for Elite Parking Services of America and Elite Transportation Services of America, Heidi Wingate plays a pivotal role in supervising day-to-day activities throughout the Southeast region, ensuring operational excellence and maintaining high levels of client satisfaction. With a Bachelor of Science in Business Administration, Ms. Wingate is also a Certified Parking Professional (CPP) recognized by the National Parking Association. With over 15 years of experience in parking and transportation, Ms. Wingate has demonstrated leadership in achieving outstanding results across various parking operations, including those at airports, municipalities, hotels, and hospitals. Beyond her proficiency in leading and managing parking services, she possesses extensive expertise in overseeing transition teams and successfully revitalizing under-performing operations. Ms. Wingate's commitment to operational efficiency and client satisfaction reflects her dedication to delivering top-notch services in the parking and transportation sector.



BRIAN MACCABE

Director of Parking Revenue and Control Systems

Brian McCabe is a seasoned professional with over 25 years of experience in the parking and access control industry. As Director of Parking Revenue and Control Systems at Elite Parking Services of America, he excels in managing service level agreements, implementing PARCS solutions, and ensuring the timely and accurate installation of hardware and software systems. Brian's career has included leadership roles in project management and account oversight at major airports, along with a strong technical background in parking access revenue systems.

Brian’s deep expertise in system installations, contractor coordination, and personnel training, paired with his commitment to operational excellence, has enabled him to deliver successful projects at large-scale venues. He holds a background in Electronics Technology and is currently working toward his PMP certification.

Elite Corporate Support

In addition to our local leadership, on-the-ground operations, and proprietary technology, the City of Fernandina Beach benefits from the full strength of Elite’s corporate infrastructure. Our specialized departments provide direct support across key areas, **ensuring the program runs smoothly, remains compliant with city goals, and continuously improves through optimized workforce management, data analysis, and operational oversight.**

Financial Services & Accounting Department	
Management staff and clients have access to this department for any inquiries related to financial reports or	- Handles all accounting aspects for internal and external operations. - Divided into Accounts Payable and Receivable. - Ensures revenue is accurately collected, secured, and reported. - Adheres to the highest standards including financial reporting, GAAP compliance, credit card processing, and tax remittance.

invoices, **available Monday to Friday, 8 am to 6 pm**.	- Works with your team to identify financially viable parking facilities and programs.

People & Culture Department	
Facility team has full access for all HR-related needs, ensuring consistent quality and integration across services, **available weekdays from 8 am to 5 pm**.	- Committed to exceeding client objectives through operational excellence, customer-focused service, and innovative solutions. - Driven by a people-centric approach with selective recruitment and comprehensive training. - Aligns workforce with P.A.R.K. Core Values. - Promotes a positive culture and employee growth.

Technology & Innovation Department	
Clients can reach out for urgent IT matters at any time, with additional services accessible during regular business hours, **Monday to Friday, 8 am to 5 pm**.	- Features specialized PARCS equipment experts ensuring flawless integration of parking and valet software systems. - Responsible for network administration, R&D, and IT security, crucial for maintaining operational continuity. - Management team benefits from 24/7 access to technology support for immediate resolution of service issues.

Compliance and Risk Management Department	
Clients have access to this department **from 8 am to 5 pm, weekdays**, with the ability to report or follow up on claims at any time.	- Adheres rigorously to regulations and safety standards in parking management, including post-Covid-19 requirements. - Ensures all ops meet contractual, state, and federal DOT, and PCI compliance laws. - Uses a cloud-based system for 24/7 claim reporting and mitigation support during business hours. - Provides constant compliance and risk management embedded in daily operations.

Each department at Elite is led by experienced industry professionals and powered by advanced technology to support Fernandina Beach in optimizing parking operations, enhancing accessibility, and improving overall program efficiency. Our integrated, technology-driven approach ensures Elite is more than just a contractor, **we are a strategic partner committed to the City's long-term success through operational excellence, fiscal responsibility, and ongoing innovation.**

PROVEN SUCCESS IN MUNICIPAL PARKING OPERATIONS

Elite Parking Services has a **strong and growing track record of delivering high-impact parking management solutions in municipal environments**. From historic downtowns to fast-developing cities, we specialize in creating tailored programs that strike **a balance between operational efficiency, resident satisfaction, and long-term financial sustainability.**

Our municipal partnerships consistently demonstrate our ability to:

- Modernize outdated or underperforming systems
- Launch successful paid parking and permitting programs

- Introduce innovative technologies like contactless payment, LPR enforcement, and mobile permit management
- Build community trust through education-first implementation and stakeholder engagement

Whether increasing compliance through strategic enforcement or helping cities tap into underutilized assets through public-private programs like **WePark**, Elite's work is grounded in transparency, collaboration, and results.

CASE STUDY

Jacksonville Courthouse Garage Operations Improvement



The Jacksonville Courthouse Garage (1,600 spaces) was predominantly challenged by financial issues, requiring a focused and strategic intervention. A detailed analysis revealed a troubling pattern of rapidly increasing costs year-over-year (YOY) and sharply declining profitability, signaling an urgent need for a comprehensive operational overhaul to stem the tide of rising expenses and falling revenues.

Financial & Operational Challenges Identified

+29%
avg increase in expenses in the last 5 years

34%
YOY surge in expenses in 2014

61%
YOY decline on Client NOI in 2014

15%
decrease in gross revenue

Failing to address these challenges at the Jacksonville Courthouse Garage could lead to severe consequences, including an increase in debt expenses charged by the City of Jacksonville (COJ) to the client. This scenario posed a risk of significant financial deficits, underscoring the critical need for timely and effective intervention to prevent further financial strain.

Elite's Strategic Solutions

- Deploy an advanced service model with increased automation
- Reduce reliance on staffing for service delivery
- Initiate an active marketing program targeting specific parker groups
- Generate additional non-monthly parker revenues
- Develop an unconventional monthly parker program aligned with juror parking needs
- Collaborate with community stakeholders to utilize the facility during off-peak periods
- Implement a staffing methodology, monitoring personnel activity via eTrac software
- Manage market rate dynamics based on service capacity
- Strengthen financial controls for Accounts Receivable (AR) collections

- Launch Corporate Monthly Parker Programs and utilize eTrac's yield management for dynamic revenue strategies
- Enhance technological systems for better operational control

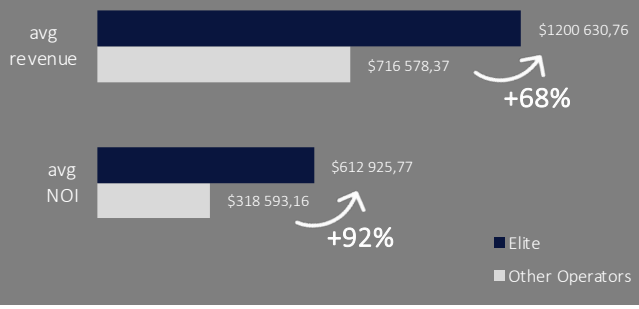
Results Achieved

2015 Performance

+8%
revenue increase

+195%
increase in Client NOI

Lifetime Garage Performance Comparison



Elite's strategic overhaul of the Jacksonville Courthouse Garage operations not only reversed the negative financial trends but also set new standards for operational efficiency and profitability, underscoring Elite's commitment to excellence and innovative solutions in parking and transportation management.

PREVIOUS PROJECTS

Municipal Experience Snapshot

The following project highlights reflect our municipal capabilities and performance across environments similar to Fernandina Beach:

City of St. Augustine



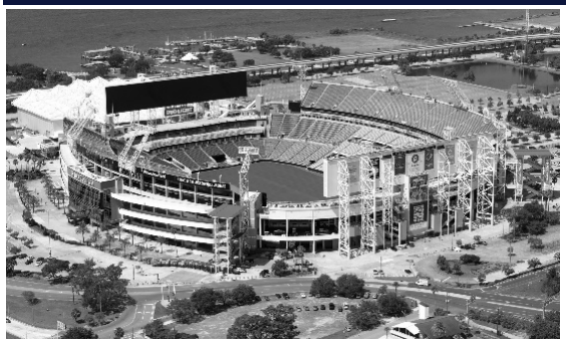
Space Count	4,500
Est. Revenue	$9,000,000
Contract Type	Management
Service Year Started	2014
Daily Hours Operated	24 Hours

City of Akron – Rubber Ducks



Space Count	2,500
Est. Revenue	$800,000
Contract Type	Management
Service Year Started	2021
Daily Hours Operated	16 Hours – Event Driven

City of Jacksonville – TIAA Bank Field



Space Count	4,000
Est. Revenue	$5,000,000
Contract Type	Management
Service Year Started	2016
Daily Hours Operated	16 Hours – Event Driven

121 Financial Ballpark – The City of Jacksonville Municipal Field



Space Count	2,600
Est. Revenue	$900,000
Contract Type	Management
Service Year Started	2016
Daily Hours Operated	16 Hours – Event Driven

Sports Arena Municipal Garage



Space Count	1,000
Est. Revenue	$300,000
Contract Type	Management
Service Year Started	2016
Daily Hours Operated	16 Hours – Event Driven

Jacksonville Transit Authority (JTA) Kings Avenue Garage



Space Count	1,700,000
Est. Revenue	$200,000
Contract Type	Management
Service Year Started	2019
Daily Hours Operated	24 Hours

City Center Courthouse Parking Facility



Space Count	300
Est. Revenue	$500,000
Contract Type	Management
Service Year Started	2019
Daily Hours Operated	12 hours

Jacksonville Chamber of Commerce



Space Count	200
Est. Revenue	$180,000
Contract Type	Management
Service Year Started	2015
Daily Hours Operated	24 Hours

Sports Complex Municipal Garage



Space Count	2,000
Est. Revenue	$1,500,000
Contract Type	Management
Service Year Started	2015
Daily Hours Operated	16 hours

Urban Core Municipal Convention Center Garage



Space Count	2,500
Est. Revenue	$1,000,000
Contract Type	Management
Service Year Started	2019

U-Park Municipal Parking Garage



Space Count	1,000
Est. Revenue	$1,600,000
Contract Type	Management
Service Year Started	2
Daily Hours Operated	24 hours

Colorado Convention Center Garage



Space Count	3,500
Est. Revenue	$2,500,000
Contract Type	Management
Service Year Started	2023
Daily Hours Operated	16 Hours

City of Jacksonville Courthouse Garage



Space Count	1,600
Est. Revenue	$2,500,000
Contract Type	Management
Service Year Started	2015
Daily Hours Operated	24 Hours

Delivery Plan

Elite Parking
Services of America

PROPOSAL TAB B

PERFORMANCE DELIVERY PLAN

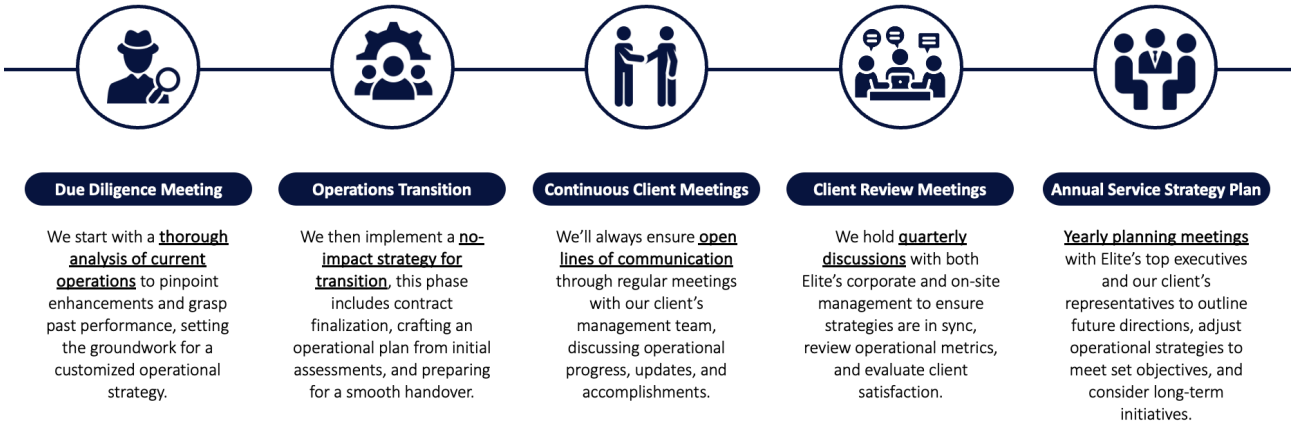
This section outlines Elite's performance delivery plan for the City of Fernandina Beach, including details on the general services offered, enforcement services, collection of monies and accounting, personnel administration, and installation and maintenance.

Parking Management
Services for the City of
Fernandina Beach

GENERAL SERVICES REQUIRED
PERFORMANCE METRICS AND REPORTING

Partnering with Elite means implementing a proven, structured approach designed to deliver seamless operations, optimize efficiency, and drive long-term success. **Our Elite Proven Process is built on years of expertise, ensuring a smooth transition, operational excellence, and continuous performance improvements tailored to our client's needs.**

Elite Operating System



This five-step methodology is more than just integration, it is a **results-driven approach** that enhances service quality, maximizes efficiency, and aligns with our client's operational and financial goals. Through data-driven decision-making, proactive issue resolution, and real-time performance tracking, Elite ensures the City of Fernandina Beach receives a flexible, future-ready parking solution.

The 6 Components of EOS

By fully integrating EOS into daily operations, Elite becomes a true partner to our clients, delivering not just consistency, but a **proactive, expert-driven approach** to service management. At Elite, we don't wait for problems to arise, we build strategies that anticipate them, **helping our clients mitigate risk and enhance performance** across every part of the operation.

At its core, **EOS is a system built to align service delivery with each client's specific goals**. It fosters transparency, accountability, and a performance-driven culture that supports both day-to-day excellence and long-term success. The six essential components of EOS work together to drive operational clarity, efficiency, and continuous improvement:

Vision

- A **strategic roadmap** based on the City's objectives, outlining service goals, expectations, and long-term direction.
- Documented within the **Contract Operational Organizer (COO)** to ensure clarity and alignment throughout the contract term.

Odometers

- **Weekly scorecards and KPIs** that measure progress toward the City's operational targets.

- Regular **performance reviews** ensure transparency, accountability, and continuous service optimization.

Facility Maps

- **Comprehensive policies and procedures** for service deployment and delivery.
- Serves as a **training and reference document** for all team members, ensuring service consistency.

Traffic Jams

- **Systematic issue resolution process** identifying and resolving operational challenges before they impact service.
- Ensures the City of Fernandina Beach parking operations run without disruption.

People

- A structured hiring and training model ensuring **top-tier employees** who align with the City's performance expectations.
- Focuses on **continuous development and skill enhancement** for service excellence.

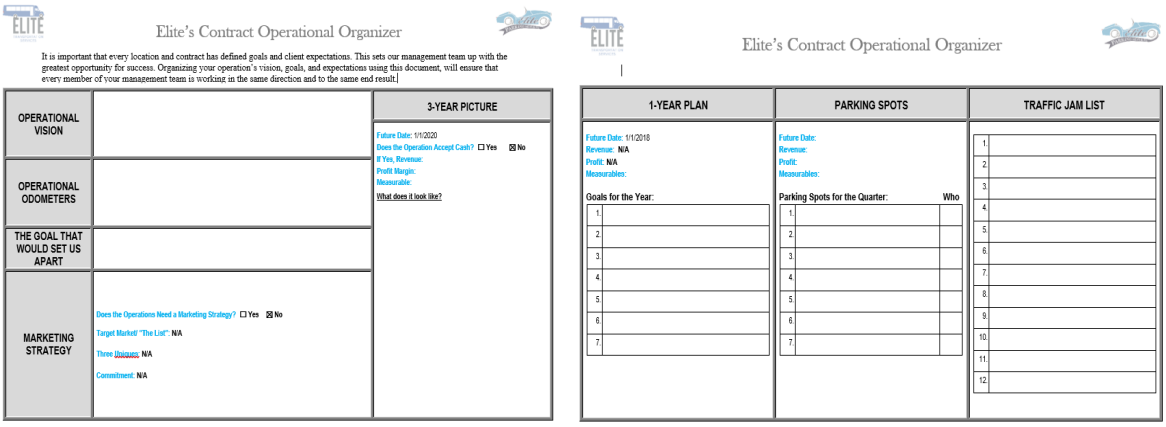
Parking Spots

- **Quarterly performance goals and milestones** for Elite's team, ensuring alignment with our client's service vision.
- Provides **measurable targets** that reinforce Elite's commitment to continuous improvement and superior service execution.

EOS Framework & Strategic Benefits for the City of Fernandina Beach

Each component of EOS plays a crucial role in enhancing operational transparency, optimizing resource allocation, and driving service excellence:

- Contract Operational Organizer (COO)



Elite's Contract Operational Organizer

It is important that every location and contract has defined goals and client expectations. This sets our management team up with the greatest opportunity for success. Organizing your operation's vision, goals, and expectations using this document, will ensure that every member of your management team is working in the same direction and to the same end result.

		3-YEAR PICTURE
OPERATIONAL VISION		Future Date: 1/1/2020 Does the Operation Accept Cash? ☐ Yes ☒ No If Yes, Revenue: Profit Margin: Measurable: What does it look like?
OPERATIONAL ODOMETERS		
THE GOAL THAT WOULD SET US APART		
MARKETING STRATEGY	Does the Operations Need a Marketing Strategy? ☐ Yes ☒ No Target Market/ "The List": N/A Three Uniques: N/A Commitment: N/A	

Elite's Contract Operational Organizer

1-YEAR PLAN		PARKING SPOTS		TRAFFIC JAM LIST
Future Date: 1/1/2018 Revenue: N/A Profit: N/A Measurables: Goals for the Year:		Future Date: Revenue: Profit: Measurables: Parking Spots for the Quarter:	Who	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.
1.		1.		
2.		2.		
3.		3.		
4.		4.		
5.		5.		
6.		6.		
7.		7.		

The COO serves as a structured framework that ensures complete alignment between Elite and the City of Fernandina Beach, streamlining goal setting, strategy execution, and service performance. By eliminating inefficiencies and proactively addressing challenges, the COO guarantees seamless operations, optimized resource management, and long-term success.

- Clear Operational Framework – Defines objectives, resource allocation, and implementation timelines to keep operations on track.
- Seamless Service Transitions – Prevents delays and disruptions, ensuring a smooth deployment.
- Data-Driven Performance Monitoring – Provides the City with a structured roadmap for tracking service efficiency, compliance, and accountability.

- **Service Performance Grading Scale**

  Elite employs a data-driven performance grading system that provides the City with a quantifiable measure of service efficiency, compliance, and operational success. **At the end of each quarter, Elite delivers a comprehensive performance summary, evaluating quarterly, annual, and three-year trends to ensure continuous service improvements.** This objective grading system calculates service performance based on predefined KPIs, offering our clients **full transparency and actionable insights to optimize operations**.

What This Means for the City of Fernandina Beach:

Unbiased, transparent performance tracking that quantifies service effectiveness.	Real-time operational insights for immediate corrective actions and continuous optimization.	Guaranteed consistency and reliability in high-quality service delivery.	A proactive approach to exceeding service benchmarks and ensuring seamless operations.

eView Client Portal

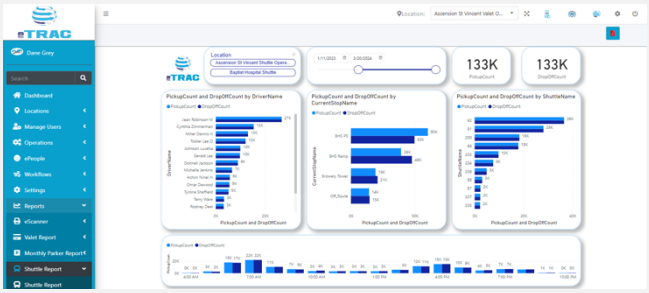
Unlike traditional operators who rely on fragmented, third-party systems, Elite's eView Client Portal – powered by our proprietary eTrac system – delivers a **fully integrated, real-time monitoring and reporting solution that no other provider can offer**. This technology gives the City of Fernandina Beach a **single, centralized platform** to oversee parking operations with **unmatched transparency, efficiency, and control**.

While other operators depend on manual tracking and delayed reporting, **Elite is the only provider offering live, automated performance insights**. Our proprietary platform ensures seamless data integration, instant reporting, and AI-driven optimizations, allowing the City to **proactively manage operations** rather than react to issues after they occur.

Here are some of the reports that the City will be able to access anytime, anywhere on our eView Client Portal:

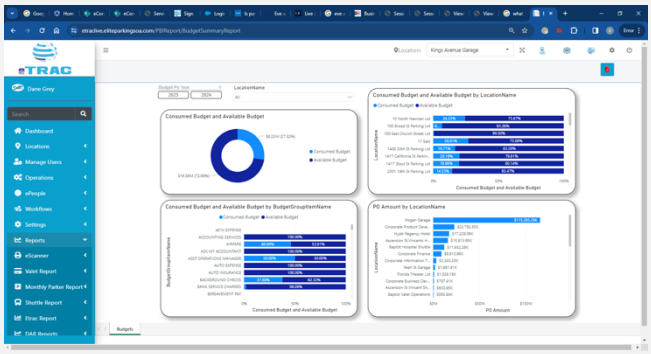
CLIENT PORTAL SERVICE SUMMATION REPORT

Aggregates real-time service data, allowing clients to monitor and adjust service levels promptly.



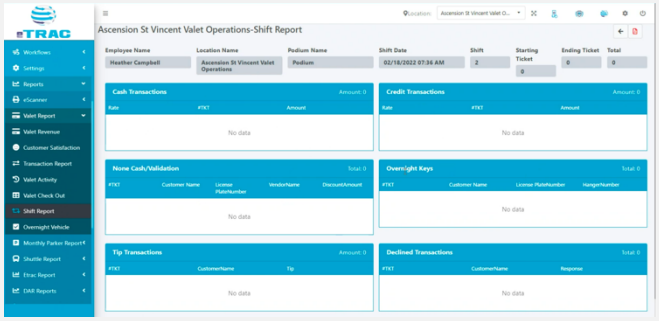
AUTOMATED P&L REPORT

Automatically generates detailed financial statements, providing clear visibility into financial health.



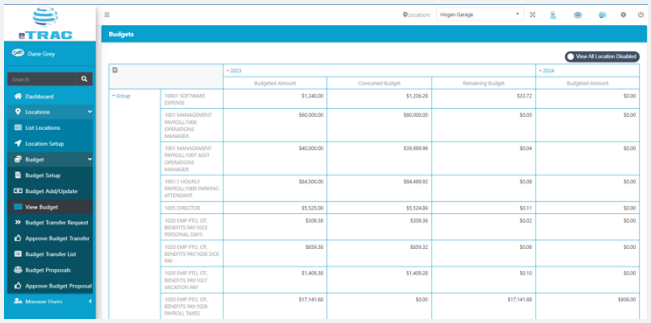
SHIFT REPORT

Offers updated transaction related information (dived by cash and credit operations).



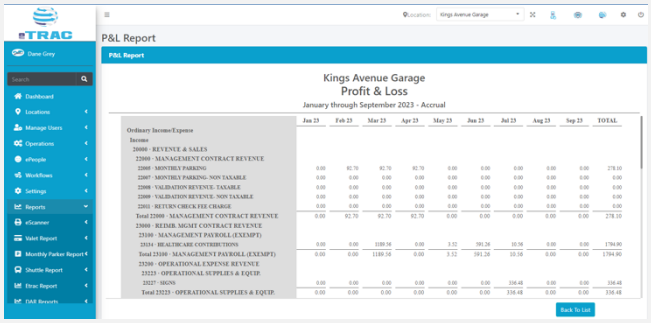
AUTOMATED BUDGET TO ACTUAL PROCESSING

Offers real-time budget performance insights, aiding in swift managerial decisions.



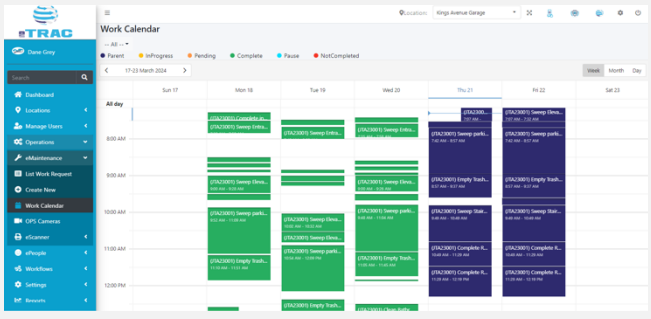
AUTOMATED CLIENT REPORTING

Delivers on-demand, customizable financial reports for instant access to critical data.



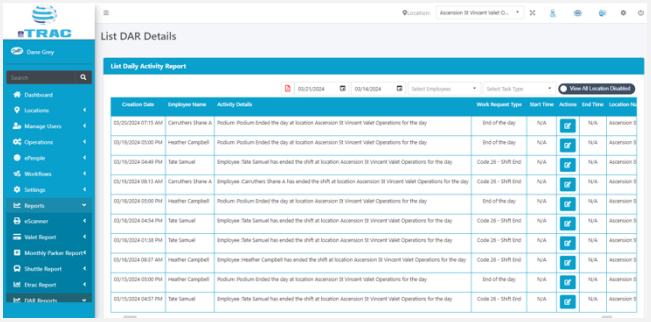
SERVICE ACTIVITY REPORT

Provides transparency into employee tasks and schedules for accountable, efficient task management.



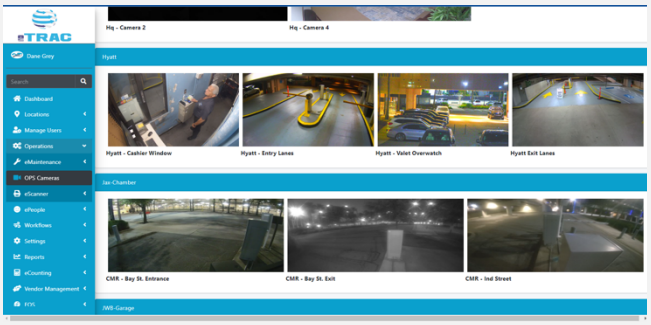
OPERATIONS REPORT

Meticulously documents and tracks every completed task, including the time and duration of completion, offering a transparent view of employee efficiency.



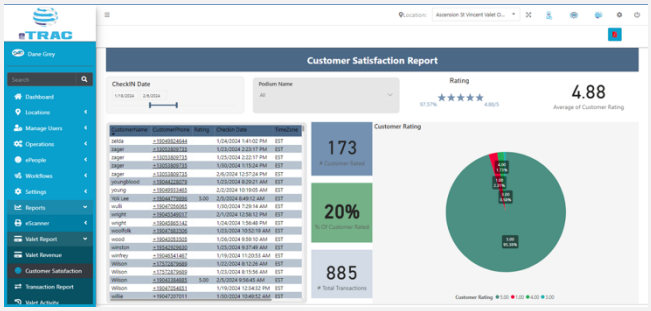
AUTOMATED CAMERA FEEDS

Enables remote access to live operational feeds, ensuring continuous oversight.



CUSTOMER SATISFACTION REPORT

Gathers and analyzes customer feedback to improve service quality and customer satisfaction.



<u>What this means to the City of Fernandina Beach:</u>

Full Operational Integration

Unlike competitors, Elite's eView connects every aspect of transit and parking operations in real time.

Real-Time Data and Reporting

Immediate access to service performance, financial metrics, citation information, and compliance data.

Tech-Driven Service Automation

Automated adjustments improve efficiency, reduce delays, and enhance overall reliability.

Customizable Insights and System Integration

Tailored reports and seamless compatibility with the City's internal platforms.

With Elite's proprietary eTrac technology, **the City of Fernandina Beach gains unprecedent visibility and control** over its transportation operations, ensuring a **more reliable and cost-efficient** parking operations service that outperforms anything offered by competitors. The eTrac dashboard is designed for intuitive navigation, allowing the City's team to quickly access critical operational data, monitor real-time performance, and customize reports as needed.

EXPANDED REPORTING CAPABILITIES

In addition to the real-time eTRAC reports accessible through the platform's dashboard and the EOS monitoring system outlined above, Elite will expand the City of Fernandina Beach's reporting capabilities with a suite of specialized reports. These enhanced insights will support proactive management, improve accountability, and ensure the continued success of the parking program.

CUSTOMER SATISFACTION SURVEY REPORTS

Collect and analyze feedback from residents and visitors to gauge satisfaction with parking services and identify areas for improvement.

RISK MANAGEMENT AND SERVICE SAFETY REPORTS

Monitor safety metrics and assess the effectiveness of risk management measures to ensure the parking program operates securely.

TECHNOLOGY SYSTEM REPORTING

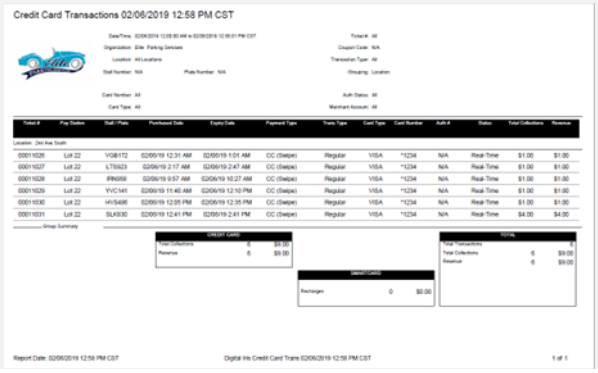
Ensure system uptime and reliability by monitoring the performance of all technological systems, including enforcement tools and payment platforms.

FINANCIAL TRANSACTION REPORTS

Provide a detailed overview of financial performance, ensuring that the parking program remains financially self-sufficient.

DAILY REVENUE SUMMARY REPORTS

Offer a breakdown of daily revenues collected across all payment methods for operational clarity.


Credit Card Transactions 02/06/2019 12:58 PM CST

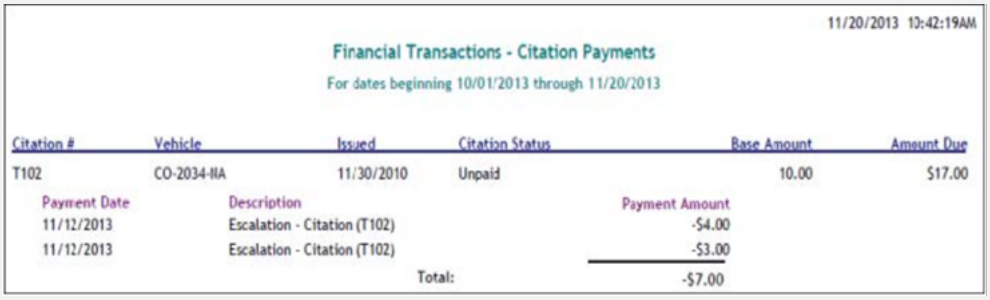
DAILY CREDIT TRANSACTION SUMMARY REPORTS

Summarize all revenues processed via credit cards, ensuring accuracy and accountability in electronic transactions.



CITATION PAYMENTS TRANSACTION SUMMARY REPORTS

Summarize all revenues processed via credit cards, ensuring accuracy and accountability in electronic transactions.



11/20/2013 10:42:19AM

Financial Transactions - Citation Payments

For dates beginning 10/01/2013 through 11/20/2013

Citation #	Vehicle	Issued	Citation Status	Base Amount	Amount Due
T102	CO-2034-HA	11/30/2010	Unpaid	10.00	$17.00

Payment Date	Description	Payment Amount
11/12/2013	Escalation - Citation (T102)	-$4.00
11/12/2013	Escalation - Citation (T102)	-$3.00
	Total:	-$7.00

IMPLEMENTATION TIMELINE

Elite Parking Services understands that launching a paid parking program requires more than infrastructure, it **demands community trust, education, and a carefully managed transition**. While a detailed day-by-day implementation schedule will be finalized collaboratively with the City, the following outlines our approach and engagement strategy to ensure a smooth, effective rollout.

Transition Timeline and Phases

wk 1	wk 2	wk 3	wk 4	wk 5	wk 6	wk 7	wk 8	wk 9	wk 10	wk 11	wk 12	wk 13	wk 14
Planning and Mobilitzation Finalize scope, contract, roles, and kickoff meeting with city stakeholders													
	Community Engagement Public outreach, FAQ distribution, community meetings, feedback incorporation												
		Infrastructure Setup Install meters/kiosks, signage, back-end software, security, and communication tools						**Soft Launch & Testing** Pilot enforcement, test hardware and software, refine support workflows		**Go-Live** Full launch of paid parking, enforcement, customer support	**Post-Launch Review** Performance check, KPI review, issue resolution, update training if needed		

Roles and Responsibilities

Role	Responsibility
Client Success Manager	Oversight, internal coordination, public announcements
Parking Operator (Vendor)	Tech setup, staffing, policy implementation, enforcement, reporting
IT Support	Kiosk & mobile app integration, back-end data flow, security compliance
Community Relations	Handle FAQs, social media, signage messaging, public meetings
Enforcement Team	Trained to issue citations, monitor zones, and resolve on-site issues

Key Components of the Transition

A Technology Implementation

- Install mobile-payment signage
- Configure rate schedules and business/resident permit logic
- Integrate with license plate recognition (LPR) or manual entry
- Enable real-time monitoring via dashboard (for operator & city)

B Enforcement & Operations

- Define enforcement hours, rules, and zones
- Hire/train enforcement officers
- Implement appeals process and violation collection methods

C Customer & Community Engagement

- Launch branded parking website and app guidance
- Send outreach mailers to residents & businesses
- Host town halls and listen sessions
- Offer onboarding materials for downtown merchants

D Performance Metrics & Reporting

- Daily/Weekly dashboards for:
    - Revenue by zone/method
    - Citation issuance & collection rate
    - Occupancy/utilization trends
- Monthly reporting on:
    - Customer complaints/tickets resolved
    - Community feedback
    - KPI adherence (see below)

Success KPIs

KPI	Target	Purpose
First-month customer satisfaction	≥ 85%	Gauge acceptance and experience
Uptime of payment infrastructure	≥ 98%	Ensure system reliability
Enforcement coverage	≥ 90% scheduled hours covered	Monitor consistent presence
Occupancy compliance rate	≤ 15% overstay violations	Balance availability with enforcement fairness
Revenue collection accuracy	≥ 99% of forecast	Ensure financial control and forecasting accuracy

Risk Mitigation Plan

Public Backlash on Paid Parking

Host town halls, offer 30-day education period before ticketing begins

Tech Failures (kiosks, app issues)

Redundant support channels and rapid-response field tech team

Enforcement Inconsistencies

GPS & photo-enabled audits, weekly supervisor ride-alongs

Merchant Resistence

Offer business validation codes or merchant permit programs

Community Engagement & Program Readiness

Before any signage is installed or enforcement begins, **we prioritize educating and aligning the community.** As a Florida-based operator with a strong regional presence, **Elite brings unique advantages to Fernandina Beach: we are close, we are accessible, and we understand the local dynamics**. This proximity allows us to respond quickly, communicate effectively, and build relationships directly with residents, businesses, and city stakeholders.

We know the best programs are those embraced by the people they serve. That's why Elite doesn't just implement, we collaborate. That is why we will implement public education campaigns to **Public Education Campaigns** to clearly communicate how to pay, when to park, and where to find help, through signage, mobile notifications, the City website, and in-person interactions.

Key Tactics Include:

- **Town Hall Meetings and Stakeholder Roundtables:** In-person and virtual sessions to walk through the upcoming changes, listen to concerns, and explain the benefits.

- **Outreach Street Team:** Local Elite ambassadors deployed to engage with businesses and residents, distribute educational materials, and provide real-time support during the transition.
- **Local-Led Communications Strategy:** Messaging tailored to Fernandina's tone, values, and visitor demographic, delivered through neighborhood newsletters, Chamber of Commerce partnerships, social media, and city platforms.
- **Education-First Soft Launch:** A grace period where enforcement is limited to warnings, allowing time for the community to adjust without penalty.
- **Feedback Channels**: Residents and businesses will have multiple touchpoints to submit questions, feedback, and suggestions. This can be done using the in-app feedback forms, a dedicated community email/phone lines, or the monthly town halls or advisory meetings.
- **Incentives for Compliance**: To encourage positive habits early, Elite will work with the City to offer: courtesy warnings during the soft launch period, small discounts on early citation payments, and recognition for repeat-compliant users.

Continuous Improvement

Our work doesn't stop after launch. We treat operations as a living system, constantly evolving based on real-world performance and local feedback.

ONGOING GOVERNANCE

- Monthly joint meetings between city and operator
- Quarterly performance reviews
- Annual adjustment of pricing, hours, and policies based on:
  - Economic conditions
  - Feedback from businesses/residents
  - Usage trends

AUDITS AND EVALUATIONS

Routine performance reviews ensure the system is functioning effectively, identifying inefficiencies and opportunities to improve enforcement and service quality.

STAKEHOLDER ENGAGEMENT

Involve residents, businesses, and enforcement staff in refining policies and procedures through continuous feedback.

REPORTING CAPABILITIES

Elite's advanced reporting tools ensure the City has full visibility into program performance. Key success metrics include:

- Reduction in parking violations
- Increase in parking revenue
- Improved customer satisfaction and fewer disputes
- Faster response times for enforcement and appeals
- Increased compliance with parking regulations.

PARKING ENFORCEMENT

Advanced System Integration & Customization for Smarter Cities

Elite's proprietary, IP-based technology is purpose-built to support municipalities like the City of Fernandina Beach by enabling **real-time data sharing, full system integration, and operational automation**. While most parking operators rely on third-party software patched together across multiple vendors, **Elite's fully integrated, end-to-end platform, eTrac, is designed for performance, flexibility, and transparency.**

With seamless integration across payment systems, enforcement tools, financial reporting, and customer interfaces, our technology empowers City staff with real-time data and fully automated processes that **improve efficiency, accountability, and residents and visitors' experience**.

Our seamless integration capabilities empower your team with real-time data-driven decision-making while also supporting:

- **Service KPIs & Live Performance Tracking** – Automated data collection and reporting, seamlessly feeding into the City's analytics for continuous and real-time performance monitoring.
- **Financial Reconciliation & Reporting** – Direct integration with the City's financial systems to ensure accurate, automated billing with full transparency.
- **Access Control & Permit Management** – Integrated tools manage residential permits and special access credentials.
- **Enforcement Oversight & Auditing** – Compliance data and citation analytics support transparency and legal enforcement.
- **Operational Cost & Resource Analysis** – Forecasting and cost analysis tools help city staff optimize resource allocation.
- **Customer Satisfaction Surveys & Engagement** – Integrated surveys and dashboards track public sentiment and user experience.

<u>Why Elite's Integrated System Outperforms the Competition</u>

Elite's proprietary system ensures full interoperability with the City's infrastructure for a streamlined, data-driven approach.

Custom-Built for Municipal Needs

End-to-End Digital Management

A Unified Platform, No Fragmentation

Unlike off-the-shelf platforms, Elite's eTrac system is purpose-built for municipalities and fully customizable to integrate with city departments, existing infrastructure, and evolving requirements

From contactless payment and online reservations to real-time citation tracking, inventory monitoring, and financial reconciliation, every process is digital, connected, and visible to City officials.

With eTrac, Fernandina Beach gains full oversight and control over parking enforcement, program compliance, and revenue performance without relying on fragmented systems.

Elite's State-of-the-Art Technology Solutions

OUR LPR SOLUTION DELIVERED AT NO COST TO THE CITY

Elite Parking Services is proud to offer Fernandina Beach a turnkey, technology-driven parking solution, provided entirely FREE OF CHARGE. Powered by our proprietary **eTrac** and **ePARCS** platforms, our cloud-based systems deliver real-time operational insights, streamlined management, and broad accessibility, **all while minimizing hardware and infrastructure requirements**. This model ensures **the City benefits from innovation without financial strain**, enhancing safety, accessibility, and efficiency across the entire parking program.

What Fernandina Beach Gains with Elite's Technology:

1 SEAMLESS INTEGRATION

Our eTrac and ePARCS systems integrate effortlessly into the City's current setup, optimizing functionality without requiring costly or disruptive infrastructure changes. This ensures an efficient transition while maximizing value from existing resources.

2 REAL-TIME OPERATIONAL INSIGHTS

eTrac delivers live metrics on occupancy, payment compliance, turnover, and peak demand. City staff can make informed decisions instantly, improving service, reducing congestion, and optimizing enforcement efforts.

3 CLOUD-BASED, MINIMAL HARDWARE

Our solution minimizes physical infrastructure. There are no on-site servers to maintain and no kiosks to repair frequently, ensuring lower overhead, faster uptime, and cleaner streetscapes.

4 PREDICTIVE, MINIMAL MAINTENANCE

Elite's technology is designed for low-touch, long-life operation. Predictive alerts and centralized diagnostics reduce service disruptions and eliminate the need for expensive emergency repairs.

5 DATA-DRIVEN SOLUTIONS

Advanced LPR technology ensures accurate tracking and efficient enforcement. This enables consistent compliance, minimizes disputes, and helps the City maximize revenue without increasing enforcement burden.

6 INCLUSIVE PAYMENT SOLUTIONS

Our system accommodates every user, mobile apps, contactless card payments, online portals, and pay-by-text are all available. We also support alternative methods for unbanked residents or those without smartphones, ensuring equity and accessibility.

Elite Parking Services leverages cutting-edge technology and proven methodologies to ensure compliance with parking regulations while enhancing the overall user experience for residents and visitors.

By automating access, minimizing administrative effort, and enabling precise tracking of vehicle activity, **ePARCS** enhances operational efficiency and improves the overall parking experience for employees, residents, and business stakeholders.

To further support municipal objectives, **our LPR enforcement is fully integrated with the Florida Department of Transportation (FDOT)** and the local Department of Transportation (DOT), enabling automatic processing of citations and enforcement notices via mail. Additionally, **our platform collects and reports essential transit data**, including **vehicle passenger counts**, contributing to more informed transportation planning and policy alignment with state and regional agencies.

Why Elite's ePARCS System Stands Above the Competition

Traditional parking access systems are often outdated, prone to error, and difficult to manage. These limitations result in higher costs, reduced security, and poor user experiences.

Elite's **ePARCS system** offers Fernandina Beach a smarter alternative**: a fully automated, license plate recognition (LPR)-based, ticketless access control solution that simplifies operations, enhances enforcement, and ensures only authorized vehicles gain entry.**



End-to-End Automation

Eliminates human error and improves efficiency.



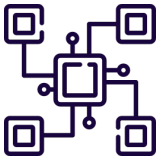
Data-Driven Decisions

Provides real-time usage insights for optimized management.



High Security Standards

Ensures exclusive access with customizable control settings.



Future-Ready Integration

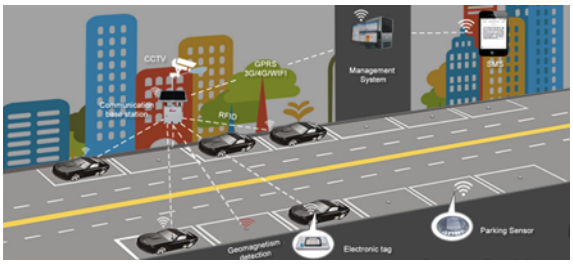
Seamlessly grows with the City's operational needs.

By eliminating manual processes, reducing administrative burden, and ensuring real-time tracking of all vehicle activity, **ePARCS** enhances operational efficiency and improves the overall parking experience for residents, visitors, employees, and business stakeholders, positioning Fernandina Beach as a forward-thinking, well-managed coastal destination.

Elite ePARCs Solutions	FEATURE	General Industry PRCS
Cloud-based, no on-premises servers	Management and Maintenance	Requires on-site server management and security
Primarily software-based with minimal hardware	Hardware Requirements	Heavy, complex hardware needing on-site tech service
Easy-to-use customer transaction screen and simplistic UI	User Interface	Complicated customer interfaces
Fully digitized and automated ingress/egress processes	Process Automation	Largely manual, disconnected systems
Quick, simple with limited infrastructure needs	Installation	Expensive, complex installation with long lead times
Low voltage, power over ethernet	Power Requirements	Requires complicated infrastructure
No on-site manpower needed; cloud-based maintenance	Maintenance	On-site maintenance tech required
Automated notifications for quick issue resolution	Service Notifications	
97% accuracy with no lost ticket issues	LPR Accuracy	Relies on ticket processing systems
AI-powered predictive analytics for service exceptions	Analytics	
Less than a second on egress, less than half a second on ingress	Transaction Speeds	
Real-time updates and service KPIs	Client Dashboard	
Various cloud-based automated payment options	Payment Options	Pay on foot and hardware-based solutions
Quicker ROI	Return on Investment	Expensive equipment with slower ROI
Easy system replacement characteristics	System Replacement	Maintenance professional needed for major outages

Smart Enforcement Through Technology

Our approach leverages tools such as LPR systems, geofencing, and automated ticketing to streamline operations and reduce violations. With data-driven strategies and a focus on user-friendly solutions, we provide the City of Fernandina Beach with a comprehensive enforcement framework that **minimizes disputes, optimizes revenue, and keeps traffic moving smoothly.**



On top of that, by leveraging advanced technologies and data-driven strategies, we ensure that parking violations are detected, addressed, and resolved efficiently, minimizing disputes while promoting compliance.

Here are the key tools and tactics we use to achieve this:

Automated Vehicle Enforcement

Smart parking meters with geofencing to monitor parking duration and detect violations.

License Plate Recognition

Used in vehicles and handheld devices to identify current and past violations and integrate with payment systems.

Mobile Apps

Real-time payment verification, notifications, and the ability to extend parking sessions for users.

<u>City-Owned LPR Enforcement Vehicle for Enhanced Collaboration</u>

As part of our commitment to supporting Fernandina Beach's enforcement efforts, Elite will provide **one municipal vehicle equipped with advanced LPR technology**, fully integrated into our eTrac system and compatible with local law enforcement platforms.

This dedicated vehicle will:

1. **Improve Compliance:** Automate license plate scans to detect violations and expired permits quickly and accurately.
2. **Enhance Enforcement Efficiency:** Increase patrol productivity by covering more ground in less time with fewer resources.
3. **Increase Revenue:** Boost citation issuance and reduce unpaid violations, directly supporting program sustainability.
4. **Support Local Police Collaboration:** Create a seamless data flow between Elite and Fernandina Beach Police Department for joint visibility, real-time insights, and faster response.

This LPR-equipped vehicle represents another step toward smarter, more efficient, and better-connected municipal parking enforcement.

Patrol Scheduling

To maximize enforcement efficiency, Elite employs a strategic approach based on:

Data-Driven Deployment

Historical data and real-time analytics are used to determine peak enforcement hours and high-demand areas, ensuring officers are deployed where and when they are needed most.

Focused Enforcement

Patrols concentrate on areas with recurring violations or unpaid sessions, addressing compliance challenges directly and proactively.

Streamlined Ticketing and Notifications

Building on efficient patrol scheduling, Elite integrates advanced technology to simplify the ticketing process and improve communication with violators:

AUTOMATED TICKETING

Reduce manual errors and staffing needs by automating ticket issuance in areas monitored by LPR and geo-fencing technology.

PAPER AND DIGITAL OPTIONS

Provide manual tickets only when necessary, prioritizing digital issuance for speed and accuracy.

PROACTIVE NOTIFICATIONS

- Notify violators via SMS, email, or the City's mobile app to facilitate timely communication and resolution.
- Ensure clear instructions on payment options and next steps to improve compliance rates.

The Process

1 Monitoring and Detection

- Patrols: Regular patrols conducted by parking enforcement officers in designated areas.

- Technology Use: Advanced technology, such as license plate recognition (LPR) systems and geofencing, will automatically detect parking violations.

2 Indentifying Violations

- Types of Violations: Clearly defined violations include expired payments, unauthorized parking, and blocking access. Municipal codes will be reviewed to ensure alignment.

- Documentation: Enforcement officers will document violations with photographs and vehicle details (license plate, make, model).

3 Issuing Citations

- Citation Details: Citations will include the date, time, location, description of the violation, and citation amount.

- Delivery: Citations will be placed on vehicles or sent electronically using digital systems.

- Advanced Practices:

  - Develop additional practices to address frequent and delinquent violations.

  - Work with the Department of Transportation (DOT) to identify vehicle owners through license plate information.

4 Payment and Penalties

- Payment Methods: Convenient payment options, including online, mail, and in-person methods.

- Late Fees: Defined penalties for late payments to encourage timely compliance.

5 Non-Payment Enforcement

- Follow-Up Notices: Reminders sent for unpaid citations.

- Collections: Partner with third-party collection agencies for chronic non-payers.

- Vehicle Immobilization: Implement booting or towing for unresolved citations after multiple warnings.

A Fair and Transparent Parking Enforcement

Elite combines advanced technologies and best practices to enforce parking regulations while prioritizing fairness and transparency. Our approach ensures compliance with the City's policies while maintaining a positive user experience with:



Clear Rules and Signage
Visible and informative signage to communicate parking rules, fees, and restrictions effectively.



Reasonable Fines
Penalty structures that deter violations without being excessively punitive, aligned with comparable municipalities.



Grace Periods
Short grace periods to encourage compliance and minimize disputes.



Dispute Resolution
An online portal where violators can review evidence and contest tickets, ensuring fairness and transparency in enforcement.

Documented Compliance with Payment Card Industry Data Security Standards (PCI DSS)

Elite Parking Services takes data security seriously. We ensure full compliance with Payment Card Industry Data Security Standards (PCI DSS) to **safeguard customer credit card information across all payment platforms used in the City of Fernandina Beach**. Our systems, policies, and procedures are designed to meet the highest standards in data protection, **ensuring secure transactions while minimizing the risk of breaches or cyber threats.**

Key components of our **Credit Card Processing and PCI Compliance Program** include:

Encrypted Transactions: All credit card data is encrypted at point of entry and throughout the transaction lifecycle. We never store sensitive credit card information. Instead, tokenization is used to replace card data with secure, randomized tokens.

Rigorous PCI Compliance Policies: Elite's internal compliance and audit department has established robust PCI compliance policies to ensure all systems and procedures align with PCI DSS standards. These policies are embedded in daily operations and reinforced through regular training and system

Ongoing PCI Compliance Audits: Our corporate operations team conducts regular assessments of PCI compliance during site visits to ensure ongoing adherence. This includes unexpected annual reviews at each location to ensure continuous compliance with all PCI DSS requirements.

Military-Grade Security: Elite secures all credit card processing systems with military-grade firewalls and encryption protocols, safeguarding the payment systems from unauthorized access. This level of protection extends to internet-connected systems and all areas where credit card data is processed or stored.

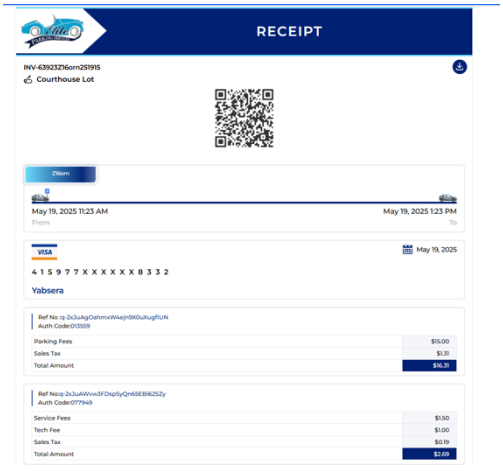
Incident Monitoring and Response: Elite's PCI compliance program includes real-time monitoring for suspicious activities and a rapid response protocol for handling potential security incidents, ensuring the highest level of protection for the City of Fernandina Beach.

Third-Party Compliance: All processors and partners we work with are PCI-DSS certified and undergo regular compliance reviews.

Training and Awareness: All staff handling credit card transactions receive specialized training on PCI DSS requirements, ensuring that compliance is consistently maintained throughout the organization.

At Elite, we do not store or retain any customer credit card numbers or personal data, **all sensitive information is encrypted, masked, and completely inaccessible to Elite staff**. For added transparency, all receipts issued to customers display only masked card information, reinforcing our commitment to data privacy.

By adhering to these strict security standards, Elite ensures that residents and visitors in the City of Fernandina Beach can enjoy a secure, seamless, and trustworthy parking payment experience.



CUSTOMER SERVICE

Delivering Outstanding Service with Fair and Respectful Enforcement

At Elite Parking Services, we are committed to delivering exceptional customer service while ensuring that parking enforcement is fair, transparent, and conducted with professionalism. For the City of Fernandina Beach, this means creating a seamless, accessible parking experience for both residents and visitors, rooted in clear communication, responsiveness, and trust.

Corporate Customer Service Program

Our Corporate Customer Service Program is built to enhance every customer interaction, making parking in Fernandina Beach stress-free and user-friendly. Key components include:

Proactive Engagement: All Elite personnel are trained through our internal **Elite University** program to offer courteous, empathetic, and knowledgeable assistance. resolving issues quickly and professionally, whether in person or via digital support.

Feedback-Driven Improvement: After each customer service interaction, a brief survey is sent to gather feedback and track satisfaction. This helps us measure performance, address issues early, and continuously raise our service standards

Data-Driven Insights: After each customer service interaction, a brief survey is sent to gather feedback and track satisfaction. This helps us measure performance, address issues early, and continuously raise our service standards

Through this structured approach, Elite ensures a high standard of service that promotes trust, supports compliance, and enhances the overall parking experience in Fernandina Beach.

COLLECTION OF MONIES AND ACCOUNTING

COMPREHENSIVE CASH CONTROL & REVENUE MANAGEMENT PLAN

Elite Parking Services is committed to providing the City of Fernandina Beach with a **secure, transparent, and fully auditable cash control and revenue management system.** Our approach ensures the integrity of all financial operations – from transaction processing to revenue reconciliation – while protecting sensitive customer data and maximizing fiscal performance.

The following highlights our strategy for managing, securing, and optimizing parking revenue operations for the City.

Collection Procedures and Revenue Integrity				
Daily Checks and Balances: We conduct daily reconciliations of cash collections and verifications of parked vehicles, ensuring accuracy, accountability, and transparency in all revenue-handling processes.	**Secure Communication Channels**: All communication between systems is encrypted to protect sensitive financial data, ensuring complete security in transactions and reporting.	**PCI-Compliant Transactions**: Our payment systems are PCI-compliant, eliminating any risk of data exposure for the City, securing both customer and residents and visitors data in every transaction.	**Dedicated Accounts**: All cash funds are deposited into distinct accounts, separated from other business funds to ensure no commingling, providing clear visibility into parking revenue.	**Automated Revenue Reconciliation**: Utilizing our state-of-the-art eTrac system, we perform swift, automated revenue reconciliations, giving the City an accurate and verifiable audit trail for all transactions.

Advanced Financial Management Tools

Automated Reconciliation and eCounting: Our automated system ensures seamless daily reconciliation of all cash and credit transactions, minimizing errors and creating a clear audit path from parking transactions to financial reporting.

Real-Time Financial Reporting: Through our client portal, the City has continuous access to real-time financial reports, including profit and loss statements and budget-to-actual comparisons, ensuring total visibility into the financial health of the operation.

Shift and Revenue Reports: Detailed shift reports segregate cash and credit transactions, ensuring clear accountability for each employee and comprehensive oversight of all revenue collected.

eValet and eTrac Integration: Our valet services integrate with eTrac, using predictive analytics to optimize staff deployment and improve customer experience, while also accurately tracking financial transactions. (*if applicable)*

Revenue Protection and Auditing

Multi-Layer Oversight: Our revenue protection strategy includes multiple independent checks, ensuring all reported revenue is accurate and any discrepancies are immediately identified and addressed.

Cash Auditing Processes: We employ strict cash-handling protocols, from cashier supervision to routine, unexpected audit checks, ensuring every transaction is properly documented and verifiable.

Automated Alerts for Discrepancies: Our eTrac system automatically flags any discrepancies between vehicle counts and revenue collection, allowing for immediate investigation and resolution.

PCI Compliance and Data Security

Strict PCI Compliance: We ensure compliance with PCI standards, conducting regular internal audits and surprise assessments to maintain the highest level of data security.

Cybersecurity Measures: All of our payment processing and internet-connected systems are protected by military-grade firewalls, safeguarding against cyber threats and ensuring the integrity of customer payment data.

Comprehensive Reporting and Real-Time Access

Continuous Reporting for the City of Fernandina Beach: The City will have round-the-clock access to all operational reports, including detailed financial summaries, shift reports, and performance against budget forecasts.

Real-Time Monitoring: With real-time monitoring and reporting available through our client dashboard, the City will have immediate access to critical data for informed decision-making and operational planning.

PERSONNEL ADMINISTRATION

RIGHT-SIZED STAFFING FOR SEAMLESS PARKING IN FERNANDINA BEACH

Elite Parking Services is uniquely equipped to support the City of Fernandina Beach through a **personalized staffing strategy that adapts to the City's seasonal patterns, downtown activity levels, and community expectations**. By

combining a data-informed staffing methodology with real-time operational oversight and local team management, we deliver reliable service, streamlined enforcement, and strong community alignment.

ELITE'S TAILORED STAFFING METHODOLOGY

Unlike one-size-fits-all approaches often seen in municipal operations, Elite applies a **flexible, data-driven staffing model** to match actual demand with the right level of personnel, ensuring cost efficiency and operational excellence year-round.

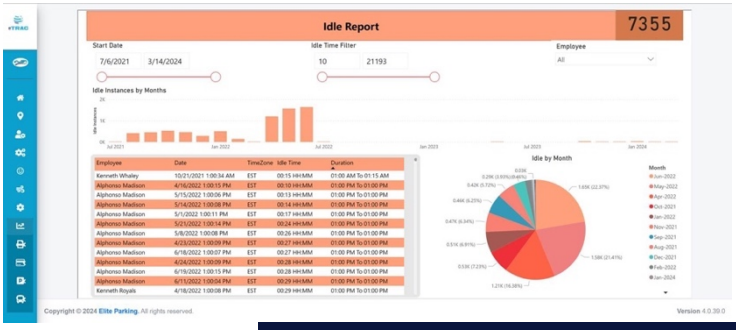
Our methodology includes:

1. **Seasonal Forecasting**: We analyze historical trends, special event schedules, and tourism peaks to build flexible staffing plans that scale with Fernandina Beach's dynamic needs.

2. **Real-Time Adjustment**: Leveraging our proprietary eTrac system, we monitor parking patterns live and make real-time staffing changes when needed—ensuring consistent performance even during high-demand periods.

3. **Site-Specific Modeling:** We assess each enforcement and operations zone individually, tailoring staff coverage and deployment to reduce response times and improve compliance.

Elite's refined staffing methodology ensures that our clients pay only for the essential services required, not excess staffing. **Our approach optimizes on-site teams to match the actual service demands, leading to a direct reduction in service costs and an enhancement in employee performance.**



Real-Time Idle Report Available on eTRAC

This efficiency is driven by our service model's clear directives and technology, which ensures tasks are completed in line with our stringent guidelines, timelines, and service standards.

This proven methodology guarantees:

NO WASTED RESOURCES	RESPONSIVE SERVICE	LOCAL ACCOUNTABILITY
the City only pays for the support it actually needs.	staff are present and prepared during peak times and events, but scaled down when demand is lower.	our on-the-ground team is available quickly to address resident and visitor concerns in real time.

Unlike other parking companies lacking a systematic approach to staffing, Elite's proven approach, Elite ensures that Fernandina Beach benefits from a well-managed parking program that is **smart, responsive, and locally grounded**—with staffing tailored to meet the City's operational goals, budget constraints, and service expectations.

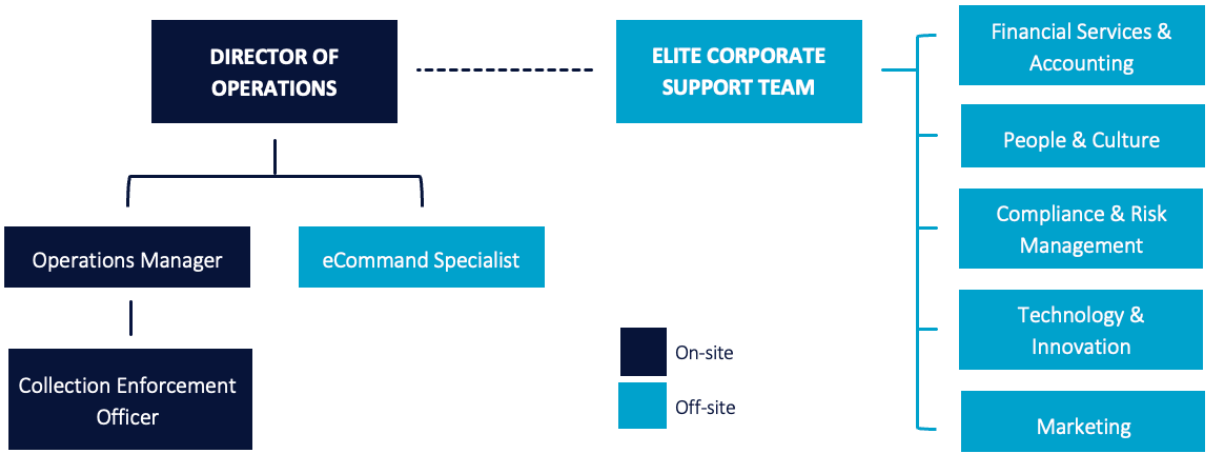
Staffing Plan for Fernandina Beach

Elite Parking Services uses real-time data from our proprietary **eTrac** platform to analyze parking activity, transaction patterns, and enforcement volumes, allowing us to **accurately forecast staffing** needs and deliver efficient service without inflating labor costs.

We understand exactly what's required at each operational touchpoint, whether it's monitoring curbside zones, issuing citations, managing permit requests, or responding to customer concerns. This clarity allows us to staff with precision, **ensuring responsiveness, reduced downtime, and high-quality service** during both peak and off-peak periods.

Our operational structure is built around a **dual-support model** with both an **on-site operations team** – dedicated to daily service delivery, customer interaction, and performance execution, – and an **off-site support team** – providing oversight, reporting, technology management, and strategic direction to ensure consistency and ongoing optimization.

Here's how the structure works in practice:



This structure ensures that Fernandina Beach benefits from a **professional, community-aligned, and data-driven parking program**, backed by real-time intelligence and a team that understands both the local context and best-in-class municipal operations.

EMPLOYEE SCREENING

Elite Parking Services places the utmost importance on hiring qualified, professional, and compliant staff to represent the City of Fernandina Beach. Our rigorous screening processes and scheduling practices are designed to ensure that every team member meets the highest standards of skill, professionalism, and legal compliance. By maintaining a workforce that is thoroughly vetted and expertly trained, we guarantee exceptional service delivery that aligns seamlessly with City's operational goals and values.

Key Qualifications Across All Positions:

- **Screening and Legal Compliance**: All employees undergo rigorous background checks, including eligibility verification to legally work in the United States.
- **Proficiency in English**: All frontline staff are fluent in English and trained to interact clearly and professionally with both residents and visitors. Supervisory team members are also capable of written communication for reporting, documentation, and incident resolution.

- **Parking Expertise**: Whether enforcing regulations, managing parking services, or supporting other related operations, employees are equipped with the skills and training needed to address the public respectfully and ensure daily operations run smoothly.

CUSTOMER SERVICE TRAINING, POLICIES, AND COMPLAINT RESOLUTION

At Elite Parking Services, we understand that our responsibility extends beyond enforcement, **we represent the City of Fernandina Beach in every interaction with residents and visitors**. Our comprehensive customer service program is designed to foster trust, ensure respectful communication, and deliver a positive experience at every touchpoint.

Our approach is grounded in municipal values, combining thorough training, clear policies, and responsive complaint resolution processes. Whether assisting with a payment question, addressing a citation concern, or helping a first-time visitor navigate the system, **Elite team members are trained to listen, respond empathetically, and resolve issues effectively.**

As part of this program, every guest interaction is followed by opportunities for feedback to measure our performance and identify areas for continuous improvement. Through this commitment to outstanding service, we aim to achieve:



Leveraging our advanced **eTrac technology**, Elite Parking Services captures and measures service quality across every customer touchpoint. From parking payments and citations to on-the-ground interactions, our system provides **real-time analytics** on satisfaction and responsiveness.

These insights are shared with the City of Fernandina Beach to enable **informed, timely decisions** that improve service delivery, enhance transparency, and ensure public trust.

GETTING THE RIGHT PEOPLE IN THE RIGHT SEAT

At Elite, we understand that the quality of our staff is as crucial as any operational metric. Therefore, we ensure that all employees undergo a rigorous interview process, as mentioned above. Once selected, they participate in an **intense training and onboarding program focused on what we call Customer Satisfaction Behaviors**. This training doesn't just introduce these behaviors—it instills them, **ensuring our team excels in every interaction with parking customers.**



These behaviors include:



First Impressions

We train all team members on the importance of maintaining a professional appearance at all times, helping them understand the value of their uniform and the brand it represents. This aligns with our goal of making an outstanding first impression on every occasion.



Customer Interactions

Given our continuous interaction with customers, whether as bus drivers, cashiers, valet attendants, or auditors, we emphasize the importance of eye contact, warm greetings, polite and professional communication, and sincere farewells.



Conflict Resolution and Problem Solving

We equip our staff with the necessary tools to address customer issues effectively, fostering a can-do attitude that eliminates phrases like "I don't know" or "I can't help you."

TRAIN AND EQUIP ENFORCEMENT STAFF

Training at Elite is an ongoing process, **with all employees receiving regular refresher courses through Elite University to stay updated on the latest customer service techniques and operational standards**. We prioritize team morale and engagement by offering competitive benefits, including bonus programs, paid time off, healthcare, employee recognition programs, and annual appreciation events. **A happy and motivated team translates into superior service for the guests and customers they interact with daily.**

Elite Parking Services' training programs are meticulously crafted to prepare our staff to deliver outstanding parking services at the City of Fernandina Beach. By investing in continuous education and professional growth through Elite University, we reaffirm our commitment to **maintaining the highest standards of service excellence and meeting the expectations of the City.**

Elite's staffing plan includes:

1 Comprehensive Training

In-depth training on parking policies, enforcement technology (e.g., LPR systems, mobile apps), and customer service best practices.

2 Standardized Procedures

Clear guidelines for ticketing, issuing warnings, and managing disputes to ensure consistency across all enforcement activities.

3 Safety Training

Specialized training in conflict management and personal safety to equip officers with the tools and strategies to handle challenging interactions professionally and safely.

CUSTOMER COMPLAINTS RESOLUTION

We ensure **all customer complaints are addressed within 24 hours**, with all actions and outcomes documented in eTrac to facilitate continuous improvement and client satisfaction.

Employee Training

Our comprehensive training programs are designed to enhance job performance, promote professional growth, and ensure exceptional customer service across all facets of municipality parking operations.

Employee Training and Industry Affiliations



Our commitment to excellence extends to comprehensive employee training, underscored by mandatory TSA First Observer certification. This specialized training, introduced by the Transportation Security Administration, equips our staff with essential skills to identify and report suspicious behavior, contributing to the safety and security of the parking facilities we manage. Additionally, our industry affiliations with organizations like the International Parking Institute (IPI) and Smith Systems enrich our training programs, ensuring our team is well-versed in the latest standards and practices within the parking and transportation industry.

Elite University

ELITEUNIVERSITY

Elite University (EU) is our proprietary online learning platform designed to foster operational continuity and elevate employee productivity. EU offers tailored training modules specific to our target markets – hospitals, airports, and municipalities – thereby enhancing our employees' understanding and proficiency. By promoting a cohesive team environment and providing top-notch training, EU plays a crucial role in mitigating operational challenges, errors, and risks, ensuring our staff is equipped to deliver exceptional service every day.

Parking Employee Customer Service and Interaction Training



At Elite, we place a significant emphasis on customer service excellence. Our comprehensive training program, developed in partnership with the International Parking Institute (IPI), defines and instills the principles of outstanding customer service in all our employees. This program covers essential skills such as active listening, understanding non-verbal cues, and employing specific communication techniques tailored to the parking industry. By ensuring all staff members complete this industry-leading training, we guarantee that every customer interaction reflects Elite's high standards of service.

The Elite Leader Program

The Elite Leader Program represents our dedication to cultivating leadership excellence within our organization. This annual training initiative is designed to enhance problem-solving skills, foster innovative solutions, and encourage a creative approach to addressing client issues. By instilling ten distinct leadership qualities in our management teams, the program ensures that our leaders are equipped to effectively guide their staff, fostering a positive and productive work environment. This commitment to leadership development is integral to our strategy, ensuring that our teams are led by individuals who embody the Elite standard of excellence.

STAFF UNIFORM AND APPEARANCE STANDARDS



At Elite Parking Services, we understand that every member of our team represents not only our company, but the **City of Fernandina Beach** itself. That's why we uphold rigorous standards for staff uniforms and personal appearance, **ensuring that every interaction with residents and visitors is professional, respectful, and consistent with the City's welcoming atmosphere.**

Uniform Standards

- **Professional, Branded Attire:** All employees will wear Elite-issued uniforms that are clean, well-maintained, and clearly branded with the **Elite Parking Services logo**. Where appropriate, branding may also include identifiers that reflect our partnership with the City.
- **Functional & Approachable Design:** Uniforms are designed for high visibility, ease of movement, and weather-appropriate conditions, ensuring staff remain both accessible and operational in any environment.

Name Badges

Each team member will wear a name badge displaying their first name and role. This reinforces personal accountability and helps foster **friendly, approachable interactions** with the public.

Presentation and Grooming

We maintain high expectations for professional appearance:

- Staff must arrive in clean, pressed uniforms with polished footwear.
- Grooming must be neat and presentable at all times.
- Personal hygiene and demeanor are strictly monitored to ensure staff interactions reflect the **City's standards of hospitality, respect, and civic pride**.

By setting and enforcing these uniform and grooming standards, Elite ensures that the public-facing image of the City's parking program is **one of professionalism, trust, and community alignment**.

INSTALLATION AND MANAGEMENT
SIGNAGE STRATEGY



As part of our installation and operations management plan, Elite Parking Services will implement a consistent, high-impact signage strategy to **ensure residents and visitors can easily navigate the City of Fernandina Beach's parking program**. Clear, professional signage plays a vital role in enhancing customer experience, **increasing compliance, and reducing confusion** at every point of interaction.

All signage deployed under Elite's direction will adhere to the following design and placement principles:

Clear, Simple Messaging	All language used will be direct, concise, and easily understandable by both residents and visitors—avoiding industry jargon or overly complex instructions.
Readable Typography	Fonts will be legible from an appropriate distance, using clean, sans-serif typefaces and avoiding overly decorative or stylized fonts that could impact readability.
High Contrast for Visibility	Text will be displayed with strong color contrast against the background to ensure maximum visibility in all lighting conditions. Signage colors will align with the City's branding and ADA standards where applicable.
Strategic Sizing and Placement	Signs will be appropriately sized based on their purpose (e.g., entry vs. payment instructions) and strategically placed at eye level or vehicle line of sight depending on pedestrian or driver orientation.
Universal Symbols and Icons	To reduce reliance on text alone, all signs will incorporate internationally recognized pictograms—such as arrows, "P" symbols for parking, and accessibility icons—for quick comprehension.
Wayfinding & Directional Guidance	Elite signage will clearly direct users to all major destinations including entry/exit points, payment kiosks, designated zones (employee, ADA, event), and customer service touchpoints.
Color Coding for Clarity	Distinct colors will differentiate zones or functions within the system (e.g., green for general access, red for exits, blue for ADA-accessible spaces), improving flow and intuitive wayfinding.
Contact Information for Support	Customer service contact information will be included on all major signage, ensuring users have immediate access to assistance when needed—especially near payment stations and exit points.
Ongoing Maintenance & Quality Control	Signage will be regularly inspected for wear, visibility, or obstruction. Damaged signs will be promptly replaced to maintain a polished, professional environment.
Feedback & Effectiveness Testing	Elite will periodically gather user feedback and conduct internal evaluations to ensure signage remains effective and responsive to real-world needs and evolving conditions.

This signage strategy is designed not only to guide, but to reassure. It supports smooth operations, enhances compliance, and **reflects the City's commitment to providing a positive, accessible, and transparent parking experience for all.**

References

Elite Parking
Services of America

PROPOSAL TAB C

REFERENCES

This section provides contact information of five of our top references.

Parking Management
Services for the City of
Fernandina Beach

TRUSTED PARTNERS AND VERIFIED SUCCESS

Elite is proud of its long-standing relationships with clients who trust us to manage their parking operations effectively. The references below include direct clients who can verify our ability to deliver exceptional results.

JACKSONVILLE TRANSPORTATION AUTHORITY

Nathaniel Ford, Chief Executive Officer

100 LaVilla Center Drive
Jacksonville, FL. 32204

nford@jtafla.com | 904-630-3100

COJ & Downtown Investment Authority

Aundra Wallace, President

3 Independent Drive
Jacksonville, FL 32202

O: 904.366.6690 | M: 904.864.0616

JWB

Alex Sifakis, President

7563 Philips Hwy Ste 109
Jacksonville FL 32256
904-566-6400

HYATT REGENCY JACKSONVILLE

Jeff Thompson, General Manager

225 E Coastline Dr
Jacksonville, FL 32202

jeff.thompson@hyatt.com | 775-233-7107

CITY OF ST. AUGUSTINE

Xavier L. Pellicer III, P.E., Mobility Coordinator

P.O. Box 210
St. Augustine, FL 32085

xpellicer@citystaug.com | 904.209.4211

Elite Parking
Services of America

PROPOSAL TAB D

PROJECT BUDGET AND COSTS

This section includes a projected budget and revenue for the project as well as the fees proposed and a reasoning of how Elite is proposing those for the City of Fernandina Beach's parking.

Parking Management
Services for the City of
Fernandina Beach

SMART PRICING STRATEGY BACKED BY REAL-WORLD DATA

Elite Parking Services doesn't guess when it comes to pricing, we use real-world data from cities just like Fernandina Beach to **craft a pricing strategy that's fair, competitive, and proven to work**.

Our proposed pricing is grounded in a comprehensive analysis of peer municipalities that share similar:



Size & Scale
Small to mid-sized coastal towns



Demographics
Local resident populations balanced with high seasonal visitor inflows



Geographic & Economic Profiles
Beach communities that rely on tourism and small business activity

We've studied parking programs in places such as **Wrightsville Beach, Myrtle Beach, Carolina Beach, and Cocoa Beach** – all of which face challenges similar to Fernandina Beach: limited space, seasonal surges, and the need to balance resident satisfaction with visitor convenience.

	WRIGHTSVILLE BEACH, NC	MYRTLE BEACH, SC	CAROLINA BEACH, NC	COCOA BEACH, FL
Population	2,697	2,697	6,826	11,417
Annual Visitors	35,000	18,200,000	-	2,500,000
Revenue	$5,645,839	$5,954,947	$4,200,000	$3,500,000
Spaces	1,882	874	1,100	2,387
Enforcement Hours	9AM – 8PM	9AM – 12AM	9AM – 12AM	12AM – 11PM
Rate Structure				
Hourly Rate	$5.00	$2.00 – 3.00	$6.00 – 7.00	$5.00
Daily Rate	$25.00	$10.00 – 15.00	$25.00 – 35.00	$15.00
Weekly Parking Pass Rate	$245.00	-	$100.00	-
Residential Parking Permit Rate (year)	$50.00	-	$30.00	$20.00
Oversize Vehicle Parking	-	-	$10.00/hr $40.00/day	-
Employee Parking	-	-	$100.00	$20.00
Fines	$150.00 – 300.00	$60.00	$60.00	$60.00

Data-Informed, Community-Minded

Our pricing reflects:

1. **What works in similar markets**: Tested models that show how pricing can encourage turnover, increase accessibility, and support local businesses.

2. **Revenue forecasting based on precedent**: Realistic, conservative revenue projections tied directly to performance in comparable cities.

3 **Local sensitivity**: Consideration of Fernandina Beach's character, community priorities, and current parking behaviors.

This isn't a one-size-fits-all solution, it's a tailored model built with proven benchmarks. By basing our pricing on successful programs in peer communities, **Fernandina Beach can be confident that this program will be both financially effective and publicly accepted.**

PRICING FOR FERNANDINA BEACH

Assumptions:

Population	13,646
Annual Visitors	1,346,600
Enforcement Period	9AM – 12AM

RATE STRUCTURE

Hourly Rate	Daily Rate	Residential Parking Permit	Employee Parking Downtown	Fines
$5	$15	FREE	$20	$60

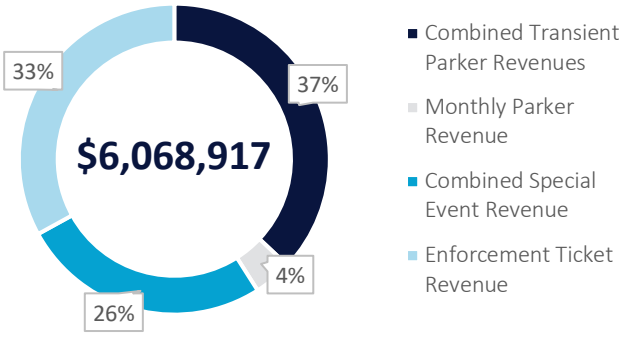
REVENUE FORECAST

		REVENUE SHARE MODEL	
	GROSS REVENUE	70%	30%
YEAR 1	$6,068,917	$4,248,242	$1,820,675
YEAR 2	$6,372,363	$4,460,654	$1,911,709
YEAR 3	$6,690,981	$4,683,687	$2,007,294
YEAR 4	$7,025,530	$4,917,871	$2,107,659
YEAR 5	$7,376,807	$5,163,765	$2,213,042
TOTAL REVENUE	$33,534,598	$23,474,218	$10,060,379

REVENUE BREAKDOWN FOR YEAR 1

Our proposed program for Fernandina Beach is designed to **generate sustainable revenue across multiple streams, not just from everyday parkers**, but from special events and active enforcement.

The pie chart illustrates the estimated $6 million in combined annual revenue, broken down by source. This data-driven model ensures that the financial lift isn't placed solely on one group,



transient parkers, monthly permit holders, event attendees, and violators all contribute proportionately to the system's success.

By diversifying revenue sources, **Fernandina Beach gains a more resilient and future-ready parking program, one that funds infrastructure, supports enforcement, and delivers real value to the community.**

Insurance

Elite Parking
Services of America

PROPOSAL TAB E

CERTIFICATES OF INSURANCE

This section includes Elite's insurance certificates for professional liability, general liability, and workers compensation.

Parking Management Services for the City of Fernandina Beach

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/2/2024

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

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

PRODUCER Hylant - Grand Rapids 85 Campau Ave. NW, Ste 100 Grand Rapids MI 49503 License#: 23894	**CONTACT NAME:** Jennifer Collins **PHONE (A/C, No, Ext):** 317-817-5152 **FAX (A/C, No):** 317-817-5151 **E-MAIL ADDRESS:** jennifer.collins@hylant.com
INSURED Elite Parking Services of America, Inc. 76 S Laura St Ste 1702 Jacksonville FL 32202-5444 ELITPAR-02	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Crum & Forster Specialty Insurance Company — 44520 **INSURER B :** Travelers Indemnity Co of Amer — 25666 **INSURER C :** Travelers Indemnity Co of CT — 25682 **INSURER D :** AmTrust Insurance Company — 15954 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1119726810 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y	Y	6600Y495717	9/9/2024	9/9/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 300,000 $ 0 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
C	**AUTOMOBILE LIABILITY** ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	Y	Y	BAA0946626	9/9/2024	9/9/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	X **UMBRELLA LIAB** [X] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000	Y	Y	SEO132177	9/9/2024	9/9/2025	EACH OCCURRENCE AGGREGATE $	$ 5,000,000 $ 5,000,000 $
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y/N [ ] ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WWC3669373	9/9/2024	9/9/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

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

CERTIFICATE HOLDER

Insured Information

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Nicholas R Hylant

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Exhibits

Elite Parking
Services of America

PROPOSAL TAB F

EXHIBITS

Parking Management
Services for the City of
Fernandina Beach

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "A"
CONTACT SHEET

Name: Elite Parking SE-M, LLC.

Federal Taxpayer ID: 46-2196678

Mailing Address: 76 South Laura Street, Suite 1702

City, State, & Zip Code: Jacksonville, Florida 32202

Telephone: +1-904-297-4437 **Fax:** +1-904-513-9247

Email: DaneGrey@eliteparkingsoa.com

Submitted By: Dane Grey

Title: President & CEO

Accounting Contact:

Name: Imran Abdallah **Title:** Controller

Email Address: ImranAbdallah@eliteparkingsoa.com **Phone:** +1-904-297-4437

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "B"

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

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

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

2. This sworn statement is submitted by (entity) Elite Parking SE-M, LLC whose business address is 76 S. Laura St. Ste 1702 and (if applicable) Federal Employer Identification Number (FEIN) is 46-2196678 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Dane Grey and my relationship to the entity named above is President.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with

the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

6/4/2025

Signature Date:

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 4 day of June, 2025, and is personally known to me, or has provided _____ as identification.

Victoria D. Christie

Notary Public
My Commission expires: _____

VICTORIA D. CHRISTIE
Notary Public-State of Florida
Commission # HH 451013
My Commission Expires
October 04, 2027

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

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

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

COMPANY: Elite Parking SE-M, LLC.

CITY: Jacksonville STATE: FL ZIP CODE: 32202

SIGNATURE: _____ PHONE: +1-904-297-4437

NAME (TYPED OR PRINTED): Dane Grey TITLE: President & CEO

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFP 25-05

Project Description: Parking Management Services

I/FIRM acknowledges and agrees to the following:

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

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Dane Grey / Elite Parking SE-M, LLC.

Authorized Signature:

Title: President & CEO

Date: 06/04/25

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

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

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Dane Grey Title: President & CEO

Signature: _____ Date: 06/04/25

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Parking Management Services.

This sworn statement is submitted by (entity) Elite Parking SE-M, LLC whose business address is 76 S. Laura St. Ste 1702 Jacksonville FL 32202 and (if applicable) Federal Employer Identification Number (FEIN) is 46-2196678 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Dane Grey and my relationship to the entity named above is President.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- n a m e d entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

6/5/2025

Signature Date:

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 5, 2025, and is personally known to me, or has provided ____ as identification.

VICTORIA D. CHRISTIE
Notary Public-State of Florida
Commission # HH 451013
My Commission Expires
October 04, 2027

Victoria D. Christie My Commission expires:
Notary Signature

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

Elite Parking SE-M, LLC.	06/04/2025
Firm	Date
Authorized Signature	Dane Grey I President & CEO Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 25-05**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the response submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: Dane Grey **TITLE:** President

ADDRESS: 76 S. Laura St. Ste 1702

CITY: Jacksonville **STATE:** Florida

AUTHORIZED SIGNATURE: _____ **DATE:** 6/4/2024

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for Parking Management Services.

This sworn statement is submitted by (entity) Elite Parking SE-M, LLC whose business address is 76 S. Laura St. STE 1702 Jacksonville, FL 32202 and (if applicable) Federal Employer Identification Number (FEIN) is 46-2196678 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Dane Grey and my relationship to the entity named above is President.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



6/4/2025

Signature Date:

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 4 day of June 2025, and is personally known to me, or has provided _____ as identification.

VICTORIA D. CHRISTIE
Notary Public-State of Florida
Commission # HH 451013
My Commission Expires
October 04, 2027

Victoria D. Christie
Notary Signature

My Commission expires: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

Proposal prepared by:

One Parking, Inc.
Kirsten Dolan – CEO
477 S Rosemary Ave, Suite 325
West Palm Beach, FL 33401
Kirsten@oneparking.com | www.OneParking.com

RESPONSE TO REQUEST FOR PROPOSAL

RFP 25-05

DUE: JUNE 5, 2025 2PM EST

PARKING MANAGEMENT SERVICES

CITY OF FERNANDINA BEACH

FLORIDA

Proposal prepared for:

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034

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COVER LETTER

June 5, 2025

CITY OF FERNANDINA BEACH
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034

Dear Sir/Madam:

One Parking, Inc. is pleased to present the City of Fernandina Beach with the enclosed proposal to provide Parking Management Services. Our proposal showcases the many advantages to the City of Fernandina Beach if One Parking is selected. *Why One Parking for the City of Fernandina Beach?*

- One Parking Executives have a combined 60+ years of municipal experience, having operated for multiple cities nationwide, **particularly in beach and coastal communities**.
- One Parking has a large footprint in Florida. We manage 20+ locations in Florida (4 of which are the City of Delray Beach, the City of Pompano Beach, the City of Lauderdale-By-The-Sea, and Volusia County). We have hundreds of employees spanning multiple counties and our company headquarters is in West Palm Beach. In our Volusia County enforcement zone, we have more than 130 employees intent on bringing the best possible parking experience to both residents and tourists alike.
- Comprehensive understanding of Fernandina Beach and the City's mission to present a successful program for the residents and visitors. We are sensitive to the sentiment of the resident taxpayers and have created other enforcement programs where the bulk of the revenue is derived by tourists.
- City staff can pick from two methods of operations, choosing the one that best meets the needs and vision of your leadership team. Expenses vary by $100,000+ depending on the method chosen. Profit estimate of $1.8M+.
- Technology leaders and experts in integrating and deploying effective technologies.
- 24/7 support from our **"local/Florida"** Executive Team and Key Personnel.
- Nationally Certified Women-Owned Business Enterprise (WBE) to help meet diversity goals.

Thank you for the opportunity to participate in the RFP process. One Parking has a thorough understanding of the scope of work and project and we are ready to commit to the oversight of the parking program. Should you have any questions, please feel free to contact me directly at 917-664-3430 or email kirsten@oneparking.com.

Sincerely,

Kirsten Dolan
CEO

cc: Mark Pratt, President & COO

CONTACT SHEET

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "A"
CONTACT SHEET

Name: One Parking, Inc.

Federal Taxpayer ID: 20-2051457

Mailing Address: 477 South Rosemary Avenue, Suite 325

City, State, & Zip Code: West Palm Beach, FL 33401

Telephone: 561-833-7222 **Fax:** 561-833-7267

Email: Kirsten@oneparking.com

Submitted By: Kirsten Dolan

Title: CEO

Accounting Contact:

Name: Diane Demers **Title:** Corporate Officer/Treasurer

Email Address: ddemers@oneparking.com **Phone:** 561-596-5129

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

20

COMPANY PROFILE

Entity Name:	One Parking, Inc.
Ownership Structure:	Corporation
Founded:	2004 *(privately held)*
Co-Founder & CEO:	Kirsten Dolan
Headquarters:	477 S Rosemary Avenue, Suite 325, West Palm Beach, FL 33401 P 561-833-7222 F 561-833-7267 C 917-664-3430
Employees:	700+
Annual Revenue:	180M+

Markets

California, Chicago, Florida, Maryland, New Jersey, New York, Virginia, Washington, DC, Wisconsin

Comprehensive Services

Enforcement; Self-Park; Valet; Shuttle Operations; Concierge; Parking Facility Maintenance; Consulting; Technology Selection

One Parking, Inc. is a Nationally Certified Woman Business Enterprise (WBE) and a Nationally Certified Woman-Owned Small Business (WOSB). One Parking works with a vast number of landlords and tenants, many of whom have vendor diversity requirements. Our diversity certification can help the City of Fernandina Beach in achieving any diversity goals you may have.

WBENC National Certification Number: 2005120317
Certification Granted: May 9, 2012 | Expiration: May 9, 2026

One Parking Representatives

One Parking authorizes the following to make representations for our firm:

Primary Representative:

Kirsten Dolan - CEO
477 S Rosemary Avenue, Suite 325
West Palm Beach, FL 33401

O 561-833-7222 F 561-833-7267
C 917-664-3430
Kirsten@oneparking.com

Secondary Representative:

Mark Pratt - President & COO
477 S Rosemary Avenue, Suite 325
West Palm Beach, FL 33401

O 561-833-7222 F 561-833-7267
C 317-716-6016
MPratt@oneparking.com

TAB A

FIRM QUALIFICATIONS & EXPERIENCE



A. FIRM QUALIFICATIONS & EXPERIENCE

One Parking is a highly qualified parking management firm headquartered in the City of West Palm Beach, Florida. Organized in 2004, One Parking has grown to manage well over 60,000 parking spaces for municipalities and private ownership groups throughout the nation. Our business model is to provide a higher level of service and attention to a select number of properties, thereby giving our customers and clients a level of attention that is unmatched in the industry. We are unique since our clients receive attention and hands-on project reviews from the highest levels of the organization.

One Parking has an unwavering emphasis on providing best-in-class service and solving the most difficult challenges. Our employees and stakeholders are passionate about delivering excellent service and our reputation is built on putting our customers and clients first. We work to bring technology and management experience together to provide efficiencies, optimum rates, highly efficient operating expenses, strong cash control, space management techniques, and maximum online and on-the-street marketing exposure. We are distinct, in that we look at each parking program and location as unique and we tailor a specific operating plan to optimize the parking program. **For the City of Fernandina Beach**, we will work collaboratively with all stakeholders to execute the City's goals and provide proactive recommendations for improvement. Because of the size of One Parking, we are nimble enough to move between different types of support structures and create a team atmosphere, working within the structure of the City to ease the transition.

Financial Ability to Perform Services

One Parking, Inc. is an established and successful parking operator, in business for over 20 years. One Parking leases and manages over 200 locations, as well as consults on numerous developments across the country. As a testament to One Parking's financial strength, we handle over 120M in revenue annually for our clients and work for some of the most demanding and fiscally stringent/regulated entities in the world including the International Monetary Fund (IMF), Nuveen TIAA CREF teacher's pension fund, MetLife, John Hancock, Caesars Entertainment, and GSA for the U.S. Federal Government.

One Parking is a privately held entity that keeps its financial records confidential. We would be happy to submit specific financial information should we progress further into the process.

Our history since 2004, and our 98% client retention rate over time, speak to our stability and commitment to our financial obligations. We can provide references from over 100 clients (including other municipalities) to speak to our 20+ years of **timely payment of rents, settlements, and vendor payments including during the COVID-19 crisis.** One Parking has a D&B Viability Rating of "3 - Low Risk", along with a Portfolio Comparison of "2 – Low Risk". We are working with D & B to provide greater data depth to increase the precision of the Viability Rating assessment to be more in line with the Supplier Evaluation Rating (SER) we received as a "2 – Low Risk" which predicts the likelihood that a supplier will cease operations. We have also included additional information on the following page which includes company ratios and banking/accounting references to help demonstrate the overall strength of One Parking, without providing full financial reports at this point in the process.



D&B Finance Analytics

Printed By: Yolanda Smothers

Date Printed: 06/02/2025

LIVE REPORT

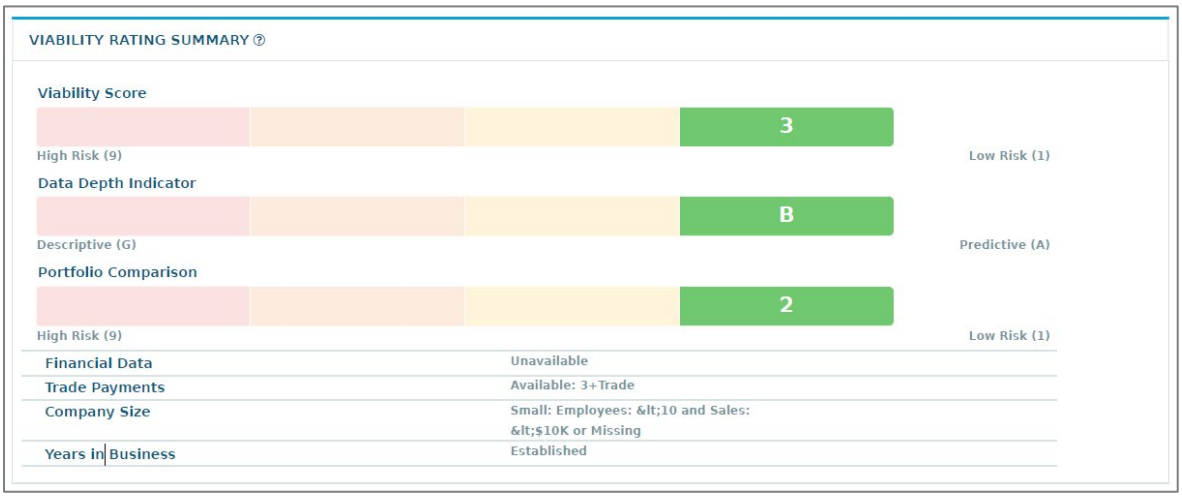
ONE PARKING, INC.

Tradestyle(s): -

ACTIVE HEADQUARTERS

D-U-N-S Number: 07-928-8256
Phone: +1 561 833 7222

Address: 477 S Rosemary Ave Ste 202, West Palm Beach, FL, 33401, United States Of America
Endorsement: SmothersY@DNB.com



VIABILITY RATING SUMMARY

Viability Score

3

High Risk (9) — Low Risk (1)

Data Depth Indicator

B

Descriptive (G) — Predictive (A)

Portfolio Comparison

2

High Risk (9) — Low Risk (1)

Financial Data	Unavailable
Trade Payments	Available: 3+Trade
Company Size	Small: Employees: <10 and Sales: <$10K or Missing
Years in Business	Established

ONE PARKING LIQUIDITY USING QUICK RATIO

2024 YE – 12+:1

Third-Party CPA Firm

One Parking utilizes a third-party CPA firm to provide compiled financial statements and file taxes on behalf of all locations. The point of contact from the CPA firm is:

Steve Barry
Barry & Company
P.O. Box 1495
West Palm Beach, FL 33402-1495
Steve@Barryco.us
561-804-0083

Bank References

Chase Bank
Annette Daley
VP Commercial Banking
201 East Las Olas Blvd, Suite 2400
Fort Lauderdale, FL 33301
Annette.daley@chase.com
954-292-2756

U.S. Citi Commercial Bank
Blake Scotch
Vice President
201 S. Biscayne Blvd, 29th Floor
Miami, FL 33131
Blake.scotch@citi.com
916-849-5806

Municipal Experience

The One Parking Team has a wealth of municipal and government experience having operated for multiple agencies across the country.

- Volusia County
- City of Delray Beach
- City of Pompano Beach
- Lauderdale-By-The-Sea
- US Federal Government GSA Division
- City of West Palm Beach DDA
- City of Fort Myers
- City of Tallahassee
- State of Wisconsin
- International Monetary Fund (IMF)
- City of Phoenix Development Authority
- City of Santa Monica California
- CRA Los Angeles
- City of Carson California
- City of Lafayette
- City of Indianapolis
- City of Lexington
- City of Louisville
- City Colorado Springs
- City of Des Moines
- City of Blackhawk, CO
- City of Nashville
- City of Chattanooga
- City of Ann Arbor
- City of Charleston
- City of Knoxville
- City of Tempe Arizona
- Hoover Dam
- New York Parks Department

Municipal / Government Clients: Current Projects

City of Delray Beach, FL

Delray Beach is a first-class beach resort destination with a diverse, vibrant community in southern Palm Beach County. Delray is a popular destination for locals and visitors, filled with art galleries, upscale shops, and fine restaurants, and is also known for its festivals and special events. One Parking provides comprehensive parking management services for the City of Delray Beach. This includes the provision of integrated parking management software that is accessible via smart-phone technology, parking revenue collection, parking enforcement, parking citation management, complaint resolution, parking liaison with downtown businesses, parking meter maintenance, management of parking garage facilities and providing data analysis and recommendations to the City regarding enhancements related to parking and mobility in the downtown area such as managing parking for events and residential parking. The parking program includes 2,300 parking spaces total, comprised of 12 surface lots, 759 on-street spaces (80 multi-space meters), and 3 parking garages.

City of Pompano Beach, FL

One Parking provides parking operations and management services for the City of Pompano Beach. The contract consists of on-street parking with 1,800 spaces (20 multi-space meters), eight very busy surface lots, and a newer, award winning self-park garage with another garage under development. One Parking provides parking enforcement services in addition to self-park management and contracted valet services.

One Parking was awarded the contract as a result of demonstrating the best value to the City, and our technological and operational creativity/expertise to help the City achieve its goals of transparency and maximum return on investment. Pompano Beach is a fantastic example of the return to normal after the Covid pandemic forced so many residents to remain indoors and away from the fun and sun. Since 2020 Pompano Beach revenues have increased 3.2X pre-Covid revenue levels.

Lauderdale-By-The-Sea, FL
The Town of Lauderdale-By-The-Sea is located along Florida's "Gold Coast" in Broward County. The Town's oceanfront beaches and award-winning beach portals are popular with tourists and residents from all over Broward County and the world.

For Lauderdale-By-The-Sea, One Parking provides comprehensive parking services and enforcement for the town's surface lots and on-street parking consisting of 4 surface lots with ~700 spaces, on-street parking with 20 meters, static LPR for surface lots, and installation of mobile LPR (upcoming).

Volusia County, FL
Volusia County sought an operator who could bring practical operating knowledge and discipline to the parking operations that stretch up and down the Daytona Beach / Volusia County coast, encompassing 102 different surface lots and beach access stations throughout the county. The RFP required the operator to bring an entirely different technology to bear while powering all with solar power alone. That's right…all equipment, LPR cameras, observation cameras, parking gates, etc. are 100% solar power. As far as we know this is a first. The task has been extremely difficult, but we are on track to complete all tech installations by the end of this year. The contract called for monetization of 68 off-beach parking lots by charging for parking for the first time. One Parking, along with our partner in this contract, installed all tech and informational signs needed to begin making money on these locations. 90% of these lots make use of instructional signs that take our parking patrons to a payment portal when they hover over the QR code on the sign with their cell phone. On a few of our locations, we have both the payment app and a physical kiosk on the lot for acceptance of payment in a tactile manner. At 30 on-beach locations, we have LPR cameras, payment kiosks for those times the booths are not manned, and exit gates that raise when payment is complete. Residents have the right to sign up for a digital permit, which uses the license plate of the vehicle as their parking credential. At last count, we have registered 141,000+ residents. This contract calls for the use of tech and solar power on an unprecedented scale. We'll be happy to discuss this in greater detail during the interview process, but it's a very exciting story.

Monona Terrace, Madison, WI
One Parking provides parking management services for the state-owned Monona Terrace Garage and the Department of Revenue Surface Lot in Madison, Wisconsin. Monona Terrace is a 600-space parking garage that serves the public and is primarily utilized for events at the Monona Terrace Community and the 250,000 SF Convention Center, which holds over 550 events annually. The Department of Revenue Lot contains 800 spaces and services the employees and visitors. The lot utilizes T2 Luke Digital Pay Stations located in the main lobby.

U.S. General Services Administration
One Parking currently holds two 5-year leases with GSA for the Federal Courthouse in West Palm Beach. One lot serves the Federal Court, the AUTEC Navy, and the Social Security Administration. One Parking provides Monitoring and Parking Management Services to the Federal Courthouse. The Banyan Lot contains 155 spaces and serves the court employees and jurors. The AUTEC Lot contains 120 spaces and services the Social Security Administration employees and the Atlantic Undersea Test and Evaluation Center staff.

Accolades & Testimonials

Innovative Organization of The Year Award

City of Pompano Beach, FL | Modernized Parking Solutions for Investment

The National Parking Association (NPA) Innovation Awards are the Parking Industry's Most Prestigious Award. NPA's prestigious Innovation Awards recognize outstanding professionals and businesses in the parking industry. Additionally, the Awards recognize companies and individuals who demonstrate the highest professionalism and parking best practices, while using leadership and state-of-the-art technology to improve safety, sustainability, and bottom-line results. During the 2022 NPA Convention & Expo held in Austin, TX, the City of Pompano Beach was honored with the **Innovative Organization of the Year Award.**



As the City's parking partner and service provider, One Parking's President & COO, Mark Pratt, represented the City and accepted the award on their behalf. One Parking took over the self-park, enforcement, and valet operation of this municipality in April 2021, implementing several changes that resulted in greater revenues, enhanced technology, and improvements in service.

City of Pompano Beach Testimonial

Fourth of July Event

As a testament to One Parking's success in providing parking management and enforcement services for large city events, the following is a testimonial we received from the City of Pompano Beach Recreation Manager praising One Parking for exceptional service, positive attitude, and hard work supporting the City of Pompano Beach Fourth of July event, which had a **record attendance of 12,000 people in two days.**


I would like to thank your team for their **exceptional service, attitude,** and **hard work** this past weekend. We hit record attendance numbers of over **12,000 people in two days** attending the event. You can imagine how many cars this brings in.

The execution of staff on both days to maximize the amount of space available was stellar! I would love to book them again already for next year.
Thank you again.

pompano beach

Kate Belcher, CPRP
Recreation Manager
kate.belcher@copbfl.com
954.786.4575
pompanobeachfl.gov

Executive Team & Key Personnel



KIRSTEN DOLAN
OWNER & CEO
West Palm Beach, FL
T 561 833 7222
Kirsten@oneparking.com

As owner and CEO of One Parking, Kirsten specializes in helping owners recognize the revenue potential of their parking assets. Prior to co-founding One Parking in 2004, Kirsten worked for over 15 years for the largest transportation management company in the world, Central Parking. She has over 30 years of experience operating and maximizing the revenues of parking assets specifically for **municipalities including Volusia County, City of Delray Beach, City of Pompano Beach, State of Wisconsin, City of Phoenix Development Authority, City of Santa Monica California, Community Redevelopment Agency Los Angeles, City of Tempe Arizona, City of West Palm Beach Downtown Development Agency, New York Parks Department, and US Federal Government GSA Division.**

Formerly responsible for the profitability and operations of over 200 locations in Southern California, including Orange County, Kirsten now oversees the operational and financial aspects of the One Parking portfolio at the corporate level. As CEO, she drives results of both the financial and service aspects of our client's parking assets and creates the strategic vision for One Parking's future.

Kirsten holds a B.S. Degree in Marketing from Arizona State University. Additionally, she holds a Business Analytics Certification from the University of Pennsylvania Wharton Business School and a Negotiation and Influence Certificate from MIT Sloan Executive Education. She is a member of the Urban Land Institute, The Women's Edge, Commercial Real Estate Women Network (CREW), and the West Palm Beach Mobility Coalition (WPBgo). Kirsten was voted South Florida's Most Influential Businesswoman in 2014 and honored by The Women's Edge as one of Florida's Top Women-Led Businesses from 2014-2025.



MARK PRATT
PRESIDENT & COO
West Palm Beach, FL
T 561 833 7222
mpratt@oneparking.com

As President and COO of One Parking, Mark is responsible for driving financial results and operational excellence for the One Parking portfolio. With over 40 years of experience, Mark has worked in all facets of parking since he began his career in 1984 and has been a significant leader and mentor in the industry. His experience and desire for exemplary operations led him to create and implement one of the first instructional and developmental programs for building knowledgeable and confident managers. **Mark's most recent municipality experience includes Volusia County, City of Delray Beach, City of Pompano Beach, Lauderdale-By-The-Sea, State of Wisconsin, City of Lafayette, City of Fort Myers, and City of Indianapolis.**

Mark serves as chairman of the National Parking Association's Technology Committee, where he is fortunate to glimpse the many emerging technologies before they come to market. He focuses on bringing technology to the parking industry to increase efficiency and improve financial results. Several years ago, Mark was the pioneer in two-way audio/video patron assistance, which revolutionized the operations of parking properties. Mark received three patents on this concept. He continues to invent, develop, and test various technologies, keeping One Parking on the cutting edge of the industry. Mark also serves on the board of the CityPlace Community Redevelopment District in downtown West Palm Beach.

Mark earned a Bachelor of Business Administration (BBA) with a concentration in Computer Science from Morehead State University.



JON GIANQUITTI
VICE PRESIDENT
West Palm Beach, FL
jongia@oneparking.com

Jon joined One Parking in 2007 as a Valet Attendant. Soon after, he was promoted to Operations Manager at CityPlace in West Palm Beach. As Operations Manager, he oversaw annual revenues in excess of $5M and was responsible for over 100 employees.

In his current role as Vice President of Florida, Jon is responsible for financial development, logistical planning, operational performance, and leading quality standards and initiatives. He supports One Parking's municipal contracts by working collaboratively with city officials and stakeholders from West Palm Beach, Pompano Beach, Delray Beach, Lauderdale-By-The-Sea, and Volusia County.

Jon graduated from Troy University with a Bachelor's Degree in Criminal Justice and Business Administration.



JENNY HEYNS
vCISO / PCI COMPLIANCE
West Palm Beach, FL
jenny@oneparking.com

Jenny has been a technical advisor for One Parking for over 7 years. Her responsibilities range from overseeing the technical strategy of One Parking and providing recommendations on security and privacy direction. Jenny has over 25 years of experience in technology, security and privacy and holds several security and privacy certifications such as CISSP, CISM, CISA, CDPSE, and the CIPT. She works closely with One Parking executives and individual locations to ensure that security and privacy best practices are instituted company-wide.

Jenny holds a Bachelor's Degree from the United States Military Academy, West Point, New York.



MIKE TUTEN, CPP
GENERAL MANAGER
Volusia County, FL
mtuten@oneparking.com

Mike joined One Parking in 2020 as General Manager to oversee our City of Pompano Beach operation. Mike was the GM for the iconic Hoover Dam parking operations for more than a decade and brought over 14 years of management experience specializing in Budgeting and Cost Control, Quality Control, Parking Enforcement, Team Building and Training, and Customer Service among others. As General Manager of Pompano Beach operations, he oversaw the parking operation for the City which included operational management of a 5-level, 600-space parking garage, 5 surface lots, on-street parking enforcement, and multiple restaurant valet operations. Mike also provided management and oversight for our City of Delray Beach parking operation.

In 2024, One Parking won the contract to manage 102 parking lots and on-street spaces for Volusia County. He relocated to Daytona Beach to assume control of this operation and has been instrumental in bringing LPR and other disparate cutting-edge technologies to this operation. He now resides in Daytona Beach, a short 1.5-hour drive from Fernandina Beach. Mike will be involved in the startup and general oversight of Fernandina Beach operations.

In addition to operational management, he is responsible for hiring, scheduling, and training all staff in every aspect of parking including customer service, cost control, budgeting, and job performance.

Mike has a Bachelor of Science in Education from Texas Tech University.



SHASTRI ROOPNARINE
VP CORPORATE ADMINISTRATION
West Palm Beach, FL
sroopnarine@oneparking.com

Shastri joined One Parking in March 2017 as the Corporate Auditor at our West Palm Beach Headquarters. Currently, Shastri serves as the Vice President of Corporate Administration, where he is responsible for overseeing Human Resources, Employee Benefits and Payroll, Accounts Receivable, Auditing, and employee relations for approximately 500 employees nationwide. Shastri's strong background in finance and business management has enabled him to discover various efficiencies in labor management and cost savings for the One Parking organization.

In 2021, Shastri was awarded a certificate of completion and recognition from the Florida Parking Enforcement Specialist Training Course for Civilians and PES Certification Exam. This 16-hour training course/certification allows civilian personnel to write parking citations and enforce parking statutes and ordinances in their assigned jurisdictions.

Shastri attended Palm Beach State College in Lake Worth, FL. He is an active member with the West Palm Beach Young Professionals, and the Florida Sevashram Sangha Youth Education.



THERESA LILLY
MARKETING DIRECTOR
West Palm Beach, FL
tlilly@oneparking.com

Theresa joined One Parking in September 2013 as the Marketing Director in our West Palm Beach corporate office. She has over 25 years of professional experience providing creative support for all corporate initiatives, projects, and visual communications. Theresa has been instrumental at One Parking in developing and executing strategic plans, providing brand consistency internally and externally, and applying innovative marketing and advertising strategies to increase customer acquisition.

Theresa is responsible for all aspects of One Parking's marketing efforts including market research, strategies, identifying new business opportunities, graphic design, website development, and customer and client communications. Specific to municipalities, she develops marketing materials and communication creatives such as brochures, flyers, digital ads, and other visual content to highlight municipal parking programs.

Theresa graduated from Huntington Institute School of Business in Connecticut.



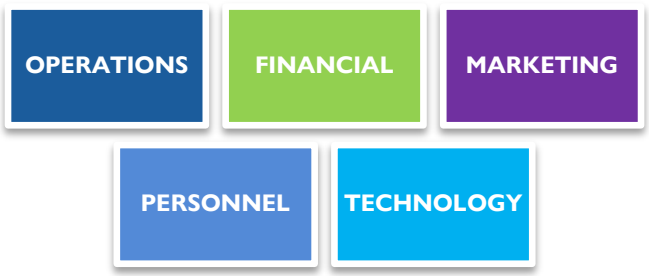
TOMMY LEFKOWITZ
SR. DIRECTOR TRAINING, SERVICE & CULTURE
West Palm Beach, FL
tlefkowitz@oneparking.com

Tommy joined One Parking in 2023 as the Senior Director of Training, Service & Culture, located at our Corporate Headquarters in West Palm Beach. He is a graduate of the University of Cincinnati, is a Certified Professional in Training Management, and has over twenty years of hospitality leadership experience. It is Tommy's core belief that when every decision is viewed and made through the lens of culture, outstanding operational success follows naturally. Exceptional guest satisfaction from our service is his ultimate goal.

Tommy is responsible for leadership development and team member engagement. He is an optimistic, positive leader focused on creating a world-class culture within the organization.

Organizational Support

Not all parking operators structure their teams in the same way, however, One Parking has an operating philosophy that has proven to be successful. **We believe support teams must be structured around 5 key components for success:**



Each component is a critical cog in the wheel and if sufficient resources are not dedicated to each area, the entire program is negatively affected. The following is a general explanation of the proper resourcing and support of each area. The leader of the team should have some experience in all facets, but must have hands-on parking management experience. This individual oversees the support team in its entirety.

Operations - The Operations support team reports to the General Manager and is based on function. Those functions would be broken down by the type of operation including self-park garage management, enforcement, and maintenance.

Financial - The Financial support team begins with the administrative functions required onsite for service. One Parking provides Accounts Receivable and Collection support from the Corporate Office staff and ultimately all financial reports are generated and given checks and balances by our Third-Party CPA. This provides a functional team approach that creates the proper separation of duties and allows for the greatest level of focus on specific areas of expertise.

Marketing - The Marketing support team is located at our Corporate Office. Our Marketing team works with the operational team and the client's Marketing rep/team to gather information and determine the best avenue to develop the proper advertising program specific to the City.

Personnel - Personnel is structured in a hierarchal structure. All hourly personnel would report to the manager in charge of their specific division. One Parking provides cross-training amongst the divisions to increase efficiency and flexibility, thereby moving into more of a matrix structure when needed.

Technology - One Parking management is required to learn 15+ brands of revenue control equipment. Additionally, designated corporate team members are constantly reviewing, learning, and piloting new technologies. Those that have been vetted and approved are part of our ongoing education of our team and our clients.

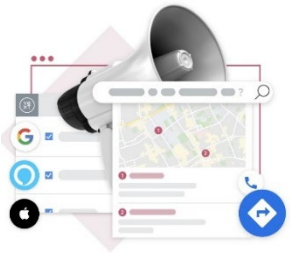
Because of the size of One Parking, we are nimble enough to move between different types of support structures and create a team atmosphere. In situations where we work collaboratively with municipal teams, we work within their structure to ease implementation and transition.

Marketing & Public Relations

One of the most important aspects of a successful kick-off includes a strong PR effort to engage the community. One Parking's Marketing Director envisions working closely with the City's Marketing Team/Coordinator to develop a comprehensive marketing plan to promote the parking program, keeping with the goals and objectives of the City of Fernandina Beach and the City's brand. Our Marketing Team develops individual marketing plans specific to each location/city we manage. Some of the marketing strategies and efforts include, but are not limited to the following:

- Educational "How To" collateral for the community, tourists, and retailers.
- Cooperative marketing opportunities between businesses and One Parking.
- Digital and traditional marketing campaigns including social media engagement.
- Develop online presence/extend the digital reach of the parking program.
- Field marketing/continuously performing market research.

Online Presence / Local Listings "Yext"



Local listings play an important role in delivering drive-up traffic to a parking location. Partnering with Yext, One Parking's Marketing Team would handle establishing the online presence and the management of the City of Fernandina Beach parking lots. Our Marketing Team will publish the "listings" for the City, and ensure the data is accurately maintained in Google My Business, Google and Apple Maps, GPS services, 70+ directories, major search engines, and Amazon Alexa, Bing Places, and Waze. Utilizing our Yext digital knowledge platform, the City of Fernandina Beach's business profile (parking listings) will appear in hundreds of local search rankings across the web.

For the City of Fernandina Beach marketing program, we will ensure that all opportunities are maximized and that customer satisfaction levels are always elevating. We envision working closely with the City representative to develop a full marketing and public relations plan in keeping with the goals and objectives of the City and community. Following are examples of marketing materials and communication creatives we have developed for our municipality clients. These creatives include parking guides and brochures showcasing the parking programs and providing parking information such as hours, rates for all facilities with coinciding maps, residential permit information, etc.





TAB B

PERFORMANCE DELIVERY PLAN



B. PERFORMANCE DELIVERY PLAN

Project Process & Phases

Our team will assist and consult with the City in the review of the parking lots, supply and demand analysis, best practices, and parking rates and policies. Our President & COO, Mark Pratt, will be the first point of contact and will be the City liaison for these consultation services. In addition, Mark will be directly involved in the short and long-term strategic planning. Mark has extensive experience with municipal parking in markets throughout the U.S. Mark and the One Parking Team will work with the City of Fernandina Beach to create a rate structure that will make the operation financially healthy and worthwhile. He will work with the City to decide upon a method of operation to collect those revenues determined by the rate structure. He and City employees will debate the method of operation, either Walking Enforcement or Driving Enforcement, which will determine operating expenses and profit levels.

The implementation of a digital permit system will be discussed and approved, or not, by City staff. There are literally hundreds of questions that need to be asked and answered as the City pivots into the world of pay parking. That said, Mark and his team are well acquainted with the process and will make the project efficient and as enjoyable as possible.

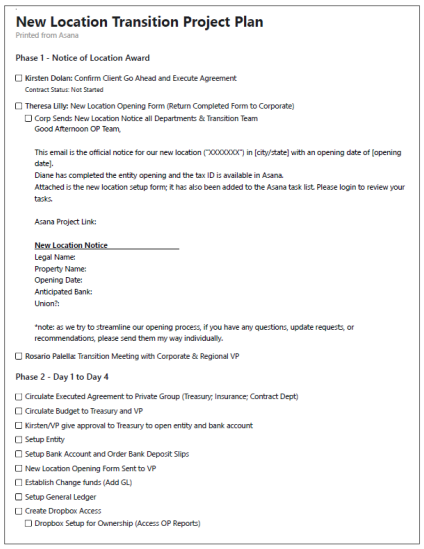
Our team will attend any meetings where the City requests One Parking's representation. Our team will meet at least monthly with the City's parking representative (or as desired) to discuss day-to-day operations and any problem areas or concerns. During the initial stages/start-up phases, we recommend having bi-weekly meetings with all City stakeholders to discuss the parking program and hot-button issues. This will ensure that there is constant communication flowing between One Parking and the City. Fernandina Beach has a great deal of positive momentum, and we are confident that we are the right partner for the City to support that momentum. Our experienced and dedicated team is close and readily available at short notice.

Project Management Plan

If awarded the City of Fernandina Beach contract, One Parking will initiate a project transition plan utilizing our Asana Project Management platform. The project transition plan and comprehensive checklist are organized by each phase within the timeline. Our project plan facilitates a smooth transition from the project's implementation to post-transition. Using the Asana platform, our project team oversees all of the project tasks, assignees *(employees and departments participate in the transition process)*, milestones, task status, and actions the project team needs to perform in each project phase. Having this strategic plan in place for the City of Fernandina Beach establishes a clear path for the project team and what they need to accomplish for this transition. Our project transition plan can be shared with the City of Fernandina Beach, therefore, all project team members and City stakeholders can keep all parties informed and updated during the transition process.

Following is a project transition plan *(sample)* that would be modified specifically for the City of Fernandina Beach. Each task would be assigned to a specific team member from each department.

PHASES 1-5 (Opening Day)



New Location Transition Project Plan
Printed from Asana

Phase 1 - Notice of Location Award

- ☐ Kirsten Dolan: Confirm Client Go Ahead and Execute Agreement
  Contract Status: Not Started
- ☐ Theresa Lilly: New Location Opening Form (Return Completed Form to Corporate)
  - ☐ Corp Sends: New Location Notice all Departments & Transition Team
    Good Afternoon OP Team,

    This email is the official notice for our new location ("XXXXXXX") in [city/state] with an opening date of [opening date].
    Diane has completed the entity opening and the tax ID is available in Asana.
    Attached is the new location setup form; it has also been added to the Asana task list. Please login to review your tasks.

    Asana Project Link:

    New Location Notice
    Legal Name:
    Property Name:
    Opening Date:
    Anticipated Bank:
    Union?:

    *note: as we try to streamline our opening process, if you have any questions, update requests, or recommendations, please send them my way individually.
- ☐ Rosario Palella: Transition Meeting with Corporate & Regional VP

Phase 2 - Day 1 to Day 4

- ☐ Circulate Executed Agreement to Private Group (Treasury; Insurance; Contract Dept)
- ☐ Circulate Budget to Treasury and VP
- ☐ Kirsten/VP give approval to Treasury to open entity and bank account
- ☐ Setup Entity
- ☐ Setup Bank Account and Order Bank Deposit Slips
- ☐ New Location Opening Form Sent to VP
- ☐ Establish Change funds (Add GL)
- ☐ Setup General Ledger
- ☐ Create Dropbox Access
  - ☐ Dropbox Setup for Ownership (Access OP Reports)
  - ☐ Dropbox Setup for PM (Access OP Reports)
- ☐ PARCS Equipment Final Quote for Ownership Approval (if applicable)
  - ☐ Order equipment if applicable (6 to 8 week timeframe for delivery)
  - ☐ Contract with Equip Vendor and OPI for Maintenance Plan
  - ☐ Payment scheduled for OPI over the agreement term (if applicable)
  - ☐ Scheduled delivery
  - ☐ Schedule installation

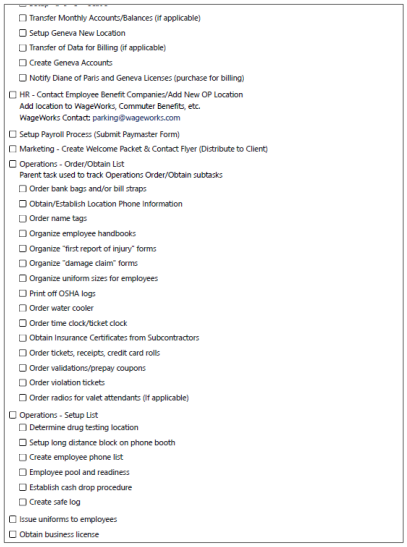
Transition Meeting with Client

- ☐ OP Team Introduction with Client
- ☐ Review Transition Timeline & Deliverable Calendar
- ☐ Understand Opening and Ramp-Up Plan
- ☐ Tech discussion
- ☐ Staffing discussion / finalize initial staffing schedule
- ☐ Finalize parking rates

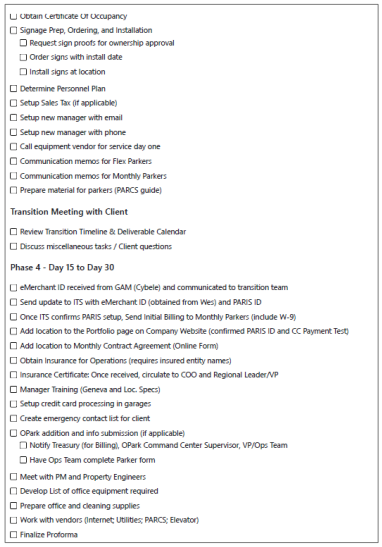
Phase 3 - Day 5 to Day 14

- ☐ Notice of Location Legal Name and Tax-ID
- ☐ Add Bank Account to AR login and Check Scanner
- ☐ Submit GAM Form (see attached DOC)
- ☐ Smarking: Submit form online (if applicable)
  Link to HelloSign Form showing location details and requiring a signature for acceptance of Smarking partnership at this location.
- ☐ Smarking: Send vendor introduction email (if applicable)
  Use template of vendor introduction email
- ☐ Create and Send W-9 to GAM once bank account is available
- ☐ Submit Ticket through IT Solutions "New Location" Setup Process (Part 1)
  https://www.itsolutions247.com/support-portal/
  - ☐ A/R Email Setup
  - ☐ OPS Email Setup
  - ☐ DIST Email Setup
- ☐ A/R - Debrief A/R Team on New Location
  Conversation with AR to debrief the team for incoming calls
- ☐ A/R - Paris and Geneva Tasks
  Parent task for Paris and Geneva ordering, setup, and allocation
  - ☐ Order Paris (for monthlies)
  - ☐ Order Geneva (for daily)
  - ☐ Setup Paris new location

PHASES 1-5 (CONT'D)



- ☐ Transfer Monthly Accounts/Balances (if applicable)
- ☐ Setup Geneva New Location
- ☐ Transfer of Data for Billing (if applicable)
- ☐ Create Geneva Accounts
- ☐ Notify Diane of Paris and Geneva Licenses (purchase for billing)
- ☐ HR - Contact Employee Benefit Companies/Add New OP Location
  Add location to WageWorks, Commuter Benefits, etc.
  WageWorks Contact: parking@wageworks.com
- ☐ Setup Payroll Process (Submit Paymaster Form)
- ☐ Marketing - Create Welcome Packet & Contact Flyer (Distribute to Client)
- ☐ Operations - Order/Obtain List
  Parent task used to track Operations Order/Obtain subtasks
  - ☐ Order bank bags and/or bill straps
  - ☐ Obtain/Establish Location Phone Information
  - ☐ Order name tags
  - ☐ Organize employee handbooks
  - ☐ Organize "first report of injury" forms
  - ☐ Organize "damage claim" forms
  - ☐ Organize uniform sizes for employees
  - ☐ Print off OSHA logs
  - ☐ Order water cooler
  - ☐ Order time clock/ticket clock
  - ☐ Obtain Insurance Certificates from Subcontractors
  - ☐ Order tickets, receipts, credit card rolls
  - ☐ Order validations/prepay coupons
  - ☐ Order violation tickets
  - ☐ Order radios for valet attendants (if applicable)
- ☐ Operations - Setup List
  - ☐ Determine drug testing location
  - ☐ Setup long distance block on phone booth
  - ☐ Create employee phone list
  - ☐ Employee pool and readiness
  - ☐ Establish cash drop procedure
  - ☐ Create safe log
- ☐ Issue uniforms to employees
- ☐ Obtain business license



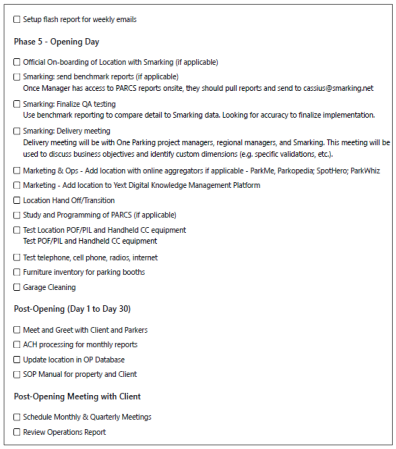
- ☐ Obtain Certificate Of Occupancy
- ☐ Signage Prep, Ordering, and Installation
  - ☐ Request sign proofs for ownership approval
  - ☐ Order signs with install date
  - ☐ Install signs at location
- ☐ Determine Personnel Plan
- ☐ Setup Sales Tax (if applicable)
- ☐ Setup new manager with email
- ☐ Setup new manager with phone
- ☐ Call equipment vendor for service day one
- ☐ Communication memos for Flex Parkers
- ☐ Communication memos for Monthly Parkers
- ☐ Prepare material for parkers (PARCS guide)

Transition Meeting with Client

- ☐ Review Transition Timeline & Deliverable Calendar
- ☐ Discuss miscellaneous tasks / Client questions

Phase 4 - Day 15 to Day 30

- ☐ eMerchant ID received from GAM (Cybele) and communicated to transition team
- ☐ Send update to ITS with eMerchant ID (obtained from Wes) and PARIS ID
- ☐ Once ITS confirms PARIS setup, Send Initial Billing to Monthly Parkers (include W-9)
- ☐ Add location to the Portfolio page on Company Website (confirmed PARIS ID and CC Payment Test)
- ☐ Add location to Monthly Contract Agreement (Online Form)
- ☐ Obtain Insurance for Operations (requires insured entity names)
- ☐ Insurance Certificate: Once received, circulate to COO and Regional Leader/VP
- ☐ Manager Training (Geneva and Loc. Specs)
- ☐ Setup credit card processing in garages
- ☐ Create emergency contact list for client
- ☐ OPark addition and info submission (if applicable)
  - ☐ Notify Treasury (for Billing), OPark Command Center Supervisor, VP/Ops Team
  - ☐ Have Ops Team complete Parker form
- ☐ Meet with PM and Property Engineers
- ☐ Develop List of office equipment required
- ☐ Prepare office and cleaning supplies
- ☐ Work with vendors (Internet; Utilities; PARCS; Elevator)
- ☐ Finalize Proforma



- ☐ Setup flash report for weekly emails

Phase 5 - Opening Day

- ☐ Official On-boarding of Location with Smarking (if applicable)
- ☐ Smarking: send benchmark reports (if applicable)
  Once Manager has access to PARCS reports onsite, they should pull reports and send to casius@smarking.net
- ☐ Smarking: Finalize QA testing
  Use benchmark reporting to compare detail to Smarking data. Looking for accuracy to finalize implementation.
- ☐ Smarking: Delivery meeting
  Delivery meeting will be with One Parking project managers, regional managers, and Smarking. This meeting will be used to discuss business objectives and identify custom dimensions (e.g. specific validations, etc.).
- ☐ Marketing & Ops - Add location with online aggregators if applicable - ParkMe, Parkopedia; SpotHero; ParkWhiz
- ☐ Marketing - Add location to Yext Digital Knowledge Management Platform
- ☐ Location Hand Off/Transition
- ☐ Study and Programming of PARCS (if applicable)
- ☐ Test Location POF/PIL and Handheld CC equipment
  Test POF/PIL and Handheld CC equipment
- ☐ Test telephone, cell phone, radios, internet
- ☐ Furniture inventory for parking booths
- ☐ Garage Cleaning

Post-Opening (Day 1 to Day 30)

- ☐ Meet and Greet with Client and Parkers
- ☐ ACH processing for monthly reports
- ☐ Update location in OP Database
- ☐ SOP Manual for property and Client

Post-Opening Meeting with Client

- ☐ Schedule Monthly & Quarterly Meetings
- ☐ Review Operations Report

Transition Guidelines & Methodology

To operate an efficient parking operation, it is necessary to have standard rules and regulations in place. The operating guidelines One Parking has assembled are designed to provide day-to-day guidance for an efficient and convenient parking operation. If awarded, One Parking will be committed to the City of Fernandina Beach, and we will deliver our Operating Policies Plan to the City within 90 days of initial operation.

For an efficient transition, One Parking's Executive Team and Key Personnel will be onsite to assist with the transition, along with the designated Manager assigned to the project. Each member of our experienced transition team will be responsible for a specific project task(s) and ensure proper compliance and quality assurance of each transitional item.

Approach to the Scope of Work

One Parking's vision for the City of Fernandina Beach paid parking program is to utilize certain technologies and enforcement personnel to provide a full-service pay-to-park program *(boots-on-the-ground operations, management, control, payments/collections, permitting, and immobilization)*. Our detailed Operations and Enforcement Plan demonstrates our holistic approach to providing parking management services and solutions that focus on the future of parking in the City of Fernandina Beach.

Below, we have exhibited options for the enforcement plan that will deliver optimal net operating profits for the City. Additionally, our operational methodology demonstrates our ability to scale the parking program naturally should the City choose to expand the program. Our solutions are backed by One Parking and our partners. We have the operational knowledge and expertise to deliver profitability to the City of Fernandina Beach, and we have a best-in-class reputation for delivering first-class service.

Boots On the Ground Enforcement

You will notice that we have included a proforma of operating expenses that gives the City a choice in how we conduct operations. Although staffing remains consistent through both plans, the CapX cost is quite different from one plan to the next. We have visited and walked the City of Fernandina Beach and feel we can complete a circuit of all lots and on-street parking spaces…while walking… at a rate of a complete circuit every 1.5 hours, which allows us to complete 9+ circuits per day, every day, seven days a week. In reality, we walked all spaces in the enforcement zone several times at an average of one complete circuit per hour. We have added another ½ hour to the circuit time to allow for the generation of citations which will be placed on the windshields of the vehicles who did not pay. If the City opts for a Driving Enforcement scenario we will complete a circuit every hour.



Operating Strategy

The City may choose which method of operation they desire for the introduction of parking enforcement to the citizens of Fernandina Beach.

Under the Walking Enforcement strategy, we will place an enforcement officer on the streets from 8:00 am to 10:00 pm each and every day of the week. That officer will use the technology we employ in other similar enforcement situations, which is a handheld device that quickly scans the license plate of the vehicles they encounter during their routes. Once scanned, our technology queries the license plate for one of several situations:

1) The owner of the car has paid the posted rates and is shown as PAID for a parking session in the enforcement cloud.

2) The owner of the car has NOT paid for their parking and is subject to either a reminder or a citation, depending on the approach approved by the City.

3) The owner of the car has registered for a digital permit, which allows the owner to park anywhere in the enforcement zone free of charge, so long as certain rules and regulations are followed.

4) The owner of the vehicle is a consistent non-payor, also called a scofflaw. If the vehicle has 3 or more citations unpaid (for example), the car may be rendered immobile by various means. If this is considered too harsh the City could approve the attachment of the plate, referring it to the local City government. The owner of the vehicle would be required to pay for all outstanding citations before their license plate can be renewed or property taxes settled.

In the situation of an unregistered parker failing to pay for their parking, we suggest the following scenario: during the first 30 days of enforcement we provide a friendly reminder to the vehicle owner. Our enforcement ambassador would carry a booklet of these reminders. When they encounter a violator, they would slip the reminder under the wiper blade of the vehicle. That reminder would read as follows:

Fernandina Beach Parking Enforcement would like to remind you that parking is no longer free in the enforcement zone, which is bounded by 8th, Ash, Alachua, and Front Streets. Free parking can be found outside this zone. The enforcement zone also includes the Marina Lots A & B.

We appreciate your visit and ask that on your next trip, please remember to pay for your parking or you may receive a parking citation.

Thank you and enjoy Fernandina Beach!

This friendly reminder should include the date when pay parking is strictly enforced. One Parking suggests a time frame of 30 - 60 days to allow the citizens time to understand and acclimate to the program and register for their digital permit. This plan means the sacrifice of parking revenue, but the public sentiment will be well worth that momentary sacrifice.

In addition to the roving enforcement ambassador, we will utilize stationary license plate detection technology on Marina Lots A and B. One Parking and our tech partner will install license plate readers at the entry and exit of those lots, which constantly screen for the license plates of vehicles using those lots. Once the plate image is captured, we will have the same situations as described above. This technology is discussed in much greater detail in another section of this proposal. The cost of this technology, both hardware and software, is borne by One Parking and our tech partner.



Driving Enforcement

Much the same as the strategy described above but with an extra enforcement officer and the use of mobile enforcement technology installed in an enforcement vehicle that is constantly, and more quickly, patrolling the enforcement zone. The cost of the technology, the enforcement vehicle and the SaaS (Software as a Service) fees associated with this strategy are not inexpensive. They total over $100,000 in investment, all of which will be borne by One Parking over a three (3) year time frame. Although the CapX cost is borne by One Parking it still comes at an amortization pass-thru cost to the City in the amount of $94,000+ per year. This is considerably higher than the Walking Enforcement scenario. But this scenario comes with the advantage of an increased number of route completions which may also mean more citations written, which will increase overall revenue. The uptick in citations may mean greater compliance by those that see the officer more often, in a clearly marked official enforcement vehicle. The aura of enforcement may be better under this scenario as well.

All this said, we felt it important for the City to understand you have the choice to test the program, to get your feet wet, as they say, before you go the route of allowing for this sort of investment by One Parking.



Pay Stations & Mobile Pay Solution



If it is your wish, One Parking will install multi-space pay stations throughout the City of Fernandina Beach. But that would not be our immediate recommendation. We have hundreds of these devices installed across many cities and in the past, they have been well used. However, the fact that 98% of the US population is said to own a cell phone has changed the dynamics of how parking payments are made. While we respect the fact that some of our parking patrons desire the tactile experience, evidence shows that payment via these devices continues to shrink. Today we are seeing payments via these devices in the 4% range, meaning 4 out of 100 folks pay using apps, as we've described. And it appears the use of these devices continues to decline. Couple this with the fact that these devices, while robust, are expensive to purchase ($8,000 to $11,000 each, depending upon options) and require consistent maintenance, especially in a coastal environment. It's for this reason we've excluded them from our Expense / CapX proforma.

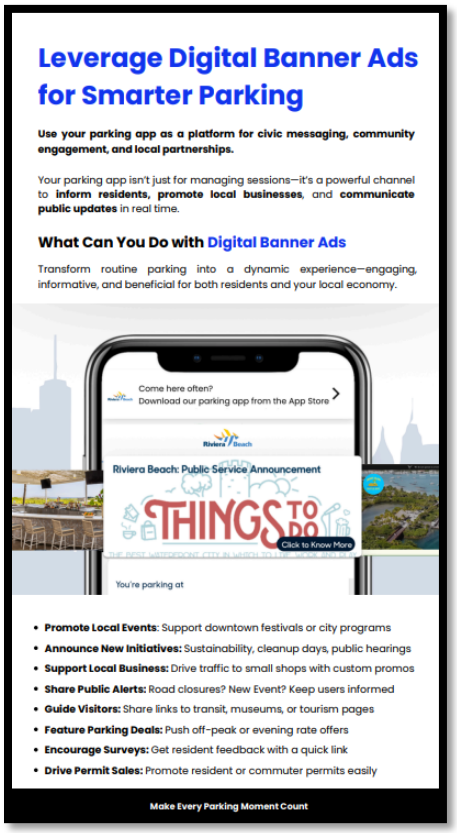
If you decide you want to use these devices, it is possible, and we will coordinate the purchase and installation. If we assume the cost of the device is $10,000 each device will add $4,000 per year to Amortization. In addition, there will be a service contract required that will add additional operating costs.

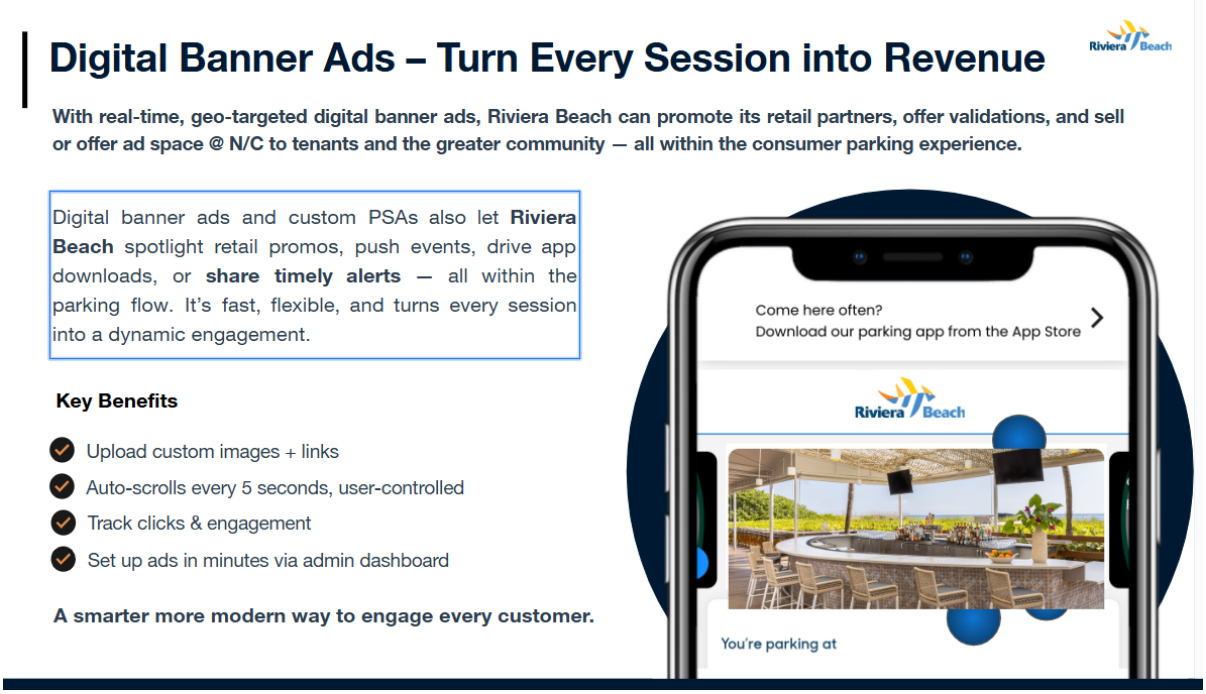
If you decide you wish to use these devices, patrons will have the option to pay for parking by entering their license plate and credit card information at the pay station. The pay stations come with a myriad of configuration options, allowing us to create just the right setup to maximize the bottom line with multiple features such as Pay-by-Plate, Pay-by-Space, and Pay-and-Display on the same pay station, or we can simply go with a Pay-by-Plate scenario*(to prevent patrons from transferring their unused time to the next parker)*. The pay stations are equipped with extend-by-phone functionality, providing patrons with expiration reminders, and the ability to add time via their mobile phone.

Our proposed Mobile Pay solution gives us complete and total control of the parking operation while providing patrons with a simple and convenient way to pay for parking on their smartphones. Mobile Pay is a browser-based solution that requires no app for parkers to download. They simply send a text message or scan a QR code specific to the lot, enter their license plate and payment information, and enjoy their stay. It's that simple!

From a revenue perspective, our solution leverages mobile convenience as a pricing tool with customizable convenience fees pushed to the customer. For transparency, it records all transactions in one place for consistent enforcement, real-time monitoring, and comprehensive reporting and analytics. Furthermore, we can communicate public messages or generate additional revenue with advertising options. The Mobile Pay solution is simple, and straightforward, with transparent pricing and no recurring development fees.

As we are preparing to open Riviera Beach, we are refining the mobile app that will be used to accept payments via cell phone. Take a look below for other advantages that come with the use of a similar app in Fernandina Beach.





Driving Enforcement

If the City opts for this form of enforcement the following is an example of enforcement operations:



- Enforcement Officer will patrol using our License Plate Technology (LPR) enforcement system with cameras mounted atop an EV vehicle. Our Enforcement Officer will also use a handheld device for times when plates may be obscured and need to be checked manually.
- Patrol and enforce on-street spaces and parking lots, inclusive of issuance of parking citations for all parking violations throughout the City, in accordance with City ordinances while providing sufficient personnel to issue parking violation citations at a level of enforcement specified by the City.
- Enforcement Officer will patrol the lots 8am to 10pm, seven days a week. If a patron does not pay, a citation will be generated by the Enforcement Officer and placed on the vehicle's windshield. Our enforcement tech also allows for mailing citations to the vehicle's owner. We recommend a $50 citation fee, plus other fees, however, we can discuss further with the City to determine an agreed-upon fee.
- Enforcement Officers shall be appropriately trained on procedures and enforcement routes and will possess all required certifications and/or licenses for issuing non-moving violations.
- Enforcement Officers will be provided with identifiable badges and uniforms as approved by the City.
- Enforcement Officers shall assist customers with inquiries and complaints related to the parking operation in a professional and courteous manner.
- Enforcement Officers shall attend enforcement court proceedings for disputed citations and follow through with hearing officers' decisions, as necessary.

- Utilize Back Office Support System (BOSS) Software (or similar) to re-program meters as necessary (if multi-space meters are chosen).
- Enforcement Officers shall be trained to replace batteries, and receipt paper, and perform standard maintenance on all Parking Meters and Pay Stations as needed (if multi-space meters are chosen).
- Safeguard the parking equipment systems (pay stations) during times of harsh weather conditions (Tropical Storms, Hurricanes, etc.) per the City's emergency operating procedures.
- Enforcement Officers will help perform scheduled Parking Meter and Pay Station collection procedures on a weekly basis (minimum) or as needed based on usage.
- Citations will be input into the system within 48 hours of issuance.
- All Citations issued by Enforcement Officers will include location and type of Citation, time of Citation, and accompanying Photographic evidence.
- Review the overall Parking operations on a monthly basis and present any recommendations for improvements or scheduled enforcement hours to the City.
- Office will issue late notices for overdue payments of citations in accordance with Florida Statutes.

Parking Charge Notification (PCN) Experience

Patrons who fail to pay for parking will receive a Parking Charge Notification (PCN). If a parker pulls into either of the Marina A and B parking lots and does not follow the directions on the signs, the LPR system will begin to track the length of time they are on the lot. For example, if a parker enters the lot, but fails to register using the QR code signage, their vehicle becomes an "alert" status vehicle. If they were to linger and then leave for several hours WITHOUT paying, the system registers their exit and places them in the queue to receive a PCN (Parking Charge Notification). Note: this is NOT an official citation, rather, it is a parking charge notice. However, if the City allows us to give formal citations with the City's logo, citation payments made will increase significantly. That said, the PCN will show the patron did not follow the directions of the lot/on-street parking and failed to make payment. The PCN will show a charge of $50, escalating to $75 if timely payment is not made. If the parker pays within 14 days of receipt of the PCN, the charge will be as follows:

Parking Charge	$50.00
Tech Fee	$ 8.00
TOTAL DUE	$58.00

If the parker hesitates to pay before the 14-day period, the fee will escalate to $75 plus an $8.00 tech/convenience fee. If the parker continues to ignore the fee, collection efforts will commence. If another 30 days elapses, the parking violator will receive a second notice notifying them of an increase to $95 for the unpaid PCN.

On the following page is a sample of a PCN that is sent to the parker.



PROFESSIONAL PARKING MANAGEMENT
1314 EAST LAS OLAS BLVD SUITE 405
FORT LAUDERDALE, FL 33301

PROFESSIONAL Parking Management

10513.1 AB 0.504
**********AUTO**ALL FOR AADC 334
MARK D PRATT
1350 VELDA WAY # 1350
WELLINGTON, FL 33414-9065

PARKING CHARGE: $85.00
REDUCED CHARGE: $45.00
STATE SALES TAX: $3.15
TOTAL AMOUNT DUE: $48.15

NOTICE TYPE: NON PAYMENT
NOTICE NUMBER: 586-648-409
NOTICE DATE: 03/31/2023
PLATE: 720UAY
STATE: FL
ENTRY TIME: 03/27/2023 1:50PM
EXIT TIME: 03/27/2023 3:52PM

PARKING CHARGE NOTICE - DO NOT IGNORE

This vehicle parked at 101 E CAMINO REAL STE 103, BOCA RATON, FL 33432 has an outstanding balance. In accordance with the terms and conditions of the Parking Contract clearly displayed at the parking facility, the sum of $85.00 plus any applicable state sales tax and/or parking surcharge is due. **If payment is made within 15 days of the Notice date, Professional Parking Management Corp. will reduce the amount you owe from $85.00 to $45.00 plus any applicable state sales tax and/or parking surcharge.** If payment is not received within 15 days, you will be responsible for the full Parking Charge in the amount of $85.00 plus any applicable state sales tax and/or parking surcharge.

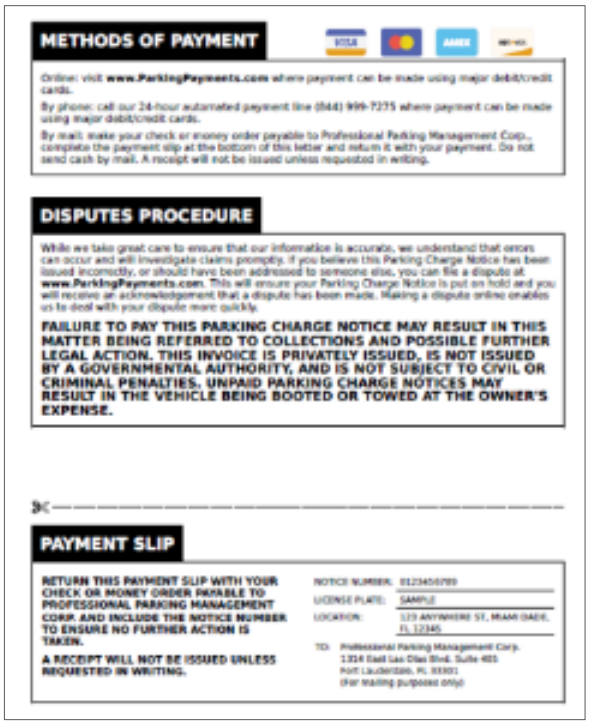
FAILURE TO PAY THIS PARKING CHARGE NOTICE MAY RESULT IN THIS MATTER BEING REFERRED TO COLLECTIONS.

To make your payment, please visit our secure website **www.ParkingInvoice.com**. You may also pay through our automated payment line (844) 999-7275, or by mailing a check to Professional Parking Management Corp. 1314 East Las Olas Blvd. Suite 405, Fort Lauderdale, FL 33301. You will be charged a $4.99 convenience fee for all online and telephone payments.

ENTRY

EXIT

Important: This notice is an attempt to collect a debt, and any information obtained will be used for that purpose. You have the right to dispute the debt. Disputes can be made online at www.ParkingInvoice.com. If you have already sent payment, please disregard this notice.



METHODS OF PAYMENT

Online: visit **www.ParkingPayments.com** where payment can be made using major debit/credit cards.

By phone: call our 24-hour automated payment line (844) 999-7275 where payment can be made using major debit/credit cards.

By mail: make your check or money order payable to Professional Parking Management Corp., complete the payment slip at the bottom of this letter and return it with your payment. Do not send cash by mail. A receipt will not be issued unless requested in writing.

DISPUTES PROCEDURE

While we take great care to ensure that our information is accurate, we understand that errors can occur and will investigate claims promptly. If you believe this Parking Charge Notice has been issued incorrectly, or should have been addressed to someone else, you can file a dispute at **www.ParkingPayments.com**. This will ensure your Parking Charge Notice is put on hold and you will receive an acknowledgement that a dispute has been made. Making a dispute online enables us to deal with your dispute more quickly.

FAILURE TO PAY THIS PARKING CHARGE NOTICE MAY RESULT IN THIS MATTER BEING REFERRED TO COLLECTIONS AND POSSIBLE FURTHER LEGAL ACTION. THIS INVOICE IS PRIVATELY ISSUED, IS NOT ISSUED BY A GOVERNMENTAL AUTHORITY, AND IS NOT SUBJECT TO CIVIL OR CRIMINAL PENALTIES. UNPAID PARKING CHARGE NOTICES MAY RESULT IN THE VEHICLE BEING BOOTED OR TOWED AT THE OWNER'S EXPENSE.

PAYMENT SLIP

RETURN THIS PAYMENT SLIP WITH YOUR CHECK OR MONEY ORDER PAYABLE TO PROFESSIONAL PARKING MANAGEMENT CORP. AND INCLUDE THE NOTICE NUMBER TO ENSURE NO FURTHER ACTION IS TAKEN.

A RECEIPT WILL NOT BE ISSUED UNLESS REQUESTED IN WRITING.

NOTICE NUMBER: 812345678
LICENSE PLATE: SAMPLE
LOCATION: 123 ANYWHERE ST, MIAMI DADE, FL 12345

TO: Professional Parking Management Corp.
1314 East Las Olas Blvd. Suite 405
Fort Lauderdale, FL 33301
(For mailing purposes only)

One Parking will provide the labor, equipment, and software necessary to enforce the parking regulations for the subject properties via License Plate Recognition (LPR). We will issue Parking Charge Notices (PCNs), process disputes, and collect payments for the PCNs. We will also send alerts when multiple violations exist for one vehicle, so that agreed-upon secondary enforcement actions, such as vehicle booting, towing, or applying the Barnacle device can be done at One Parking's discretion.

Vehicle Immobilization

In the event a vehicle must be immobilized, One Parking recommends the Barnacle device. If the Enforcement Officer finds a vehicle that has been parked for an extensive period of time and has not paid for parking, the Enforcement Officer will ready the Barnacle for application.

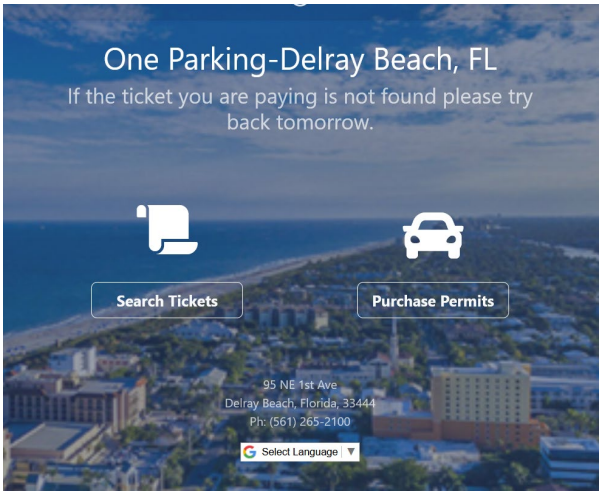


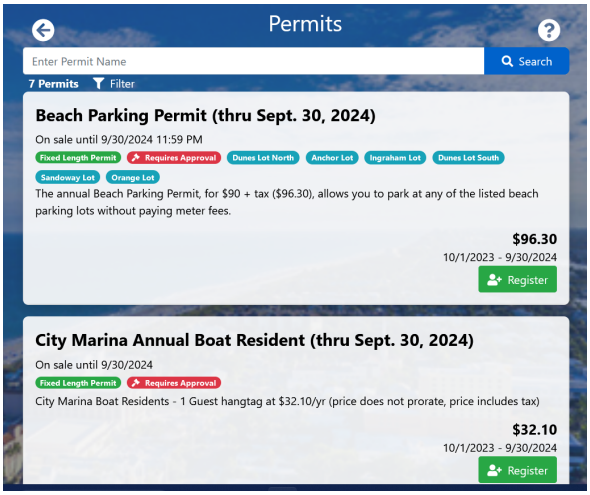
Once the Barnacle is attached to the vehicle windshield, the Enforcement Officer will leave an additional parking violation/failure to pay notice for the patron. The Barnacle will have a 1-800 number on the device for the patron to call and make payment. Once the patron calls the number, the patron will be asked for a credit card to pay the fine. This fine is to be determined by the City ordinance. After payment has been collected, the patron will be instructed to remove the Barnacle from the windshield by entering the 5-digit RELEASE CODE. Once the Barnacle is removed, the patron will be directed to drop the Barnacle off at a designated location. We can place the barnacle receptacles on the lot(s) or at the centralized Parking Management and Enforcement Office. This device is used to great effect in the City of Pompano Beach and in hundreds of operations across the U.S.

Permit & Citation Management

One Parking will provide permit and citation management for the City of Fernandina Beach by utilizing our tech platform that coincides with the enforcement and citation management system. For example, we utilize this tech platform to provide permit and citation management for the City of Delray Beach where we provide comprehensive parking management and on- and off-street enforcement. This permit and enforcement system is flexible and can adapt to the City's future parking needs. It seamlessly integrates with third-party services to deliver a scalable, holistic, enterprise-wide platform. Additionally, it gives us the ability to manage permits and enforcement in unrivaled depth while accommodating future growth, including LPR cameras, PARCS, pay stations, and other parking, mobility, and transportation solutions.

Our permit and citation management system can be easily accessed by visiting the online portal, where the patron can obtain/purchase a permit, pay, or contest a citation. Below is a snapshot of our online permit and citation management portal for the City of Delray Beach. Our system also allows for in-office permit/citation payment services.





Resolution of Customer Issues / Complaints

If a parking customer takes issue with a PCN they've received, they can call the 24/7 customer support line. Once a call is received, the PCN will be investigated, which includes pulling the images of the vehicle and their parking transaction from the database. Plate images, time of day, GPS coordinates / location, and payment made will be analyzed. A summary report is generated and sent to One Parking representatives for consideration and a decision is made to continue to pursue payment or forgive the PCN. The parking customer is notified of the decision. We will work closely with the City to determine what grievance may be filed beyond this point and can adjust our protocol to meet the expectations of City staff.

Pricing Analysis & Proposed Rates

As the current parking services and enforcement provider for multiple cities within Florida, we have a true understanding of the market rates, specifically in beach/coastal communities and mixed environments (residents/visitors/tourists). Thus, we perform area rate surveys and analysis on an ongoing basis (weekly/monthly/quarterly/annually) so that we are well informed on any changes in the market, and if rates need to be adjusted to maximize revenue.

For the City of Fernandina Beach, we performed an area rate survey of the surrounding municipalities that charge for parking. Given our rate survey analysis, we are proposing a rate of $3.00 per hour with no max. This rate is within the market and comparable with the other municipalities. We are open to discussing our proposed rate with the City and collaborating to ensure we are meeting the City's profitability goals.

City of Fernandina Beach	Pompano Beach	Delray Beach	Lake Worth	West Palm Beach	Volusia County
Proposed **$3.00 / hr. (no max)**	weekdays $2.50 / hr. (no max) weekends $3.25 / hr. (no max) Garage $2.50 / hr (no max)	On-Street $3.50 / hr (no max) Lots $2.00 / hr (no max) Garages $5.00 flat rate	$3.00 / hour (no max)	$2.50 / hour (no max)	$30 flat / on-beach $20 flat / off-beach

Enforcement Reporting

One Parking provides parking enforcement for many municipal parking lots, garages, and on-street spaces. In municipalities such as Pompano Beach, Delray Beach, and West Palm Beach, we utilize T2 Enforcement Technology. Using this tech, we can view the LPR Scofflaw Tracking Dashboard, along with detailed and valuable reporting to include:

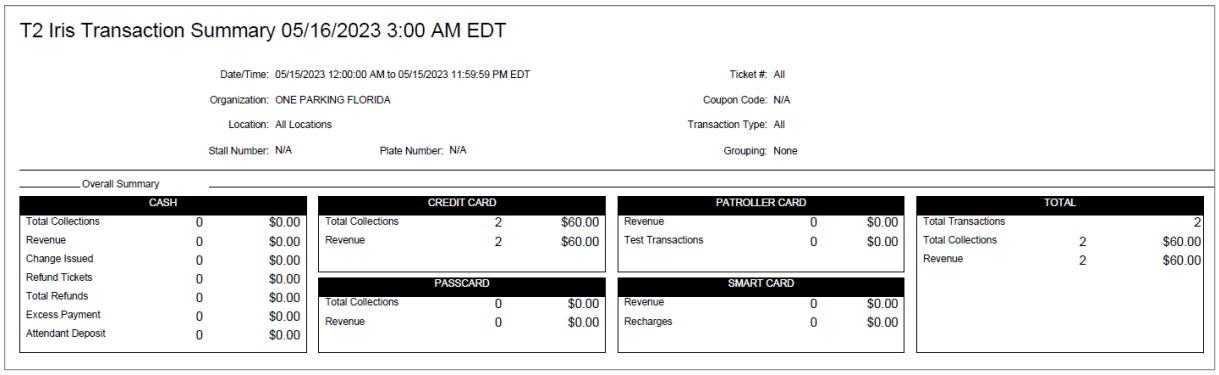
- Enforcement/Transaction Summary Report
- Gross Revenue Report
- LPR Tracking Report
- LPR Daily Overview Report
- LPR Monthly Overview Report
- LPR Violation Report
- Space Utilization BI Report



The LPR tracking dashboard involves sophisticated algorithms and proprietary logic to compare the cameras' identified sessions to payment sessions and permits (authorized parkers). The system detects potential violators, and potential violators are put in the manual review queue.

The following pages include enforcement reports for locations where we currently provide these services.

Enforcement Report



T2 Iris Transaction Summary 05/16/2023 3:00 AM EDT

Date/Time: 05/15/2023 12:00:00 AM to 05/15/2023 11:59:59 PM EDT
Ticket #: All
Organization: ONE PARKING FLORIDA
Coupon Code: N/A
Location: All Locations
Transaction Type: All
Stall Number: N/A
Plate Number: N/A
Grouping: None

Overall Summary

CASH		
Total Collections	0	$0.00
Revenue	0	$0.00
Change Issued	0	$0.00
Refund Tickets	0	$0.00
Total Refunds	0	$0.00
Excess Payment	0	$0.00
Attendant Deposit	0	$0.00

CREDIT CARD		
Total Collections	2	$60.00
Revenue	2	$60.00

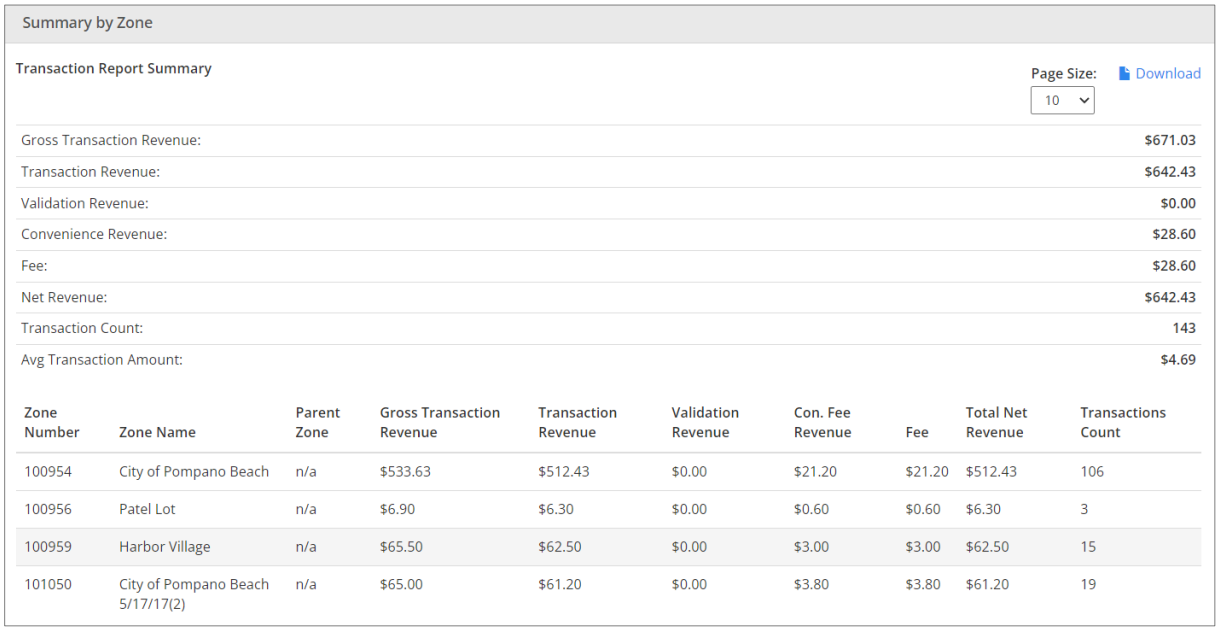
PASSCARD		
Total Collections	0	$0.00
Revenue	0	$0.00

PATROLLER CARD		
Revenue	0	$0.00
Test Transactions	0	$0.00

SMART CARD		
Revenue	0	$0.00
Recharges	0	$0.00

TOTAL		
Total Transactions		2
Total Collections	2	$60.00
Revenue	2	$60.00

Gross Revenue Report



Summary by Zone

Transaction Report Summary

Page Size: 10 Download

Gross Transaction Revenue:	$671.03
Transaction Revenue:	$642.43
Validation Revenue:	$0.00
Convenience Revenue:	$28.60
Fee:	$28.60
Net Revenue:	$642.43
Transaction Count:	143
Avg Transaction Amount:	$4.69

Zone Number	Zone Name	Parent Zone	Gross Transaction Revenue	Transaction Revenue	Validation Revenue	Con. Fee Revenue	Fee	Total Net Revenue	Transactions Count
100954	City of Pompano Beach	n/a	$533.63	$512.43	$0.00	$21.20	$21.20	$512.43	106
100956	Patel Lot	n/a	$6.90	$6.30	$0.00	$0.60	$0.60	$6.30	3
100959	Harbor Village	n/a	$65.50	$62.50	$0.00	$3.00	$3.00	$62.50	15
101050	City of Pompano Beach 5/17/17(2)	n/a	$65.00	$61.20	$0.00	$3.80	$3.80	$61.20	19

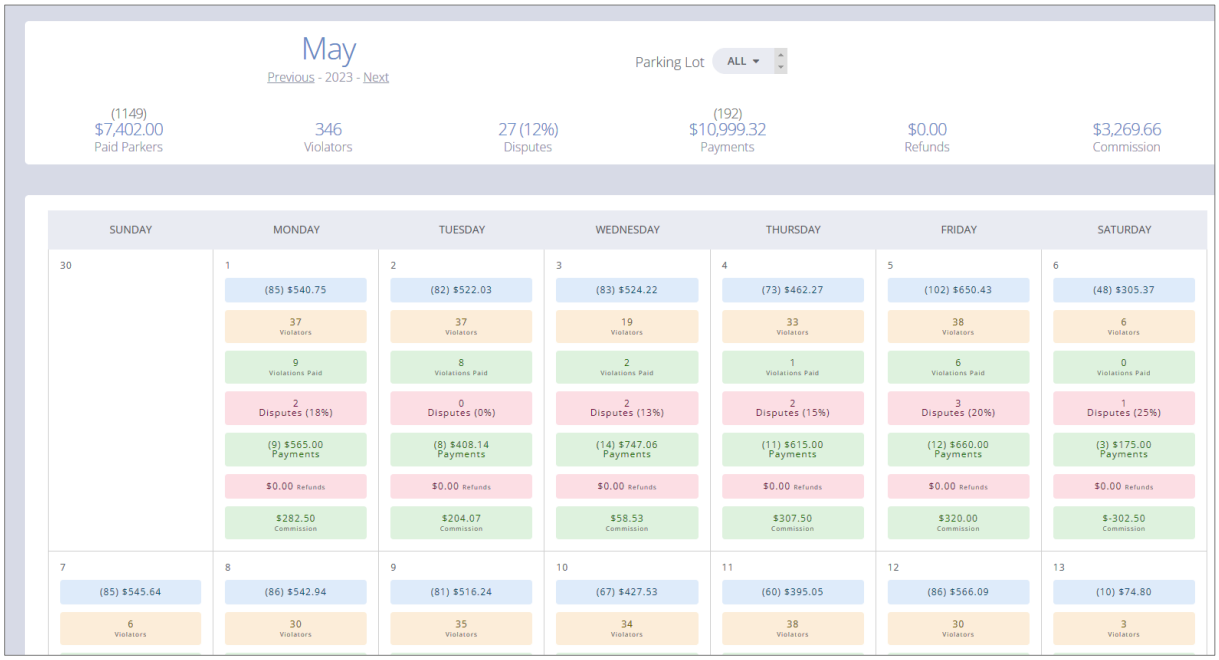
LPR Tracking Report



Sort By DATE ADDED | Parking Lot ALL | Parking Passes ALL | Parking Type ALL | Range ALL | Valid ALL | Rows -- | Search 98 results | ADD PERMIT

Parking Lot	Pass	Name	Address	Plate	Validity	Status
OP - 700 BANYAN BLVD		Catalina Lopes		JTQW32 FL	05/12/2023 12:00am 05/12/2123 2:08pm	Valid
OP - 700 BANYAN BLVD		Maya Henderson	FL	NHLJ33 FL	04/26/2023 12:00am 04/26/2123 11:51am	Valid
OP - 700 BANYAN BLVD		Suzanne Kelp		Daaa65 FL	04/12/2023 12:00am 01/01/2123 12:00pm	Valid
OP - 700 BANYAN BLVD		Donte McDowell		PCCJ39 FL	04/05/2023 12:00pm 01/01/2123 12:00pm	Valid
OP - 700 BANYAN BLVD		Malanie Cruz	West Palm Beach FL	35AZJT FL	04/01/2023 12:00am 01/01/2123 12:00pm	Valid
OP - 700 BANYAN BLVD		Felicia Walker		IS19UL FL	04/15/2023 12:00am 04/15/2123 9:59am	Declined
OP - 700 BANYAN BLVD		Fernando One Parking	FL	JBVD63 FL	04/07/2023 12:00am 04/07/2123 10:45pm	Valid
OP - 700 BANYAN BLVD		Claudio Bravo		IESQ90 FL	04/07/2023 12:00am 04/07/2123 7:43pm	Valid
OP - 700 BANYAN BLVD		electraserve electraserve	FL	JJ0YI FL	04/01/2023 12:00pm 01/01/2123 12:00pm	Valid
OP - 700 BANYAN BLVD		Sara Segall		85CBCB FL	04/04/2023 12:00am	Valid

LPR Daily Overview Report



May
Previous - 2023 - Next

Parking Lot ALL

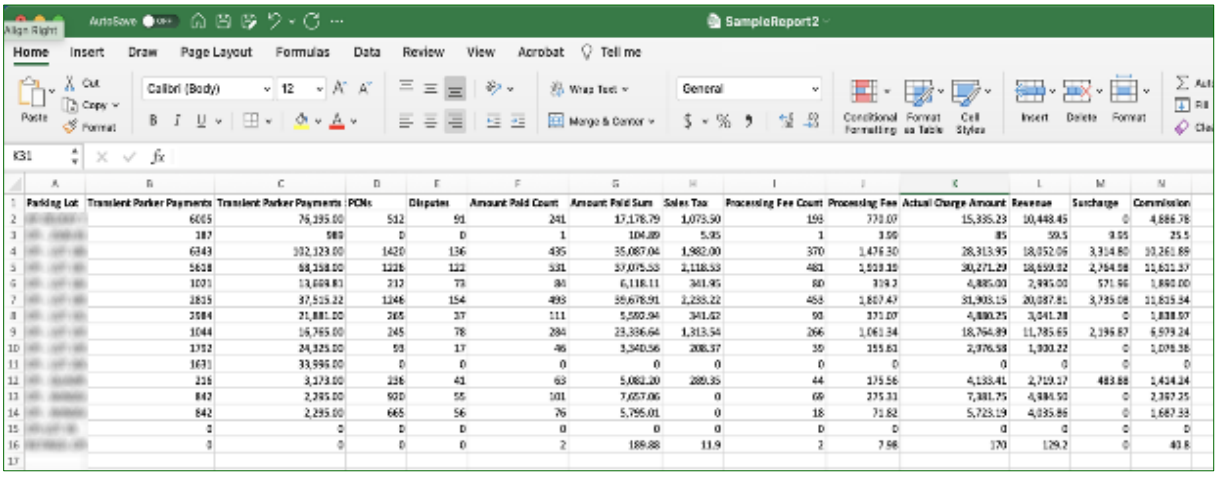
(1149) $7,402.00 Paid Parkers	346 Violators	27 (12%) Disputes	(192) $10,999.32 Payments	$0.00 Refunds	$3,269.66 Commission

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1 (85) $540.75 37 Violators 9 Violations Paid 2 Disputes (18%) (9) $565.00 Payments $0.00 Refunds $282.50 Commission	2 (82) $522.03 37 Violators 8 Violations Paid 0 Disputes (0%) (8) $408.14 Payments $0.00 Refunds $204.07 Commission	3 (83) $524.22 19 Violators 2 Violations Paid 2 Disputes (13%) (14) $747.06 Payments $0.00 Refunds $58.53 Commission	4 (73) $462.27 33 Violators 1 Violations Paid 2 Disputes (15%) (11) $615.00 Payments $0.00 Refunds $307.50 Commission	5 (102) $650.43 38 Violators 6 Violations Paid 3 Disputes (20%) (12) $660.00 Payments $0.00 Refunds $320.00 Commission	6 (48) $305.37 6 Violators 0 Violations Paid 1 Disputes (25%) (3) $175.00 Payments $0.00 Refunds $-302.50 Commission
7 (85) $545.64 6 Violators	8 (86) $542.94 30 Violators	9 (81) $516.24 35 Violators	10 (67) $427.53 34 Violators	11 (60) $395.05 38 Violators	12 (86) $566.09 30 Violators	13 (10) $74.80 3 Violators

LPR Monthly Overview Report



LPR Violation Report



Parking Lot	Transient Parker Payments	Transient Parker Payments	PCNs	Disputes	Amount Paid Count	Amount Paid Sum	Sales Tax	Processing Fee Count	Processing Fee	Actual Charge Amount	Revenue	Surcharge	Commission
[redacted]	6005	76,195.00	512	91	241	17,178.79	1,073.50	199	770.07	15,335.23	10,448.45	0	4,886.78
[redacted]	187	980	0	0	1	104.89	5.95	1	3.90	85	59.5	0.05	25.5
[redacted]	6343	102,123.00	1420	136	435	35,087.04	1,982.00	370	1,476.30	28,313.95	18,952.06	3,314.80	10,261.89
[redacted]	5608	68,258.00	1226	122	531	37,075.53	2,118.53	461	1,503.35	30,271.29	18,659.92	2,764.08	11,611.37
[redacted]	1003	13,609.83	212	73	84	6,118.11	341.95	80	319.2	4,885.00	2,995.00	571.96	1,860.00
[redacted]	3815	37,515.22	1246	154	493	35,678.91	2,288.22	458	1,867.47	31,903.15	20,087.81	3,795.08	11,815.34
[redacted]	3584	31,881.00	265	37	111	5,560.94	341.62	90	371.07	4,880.25	3,041.28	0	1,838.97
[redacted]	1044	16,765.00	245	78	284	23,336.64	1,313.54	266	1,061.34	18,764.89	11,785.65	2,196.87	6,979.24
[redacted]	1392	24,325.00	93	17	46	3,340.56	208.37	39	155.61	2,976.58	1,900.22	0	1,076.36
[redacted]	1631	33,995.00	0	0	0	0	0	0	0	0	0	0	0
[redacted]	216	3,173.00	236	41	63	5,082.20	289.35	44	175.56	4,133.41	2,719.17	483.88	1,414.24
[redacted]	842	2,295.00	900	55	101	7,657.06	0	69	275.31	7,381.75	4,884.50	0	2,497.25
[redacted]	842	2,295.00	665	56	76	5,795.01	0	18	71.82	5,723.19	4,035.86	0	1,687.33
[redacted]	0	0	0	0	0	0	0	0	0	0	0	0	0
[redacted]	0	0	0	0	2	189.88	11.9	2	7.98	170	129.2	0	40.8

Space Utilization BI Report



Hiring & Personnel Policies

One Parking constantly provides exceptional customer service, hires superior personnel, and provides extensive training to maintain proper controls. By creating a higher quality parking management team, One Parking's parking program and our parking locations remain successful.

One Parking is responsible for hiring, training, and supervising staff members, and acknowledges that the staff members assigned to the services are employees of One Parking. One Parking employs those who are fully trained, competent, and qualified with the skills and experience necessary to provide the services required. One Parking requires background checks and drug testing on all employees prior to employment. Our assigned Manager keeps all hiring records onsite and can provide proof of such to the City upon request. Complete personnel records are held at One Parking's Corporate Headquarters/HR Department.

Customer Service Training Program

One Parking believes our team members deliver our best-in-class approach. We utilize a progressive model designed to motivate members for growth and development. Customer Service Training is a combined effort with local leadership, as well as through our corporate team. We believe the image we reflect is paramount to our business expansion. By ensuring proper staffing, as well as courteous and well-trained employees, we ensure that patrons will keep coming back.

Service Focused Quarterly/Annual Evaluations:

- Attitude. Smile and welcoming greeting towards patrons; always expected to show enthusiasm and professionalism.
- Attendance. Punctuality and low call-out reinforcement program.
- Appearance. Strict adherence to uniform guidelines at all times.

Continual Monitoring and Motivation:

- Disciplinary Action Alternatives.
- Open Door Policy.
- Employee Suggestion Box.
- Yearly Performance Evaluations.
- Random Drug Testing.
- Incentive-Based Recognition.

Post-Hire Training Program:

- New Hire Orientation. Our new hire video informs on all aspects of customer service and knowledgeable ambassadorship that includes location area orientation knowledge. Finally, new hires are required to attend a comprehensive orientation to understand company policies and procedures.
- Sexual Harassment Orientation. Every employee is required to attend an orientation followed by a 30-minute video.
- First Observer Training. An awareness training module emphasizing the importance of diligent observance of their surroundings, to better identify and report on unusual and suspicious activity on all levels of potential dangers.
- On the Job Training and Follow-Up. New employees spend a minimum of three days training with senior staff for quicker and more effective training. Employee progression is monitored, and ongoing training is provided as needed to maintain employee development, along with incentive-based recognition to top performers and Employee of the Month Awards.

TAB C

REFERENCES



C. REFERENCES

CITY OF DELRAY BEACH
Michael Karali
Deputy Director, Public Works
100 NW 1st Avenue, Delray Beach, FL 33444
(561) 243-4601 | KaraliM@mydelraybeach.com

CITY OF POMPANO BEACH
Jeff Lantz
Parking Manager
3460 NE 3rd Street, Pompano Beach, FL 33062
(954) 786-5580 | Jeff.Lantz@copbfl.com

LAUDERDALE-BY-THE-SEA
Ken Rubach
Deputy Town Manager
4501 North Ocean Drive, Lauderdale-By-The-Sea, FL
(954) 640-4233 | kenr@lauderdalebythesea-fl.gov

VOLUSIA COUNTY
Miranda Tressler, M.S.
Activity Project Manager
County of Volusia / Coastal Division
530 N. Dixie Freeway, New Smyrna Beach, FL 32168
(386) 248-8072 ext. 20534 | mtressler@volusia.org

STATE OF WISCONSIN - DEPARTMENT OF ADMINISTRATION
Emily Gorman
Enterprise Program Supervisor
101 East Wilson, Madison, WI 53703
(608) 264-8254 | emily.gorman@wisconsin.gov

TAB D

PROJECT BUDGET AND COST



D. PROJECT BUDGET AND COST

We have provided an expense budget that gives the City choices in how operations are conducted. As described elsewhere in our proposal, the City has the option of approving a method of operation where enforcement officers walk the route OR a method where a vehicle is purchased and the route is driven. Based on our experience, the route is small enough to permit our officers to walk it every 1.5 hours. The Walking Enforcement Method allows our officers to complete 9+ routes each and every day. The city streets are already tight and congested. The walking method means our enforcement vehicle is not adding to congestion by having to stop, with lights and flashers blazing, when they exit the vehicle to place citations or warnings on windshields, further increasing congestion. Conversely, the use of an enforcement vehicle is LPR cameras mounted on the top of the vehicle could allow for 12+ full routes per day. That said, the use of the vehicle and technology mounted within comes at a significant cost of $94,176 in amortization and other costs. In summary, the cost of Walking Enforcement is $346,114 while the use of Driving Enforcement is $457,174.

Performance Bond – You will notice we have priced the bond under the Walking Enforcement column assuming a calculation of a single year's operating expenses x our bond cost. Under this scenario, the bond cost is $8,442 per year. Under the Driving Enforcement, we assumed the cost is measured by taking the expense total of all three contract years x our bond cost. This drives the total bond cost to $25,325 per year. This is an issue we would need to discuss in the next phase of the RFP process, but we wanted to show and explain our logic on our proforma.

Finally, we have shown a staffing schedule depicting the hours our officers would patrol the streets and lots. This is a very visual representation of coverages. We believe this would be adequate but are also open to adjustments if you want to see more than 9+ full route completions per day.

We believe we have interpreted the RFP information accurately, but also know that the institution of a parking enforcement program is complex. A great many questions still need to be asked and answered before the final proforma can be completed. We look forward to those questions and answer sessions in the next phase of this process.

Walking Enforcement Staffing Schedule																	
	am					pm											Daily
Weekdays	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	Hours
General Manager		in the field															
						in the office											
Office CSR																	4
Enforcement 1																	6
Enforcement 2																	4
Weekends																	
Enforcement 3																	8
Enforcement 4																	7

Expense Proforma
City of Fernandina Beach
May 21, 2025

The expenses shown are regardless of revenue, so no percentages are shown.

Expenses			hrs	days	rate	With Walking Enforcement	With Driving Enforcement
Personnel	General Manager	salaried				$ 65,000	
	Enf 1 - weekdays	Mon - Fri	6	260	$ 18.00	$ 28,080	
	Enf 2 - weekdays		4	260	$ 18.00	$ 18,720	
	Office CSR (phones & customer ser)		4	260	$ 20.00	$ 20,800	
	Weekends						
	Enf 3	Sat - Sun	8	104	$ 19.00	$ 15,808	
	Enf 4	Sat - Sun	7	104	$ 19.00	$ 13,832	
	OnGoing Corporate Support					$ 12,000	
	OnGoing Regional Support					$ 12,000	
			Payroll Subtotal			$ 186,240	
			Payroll Taxes (16%)			$ 29,798	
			Total Labor & Burden			$ 216,038	

Corp / Regional initial support and training					$ 6,100		
Amortization - Walking Enforcement							
Office Furniture				$ 8,000			
Desktop / Laptops / Printers				$ 3,200			
Purchase of 250 signs	$24	250		$ 6,000			
Mounting posts for signs	$149	250		$ 37,250			
Installation of 250 signs	$50	250		$ 12,500			
				$ 66,950	$ 26,700		
Amortization - Driving Enforcement							
Office Furniture				$ 8,000			
Desktop / Laptops / Printers				$ 3,200			
Purchase of 250 signs	$24	250		$ 6,000			
Mounting posts for signs	$149	250		$ 37,250			
Installation of 250 signs	$50	250		$ 12,500			
T2 UpSafety Mobile LPR				$ 52,000			
Mobile Enforcement Vehicle				$ 36,000			
Vehicle Wrapping / Branding				$ 4,000			
				$ 158,950		$	63,372
Fuel / Service / Plates / Cleaning						$	2,400
Commercial Auto Liability Insurance						$	6,400
Mobile LPR SaaS Fees						$	22,004
Handheld enforcement devices	$399	2	SaaS Fees		$ 9,576		
Accounting					$ 8,100		
Office Rent	$ 1,400	12			$ 16,800		
Office Utilities					$ 4,800		
Office IT / communications					$ 3,000		
Bank Service Charges					$ 1,200		
Employee Benefits - Group Health					$ 7,800		
Human Resources					$ 1,800		
Liability Insurance					$ 4,629		
PCI / Tech					$ 3,000		
Payroll Processing					$ 4,630		
Permits / Licenses					tbd		
Supplies					$ 2,500		
Uniforms					$ 2,999		
Management Fee ($2 / space / month)					$ 18,000		
Total Annual Estimated Expenses					$ 337,672		
Performance Bond - if measured annually					$ 8,442		
Performance Bond - if measured over 3 year term						$	25,325
Total cost with Walking Enforcement plus annual bond					**$ 346,114**		
Total Cost with Driving Enforcement and 3 years OpX Bond						**$**	**457,174**

Revenue and Net Profit Estimates

It is difficult to accurately estimate the revenue that could be created by the pivot to pay parking. We have used information gleaned from other municipal operations to provide the following estimate of revenue. Note: We have provided three of our operating cities, however, we have redacted names to protect their information. If we are invited to give a presentation, we will share this information after we have been given permission to do so. That said, this is a quick way to assess the possible profitability of Fernandina Beach operations.

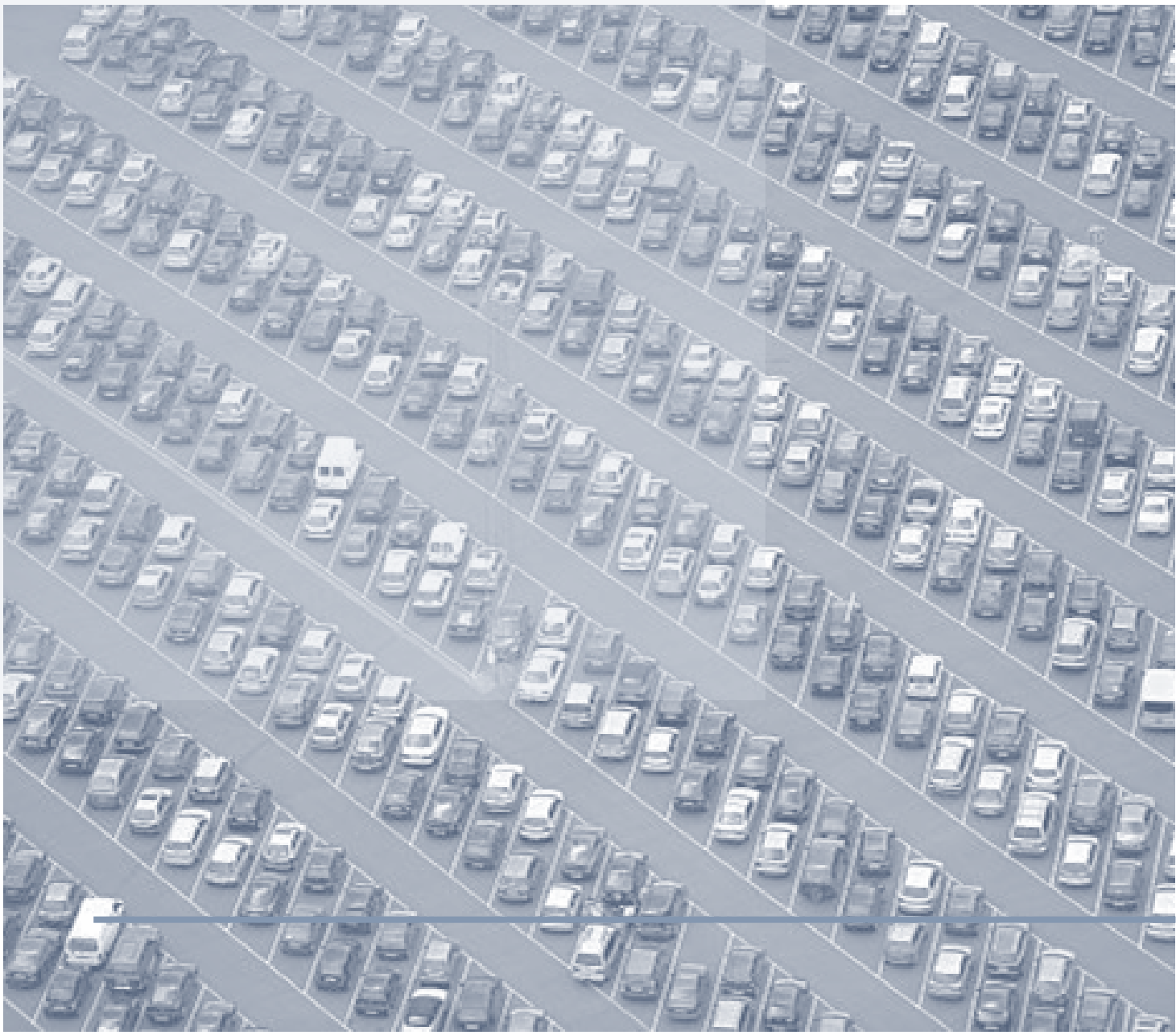
[redacted]	Spaces
Citation Revenue - 2024	$ 532,023
Citation Rev / Space / Year	$ 285.88
Citation Rev / Space / Month	$ 23.82
Device and Payment Apps Revenue - transient	$ 3,750,449
(see XXXXXX Beach income statement) per space	$ 2,015

[redacted]	Spaces
Citation Revenue - 2024	$ 518,481
Citation Rev / Space / Year	$ 449.29
Citation Rev / Space / Month	$ 37.44
Average Citation Revenue per Space per Year	$ 534.63
Total spaces in Fern Beach	750
Total anticipated revenue	$ 400,973
Device and Payment Apps Revenue - transient	$ 4,062,751
(see YYYYYY income statement) per space	$ 3,521
Average Payment Revenue/Space	$ 2,352
Total spaces in Fern Beach	750
Total anticipated revenue	$ 1,763,967
Grand Total Anticipated Revenue	$ 2,164,940
Less: Sales Tax	n/a
Net Revenue	$ 2,164,940
Less: Operating Expenses assuming Walking Enforcement with a 1-year Performance Bond	$ 346,114
Net Profit to City of Fernandina Beach	$ 1,818,826

[redacted]	Spaces
Citation Revenue - 2025	$ 1,043,169
Citation Rev / Space / Year 868.72	$ 480.50
Citation Rev / Space / Month $ 72.39	$ 40.04
Device and Payment Apps Revenue - transient	$ 3,260,766
(see ZZZZZ income statement) per space	$ 1,520

TAB E

CERTIFICATES OF INSURANCE



E. CERTIFICATES OF INSURANCE

One Parking currently maintains a total limit of $21M per occurrence and $22M aggregate. **We also carry $5M in Cyber Insurance,** unlike other parking management companies in the industry. Please see the Certificate(s) of Coverage on the following page(s) for additional information.

ONEPARK-01 CHAWSE

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/5/2025

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

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

PRODUCER License # 0C36861
Thousand Oaks-Alliant Insurance Services, Inc.
325 East Hillcrest Dr Ste 250
Thousand Oaks, CA 91360

CONTACT NAME: Marla Howard-Seleman
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS: mhoward-seleman@alliant.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Gotham Insurance Company	25569
INSURER B : New York Marine And General Insurance Company	16608
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
One Parking, Inc.
477 South Rosemary Ave, Suite #325
West Palm Beach, FL 33401

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			GL2025PKF00174	3/1/2025	3/1/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 0
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			AU202500017674	3/1/2025	3/1/2026	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 5,000,000
	X EXCESS LIAB CLAIMS-MADE			XS2025PKF00116	3/1/2025	3/1/2026	AGGREGATE	$ 5,000,000
	DED X RETENTION $ 0							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N		N / A	WC202500021223	3/1/2025	3/1/2026	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Garagekeepers Legal			GL2025PKF00174	3/1/2025	3/1/2026	Limit	1,000,000
A	Liability			GL2025PKF00174	3/1/2025	3/1/2026		

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

CERTIFICATE HOLDER
Evidence of Insurance

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Katherine L. Phillips

ACORD 25 (2016/03)
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AGENCY CUSTOMER ID: ONEPARK-01 CHAWSE
LOC #: 1

ACORD

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY	License # 0C36861	NAMED INSURED
Thousand Oaks-Alliant Insurance Services, Inc.		One Parking, Inc. 477 South Rosemary Ave, Suite #325 West Palm Beach, FL 33401
POLICY NUMBER		
SEE PAGE 1		
CARRIER	NAIC CODE	EFFECTIVE DATE: SEE PAGE 1
SEE PAGE 1	SEE P 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

COMPLETE EXCESS POLICIES INFORMATION

1st Layer/Primary Excess — Gotham Ins. Co. Policy #XS2025PKF00116
Effective 03/01/24 to 03/01/26
Limit Per Occurrence $5,000,000
Aggregate $5,000,000
Includes Excess Garagekeepers Legal Liability

2nd Layer Excess — StarStone Specialty Ins. Co. Policy #: 79824X251ALI
Effective 03/01/24 to 03/01/26
Limit Per Occurrence $5,000,000
Aggregate $5,000,000

3rd Layer Excess — Crum & Forster Specialty Ins. Co. Policy #: SEO -136136
Effective 03/01/25 to 03/01/26
Limit Per Occurrence $5,000,000
Aggregate $5,000,000

4th Layer Excess — Evanston Ins. Co. Policy #: MKLV7EUE101811
Effective 03/01/25 to 03/01/26
Limit Per Occurrence $5,000,000
Aggregate $5,000,000

Total Excess Limits All 4 policies is $20,000,000 Per Occurrence
$20,000,000 Aggregate

Total Per Occurrence $21,000,000
Total General Aggregate $22,000,000

ACORD 101 (2008/01)

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TAB F

EXHIBITS



F. EXHIBITS

The following pages contain Exhibits A-H (RFP Forms), as well as the Addenda Acknowledgement, and Proposal Bond (Certified Check):

EXHIBITS A-H (RFP FORMS)

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

ADDENDA ACKNOWLEDGEMENT

PROPOSAL BOND (CERTIFIED CHECK)

EXHIBIT "A"

CONTACT SHEET

Name: One Parking, Inc.

Federal Taxpayer ID: 20-2051457

Mailing Address: 477 South Rosemary Avenue, Suite 325

City, State, & Zip Code: West Palm Beach, FL 33401

Telephone: 561-833-7222 **Fax:** 561-833-7267

Email: Kirsten@oneparking.com

Submitted By: Kirsten Dolan

Title: CEO

Accounting Contact:

Name: Diane Demers **Title:** Corporate Officer/Treasurer

Email Address: ddemers@oneparking.com **Phone:** 561-596-5129

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "B"

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

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

1. This sworn statement is submitted with Bid, Proposal or Contract for RFP 25-05 Parking Management Services City of Fernandina Beach.

2. This sworn statement is submitted by (entity) One Parking, Inc. whose business address is 477 South Rosemary Avenue, Suite 325 West Palm Beach, FL 33401 and (if applicable) Federal Employer Identification Number (FEIN) is 20-2051457 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A.)

3. My name is Kirsten Dolan and my relationship to the entity named above is Owner and CEO.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with

the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

Signature 05/28/2025 Date:

STATE OF FLORIDA
COUNTY OF PALM BEACH

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 28th day of MAY, 2025, and is personally known to me, or has produced FLORIDA DRIVER LICENSE as identification.

SHASTRI A ROOPNARINE NOTARY PUBLIC MY COMMISSION EXPIRES 3-27-2028 STATE OF FLORIDA COMMISSION NUMBER HH 509234

Notary Public
My Commission expires: 3/27/2028

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

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

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

COMPANY: One Parking, Inc.

CITY: West Palm Beach STATE: FL ZIP CODE: 33401

SIGNATURE: _____ PHONE: C: 917-664-3430 O: 561-833-7222

NAME (TYPED OR PRINTED): Kirsten Dolan TITLE: CEO

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFP 25-05 Parking Management Services City of Fernandina Beach

Project Description: Paid parking management services within the Downtown area of Fernandina Beach

I/FIRM acknowledges and agrees to the following:

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

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: One Parking, Inc.

Authorized Signature: [signature]

Title: CEO

Date: 05/28/2025

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

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

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Kirsten Dolan Title: CEO

Signature: _____ Date: 05/28/2025

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 25-05 Parking Management Services City of Fernandina Beach.

This sworn statement is submitted by (entity) One Parking, Inc. whose business address is 477 South Rosemary Avenue, Suite 325 West Palm Beach, FL 33401 and (if applicable) Federal Employer Identification Number (FEIN) is 20-2051457 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A.)

My name is Kirsten Dolan and my relationship to the entity named above is Owner and CEO.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above- n a m e d entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

05/28/2025
Signature Date:

STATE OF FLORIDA
COUNTY OF PALM BEACH
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 28th May, 2025, and is personally known to me, or has provided FLORIDA DRIVER LICENSE as identification.

My Commission expires: 3/27/2028
Notary Signature

SHASTRI R. ROOPNARINE NOTARY PUBLIC
MY COMMISSION EXPIRES 3-27-2028
STATE OF FLORIDA
COMMISSION NUMBER HH 509234

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 25-05 Parking Management Services City of Fernandina Beach.

This sworn statement is submitted by (entity) One Parking, Inc. whose business address is 477 South Rosemary Avenue, Suite 325 West Palm Beach, FL 33401 and (if applicable) Federal Employer Identification Number (FEIN) is 20-2051457 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A.)

My name is Kirsten Dolan and my relationship to the entity named above is Owner and CEO.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Kirsten Dolan 05/28/2025

Signature Date:

STATE OF FLORIDA
COUNTY OF PALM BEACH
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 28th day of MAY, 2025, and is personally known to me, or has provided FLORIDA DRIVER LICENSE as identification.

_____ My Commission expires: 3/27/2028
Notary Signature

SHASTRI R. ROOPNARINE
NOTARY PUBLIC
MY COMMISSION
EXPIRES 3-27-2028
STATE OF FLORIDA
COMMISSION NUMBER HH 509234

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

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

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

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

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

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

One Parking, Inc.	05/28/2025
Firm	Date
	Kirsten Dolan, CEO
Authorized Signature	Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

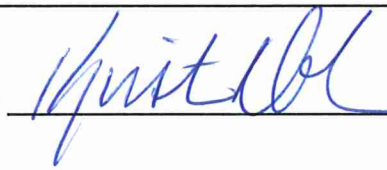
The following changes are applicable to the original documents and specifications of **RFP 25-05**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the response submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: Kirsten Dolan **TITLE:** CEO

ADDRESS: 477 South Rosemary Avenue, Suite 325

CITY: West Palm Beach **STATE:** FL ZIP: 33401

AUTHORIZED SIGNATURE:  **DATE:** 05/28/2025

- Evaluation criteria change.

Criteria	Weight
Qualifications/Experience of Company	30
Performance Delivery Plan	30
References	20
Project Budget and Cost	20
	100

- In the cost proposal budgets, should vehicles, LPR units and any other items that would be considered capital expenditures be amortized over 36 months or 60 months? **All equipment should be purchased/maintained/owned by the Contractor. The City anticipates that the contract will have an initial period of three (3) years with two (2) options to renew at two (2) years each for a total of seven (7) years with a projected start date of October 1, 2025.**

- If the contract is not extended and there are still unamortized costs, will the city reimburse the operator? **Reimbursements will be determined during contract negotiations.**

- Who will own the vehicle, LPR unit, etc. at the end of the contract term, the City or the Contractor? **All equipment should be purchased/maintained/owned by the Contractor.**

- Please confirm what type of agreement the City is looking for. Is it a Rev Share or is it a management agreement with a fixed management fee plus reimbursable operating expenses? **Proposer should present the option that is in the best interest of the City.**

- Will there be available office space for the contractor to use? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- If the contractor has to provide their own office space, does it have to be in a certain general location and available to the public for customer service? **There are no requirements for office space within this RFP.**

- Will there be available parking spaces for enforcement vehicles? **The City will assist in providing parking for enforcement vehicles.**

- Please confirm the City will be the Merchant of Record **Yes**

- Who is the City's preferred collections agency? **The vendor the City prefers is Contract Callers.**

- Can the City describe what type of DOT interface they are seeking with the selected Digital Enforcement system? Is an integration with the Florida Department of Highway

Safety and Motor Vehicles for the purposes of registered owner lookups and registration holds sufficient? **The purpose of this interface is to be able to send parking citations to the registered address.**

- Would all 39,000 residents be eligible for a digital permit, which could allow for free parking for all Fernandina Beach residents? **The company should make a recommendation on annual permits that provides benefits (discounts) to residents.**

- We see the "3 Hours Parking" signs all across the city have been removed. Is it the City's intent to introduce incremental rates instead of the 3-hours time limit? If so, do you have rates in mind that you would envision charging? We need to understand the rates in order to create a revenue proforma. **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on hourly rates, annual permits, and parking times to the City.**



- Those signs reflected enforcement from 7am to 7pm. Does the City wish to keep this schedule and if so, is it for seven (7) days per week? If you envision another schedule can you please share it? **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on parking times to the City.**

- The RFP states all revenues will be deposited in a City controlled account. Would the successful bidder have access to this account, along with the ability to make withdrawals to cover operating expenses? **The company will not have the ability to withdraw funds from a City account. It is anticipated that the City will receive net revenue deposits from the Company.**

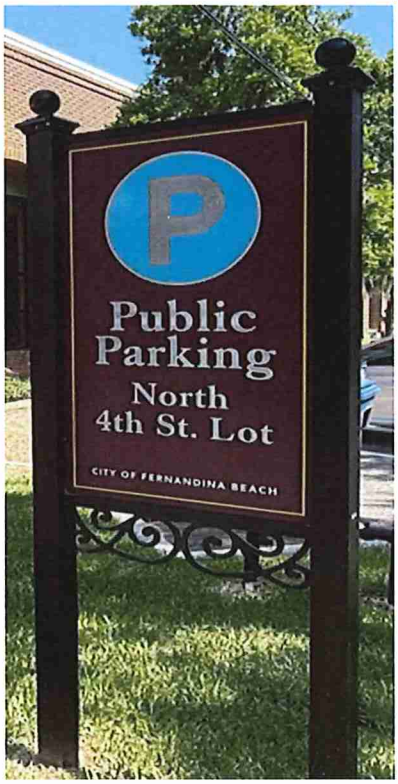
- There is the mention of "kiosks" on page 6 of the RFP, Scope of Work. Kiosk usually refers to a multi-space meter that a parker would approach on foot, making payment for their parking session. Is it the City's desire that the successful bidder mount these devices on certain block faces in the enforcement zone? And if these devices are

desired, will the City purchase them or expect the successful bidder to make that purchase? **The company is responsible for supplying, installing, and maintaining kiosks if they are recommended by the proposer and agreed upon by the City.**

- Within the zone outlined in red and showing as Exhibit A, there are a number of surface lots. See signs below. It is our understanding that these lots will also be a part of the enforcement program, in addition to the on-street spaces and Marina Lots. Can you verify we are correct about this assumption? **Yes, these surfaces are part of the premium paid parking zone**



CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES



- The new program will require informational signs to notify the public of the program and the new parking rates. This could mean the installation of 250 signs at a ratio of 1 every 3 spaces, for example. Will the City generate and install these signs? **The company will be responsible for supplying, installing, and maintaining all signage. The Downtown area is part of the City's Historic District and signage will need to be a coordinated effort with the City.**

- Would the City provide an office for the successful enforcement company or would the company have to rent office space? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- Would the City be willing to bring 110 power to two (2) points in each of the Marina lots? This would be needed to power new technology on those locations. **There is 110v available in both parking lots**

- Can you please verify the financial statements are kept confidential throughout this process? **Under Florida Public Records Law the statements would become available once the bid is awarded. Banking information would be redacted. Please refer to Florida Statute (119.071, Sub 1, Sub B2)**

REGIONS

CASHIER'S CHECK

5509506404

06/03/2025

ONE PARKING INC / PARKING RFP 25-05

Purchaser / Purchased For

VOID

SEVENTEEN THOUSAND THREE HUNDRED SIX DOLLARS AND 00 CENTS

PAY TO THE ORDER OF: CITY OF FERNANDINA BEACH $17,306.00 Fee $0.00

NOT NEGOTIABLE
CUSTOMER COPY

Regions Bank

Branch FL05947
CC005947

REGIONS

CASHIER'S CHECK

61-1/620 5509506404

06/03/2025

ONE PARKING INC / PARKING RFP 25-05

Purchaser / Purchased For

SEVENTEEN THOUSAND THREE HUNDRED SIX DOLLARS AND 00 CENTS

PAY TO THE ORDER OF: CITY OF FERNANDINA BEACH

$17,306.00

Security Features Details on Back.

Authorized Signature

Regions Bank

Branch FL05947
CC005947

⑈5509506404⑈ ⑆062000191⑆ 0000742651⑈

ORIGINAL COPY

June 5, 2025

Submitted To:

City of Fernandina Beach
City Clerk's Office
Parking Management Services
RFP 25-05
204 Ash Street
Fernandina Beach, FL 32034

SP+ Proposal for the City of Fernandina Beach

a metropolis company





SP+ | A Metropolis Company
400 N. Ashley #2590
Tampa, FL 33602

Metropolis.io | spplus.com

June 5, 2025

City of Fernandina Beach, FL

RE: Parking Services for City of Fernandina Beach, Florida

Mr. Jeremiah Glisson,

Thank you for the opportunity to participate in the RFP process for parking services with The City of Fernandina Beach, we are thrilled to submit our proposal and introduce innovative solutions designed to further improve efficiency and user experience for all residents and visitors of the City.

We are confident that Metropolis possess the proven technical experience and vision to deliver world-class parking technology. Our focus in the preparation of this proposal was to identify key opportunities to maximize operational efficiencies, elevate and apply new technologies that enhance the customer experience while simultaneously allowing the conduit for strong financial performance.

We know our vertically integrated approach to parking operations and technology will create a remarkable parking experience and drive a significant gain in net operating income for the city-owned on and off-street parking locations.

Here's how we'll do it:

- Digitize the parking experience for all parkers using on and off-street parking through the use of QR signage, and gateless technology at the two marina lots
- Annual resident permit at $100/year. Register your plate once a year.
- Management Contract, where the City controls the enforcement and expenses

Key Takeaways as you review our proposal:

Metropolis requires **$$$ in capex to implement**. We cover the cost and installation of our computer vision technology on site and complete sign package for on and off-street.

- We can **launch in 30-days** from signed contract
- Local Infrastructure to support City operations and provide efficiencies
- 45+ year history of successful operations in Northern Florida
- Experienced local management team and staff

- We dramatically offset operating costs to ownership by passing through a small customer service fee to the parking customers.

SP+ | A Metropolis Company
400 N. Ashley #2590
Tampa, FL 33602

Metropolis.io | spplus.com

We are confident that our proposed plan can eliminate leakage and maximize revenue compliance, all while creating a remarkable customer experience for the end parker.

Thank you for taking the time to review our proposal, we look forward to an opportunity to work with The City of Fernandina Beach.

Sincerely,



Ryan Grulich,
Director of Sales and Deployment
rgrulich@metropolis.io
(253) 987 - 9919

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "A"
CONTACT SHEET

Name: SP Plus, LLC

Federal Taxpayer ID: 99-0890822

Mailing Address: 200 E. Randolph St., Suite 7700

City, State, & Zip Code: Chicago, IL 60601

Telephone: (267) 975-9771 **Fax:** N/A.

Email: cbragg@metropolis.io

Submitted By: Christopher Bragg

Title: Senior Vice President, Operations

Accounting Contact:

Name: Robin Counts **Title:** Director, Client Reporting

Email Address: rcounts@metropolis.io **Phone:** (615) 850-6246

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

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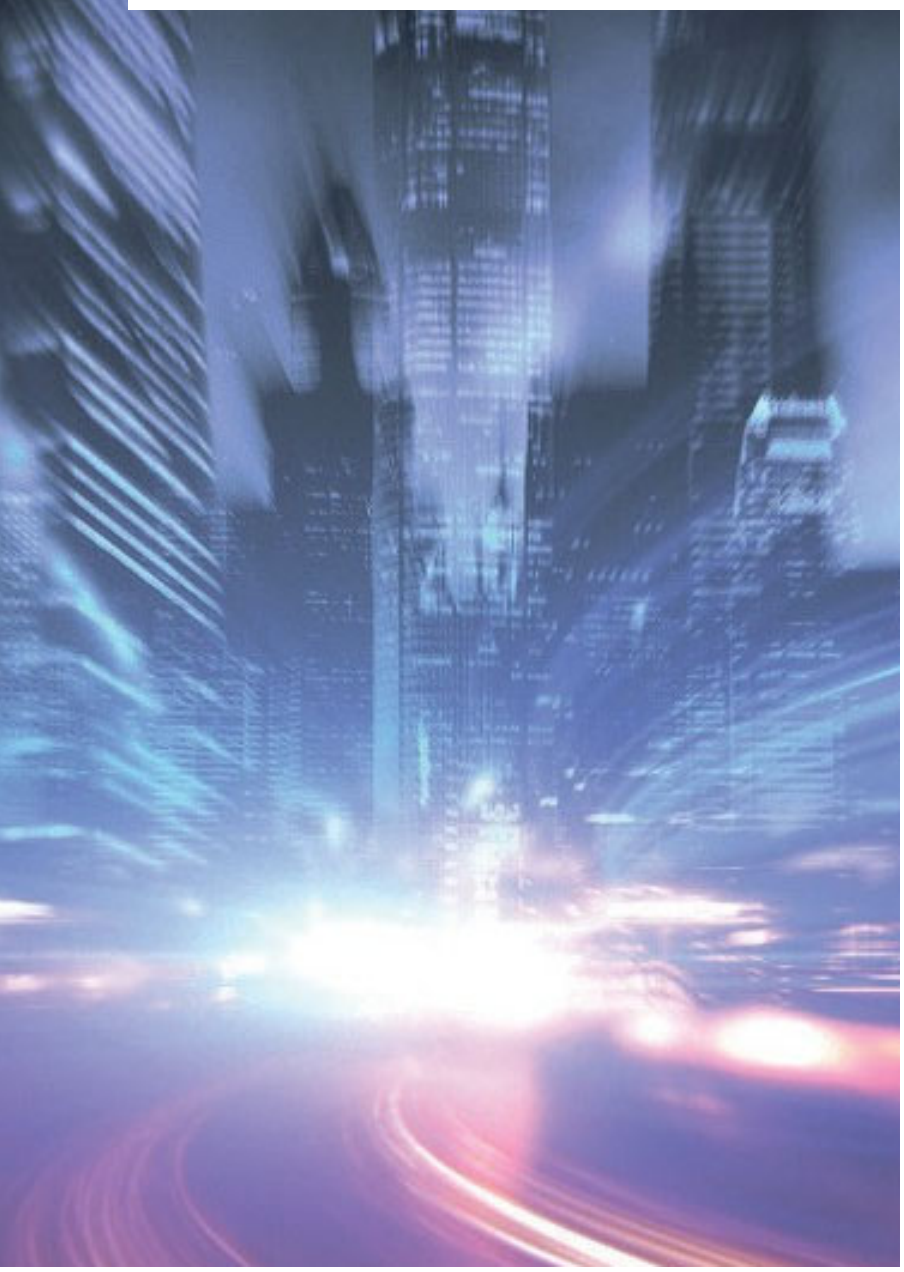
A. Experience & Qualifications of Organization



SP+

a metropolis company

A. EXPERIENCE & QUALIFICATIONS OF ORGANIZATION

Company Overview

Metropolis develops and integrates industry-leading technology with best-in-class operations management. As the largest parking network in America, we are experts at providing remarkable solutions that enable the efficient and time-sensitive movement of people, vehicles, and personal travel belongings.

Over 96 Years of Experience

Since 1929, Metropolis' subsidiary SP+ has been providing solutions to industries such as, Airlines & Airports, Events & Venues, Healthcare, Hospitality, Municipal, Office, Residential, Universities, Casinos, Cruise Ports and Ski Resorts.

Our extensive range of services encompasses Professional Parking Management, World-Class Parking Technology, Ground Transportation, Event Logistics, Facility Maintenance, Transportation Management, Consulting, Luggage Logistics & Management, Marketing Services, and Guest Services.



380 CITIES
operating in



5 BILLION
in gross receipts annually



24,000
EMPLOYEES
globally



2 MILLION
parking stalls
managed



4,200 FACILITIES
Office, hotel, retail, aviation+



1,600 SHUTTLES
in operation

NATIONAL PARKING ASSOCIATION
2021 INNOVATION AWARD

2023-25 ACCREDITED PARKING ORGANIZATION® WITH DISTINCTION

AMERICA'S MOST SUCCESSFUL SMALL COMPANIES Forbes 2024

It started with one downtown parking lot, which soon expanded to numerous locations including hotels and medical centers. In the 1950s, we started the first paid airport parking operation at Cleveland Hopkins International Airport. In the late 1970s, Standard Parking started a rapid expansion program that made it a national company. In 2013, Standard Parking Corporation merged with Central Parking Corporation, creating SP Plus Corporation, one the largest full-service mobility solutions firms in North America with operations in the U.S., Puerto Rico and Canada.

In May 2024, SP+ Corporation was acquired by Metropolis Technologies, Inc. making it the largest parking network in America with 4,600+ locations and on track to have 50 million+ customers. Our acquisition of SP+ is an exciting opportunity to bring together excellence in technology and operations. We're the new standard in parking, and we're scaling our platform to thousands of new locations and onboarding over 50M members.

Municipal Services Division

Working closely with municipalities through the parking privatization process, our Municipal Services Division helps cities achieve their parking objectives without straining public resources or sacrificing customer service.

With the most experienced team of municipal parking experts in the country, we handle everything from parking facility planning to turn-key municipal parking operations. We specialize in providing a comprehensive set of on-site municipal parking management services that include staffing and training, revenue management, technology integration, and marketing programs—each of which are accompanied by stringent accounting and revenue control practices and procedures.

Operations Specialists linking innovation with exceptional market-based expertise

Business Divisions

Aviation
Commercial
Technology

Service Line

Parking
Transportation
Facility Maintenance
Luggage Management
Technology
Marketing
Consulting

Market Solutions

Airports
Events & Venues
Healthcare
Hospitality
Municipal
Residential
Retail
Resorts
Office
Universities

Working as operational guidance consultants, our team of experts can provide parking layout recommendations that minimize traffic, reduce carbon emissions, and utilize energy-efficient technologies. For existing facilities, we can design and install graphics, lighting, and signage, and assist with the procurement of automated traffic and revenue control equipment. We can also provide financing for equipment purchases.

The City of Fernandina Beach's on-site parking operations team will receive the full support of our Municipal Services Division. Going beyond daily operational support, the City can expect the highest level of responsiveness, guidance and backing from the industry's most experienced and well-versed team of dedicated on-street parking professionals.

A partnership with Metropolis means linking the City's parking operation to our 50+ municipal parking operations across 34 states. No other provider has a municipal parking specific team working across regions to:

- Stay at the forefront of implementing new technology
- Ensure best practices and policies are in place location to location
- Share knowledge while developing future municipal parking leaders
- Provide experience and guidance on new initiatives and projects
- Maintain accountability through teamwork

Simply put, no other parking management company can provide a resource with more project management experience, operational capability, accountability, and progressive thinking in on-street parking management than the Municipal Services Division. In their tenure as parking

professionals, members of the Municipal Services Division have worked with the municipalities on the right to develop, operate, and guide their parking programs.

We also have proven experience marketing and branding public parking programs and facilitating successful stakeholder engagement programs. In addition, we have extensive experience implementing and managing various types of parking access and revenue control systems, including hardware, software, and proprietary technology applications for multiple municipal and institutional agencies and private sector clients.

Metropolis team members across the country issue citations, operate booting and towing programs as well as accept office and mail collections and remittances. We also in some operations are the first-level adjudicators for appealed citations.



Government Agencies Clients

We manage municipal parking (on-street and off-street) programs driven by both industry leading customer service and data driven operations to ensure the efficient administration of meter intelligence management, enforcement operations, proven reliability in our maintenance services as well as strategic specialized stakeholder engagement and public relations programs throughout the United States and Canada. *We see beyond the traditional methodologies and focus on the dynamic interactions of mobility within programs we are partnered with.* A major focus of our company is the provision of parking management services to municipalities, institutions, and governmental agencies, making Metropolis the most experienced municipal parking innovators in the country.

List of Current Municipal Clients Similar to City of Fernandina Beach

We have met all contractual obligations and compliance with all governing standards.

- City of Anaheim, CA
- City of Fullerton, CA
- City of Glendale, CA
- City of Los Angeles, CA (LADOT)
- City of Oakland, CA
- City of San Jose, CA
- City of San Mateo, CA
- City of Santa Monica, CA
- City of Vallejo, CA
- LA Metro – Los Angeles, CA
- VTA – Santa Clara, CA
- City & County of Denver, CO
- City of Daytona Beach, FL
- City of Jacksonville Beach, FL
- City of Saint Petersburg, FL
- City of Tampa, FL
- Broward County, FL
- Miami Parking Authority – Miami, FL
- Port Everglades – Fort Lauderdale, FL
- City of Atlanta, GA
- City of Decatur, GA
- Chicago Park District – Chicago, IL
- Chicago Transit Authority – Chicago, IL
- City of Gretna, LA
- City of New Orleans, LA
- City of Annapolis, MD
- Howard County, MD
- Parking Authority of Baltimore City, MD
- City of Attleboro, MA
- City of Chelsea, MA
- City of Rochester, MN
- City of Jackson, MS
- City of Great Falls, MT
- NJ Transit Authority, NJ
- City of Charlotte, NC
- City of Beaverton, OR
- City of Portland, OR
- City of Harrisburg, PA
- City of Beaufort, SC
- City of Nashville, TN
- City of Dallas, TX
- City of Fort Worth, TX
- City of Richmond, VA
- City of Roanoke, VA
- City of Charlottesville, VA
- City of Seattle, WA
- Strathcona County, Alberta, Canada
- Toronto Waterfront Revitalization Corporation, Toronto, Canada

SP+ has well over thirty years providing contract parking enforcement in dozens of cities across North America. **SP+** currently operates municipal parking enforcement programs in cities across the country such as:

- City of Daytona Beach, Florida
- City of Atlanta, Georgia
- City of Gretna, Louisiana
- City of Annapolis, Maryland
- City of Great Falls, Montana
- City of Harrisburg, Pennsylvania
- City of Beaufort, South Carolina
- City of Richmond, Virginia
- City of Antioch, California
- City of Los Angeles, California
- City of San Mateo, California
- City of Fullerton, California
- City of Glendale, California
- City of Vallejo, California
- Los Angeles Metropolitan Transportation Authority (METRO)

Experience Managing Two Municipal Contracts with a Minimum of 500 Spaces

Please see Tab C for our proven experience managing two municipal contracts with a minimum of 500 spaces and enforcement services.

A Partnership Approach

We seek to be more than a parking management services provider, we want to be your partner. We believe our experience and expertise set us apart from all other operators as our mission is to not be seen as traditional "Operators" but that of Innovators and a key resource for the ongoing management of your mobility plans. Our team works to keep our clients informed of best practices, new innovations, and problem solving happening around the country. Public parking programs are becoming more and more sophisticated, which is why it is important for us to share solutions that may be a fit for the municipality. As parking management plays a role in broader municipal transportation initiatives, our team of municipal experts are available to provide insight on traffic and curb space management in a way that will provide value above and beyond the daily management of the parking program. A partnership with Metropolis guarantees transparency, accountability, and commitment to serve.

We are confident our team will strike the appropriate balance between public service and system performance. We take a collaborative, dynamic approach to serving our clients where the pursuit of excellence is always our priority. Our proven perspective to managing mobility asset operations is based on stakeholder's desired outcomes. Our approach facilitates the process by working to develop consensus and manageable goals. A collaborative mobility provider partnership will result in a unique parking program that successfully serves the municipality as well as the community.

Whiteboard Sessions with Municipal Experts

If chosen to be your partner, we would like to introduce our industry leading whiteboard sessions. Over the last few years we have introduced our municipal subject matter experts to the Curbside & Parking teams into collaborative whiteboard sessions. For example; in Denver CO, in our two-day whiteboard session we spent one full day evaluating current processes and building upon those for success, and a second day meeting with each of the major resident theater companies. That time was spent informing each group on the "why and how" we were implementing new strategies. Each group also had the opportunity to voice their questions and concerns regarding the parking garage which ensured everyone that parking wasn't being operated in a bubble but rather it was a collaborative operation.

Our second whiteboard session also included the Curbside & Parking team, the local Metropolis team, and 3 of our municipal subject matter experts. Over the course of one day we covered topics such as communication with stakeholders, improvements on ingress/egress of the DPAC garage, technology update, and safety. We also conducted a SWOT analysis to gain perspective on our *Strengths - Weaknesses - Opportunities and Threats*. We then concluded with a lengthy list of action items which was followed through by our local teams and reported back to the City.

Given its previous success, we were chosen again in 2021 to continue our partnership with the City of Denver. Our White Board Sessions were looked back upon as a differentiator for the City and its Stakeholders. Sessions are held annually.

Municipal Guided Operations Program

As you are aware, the pace of parking technology is moving fast. At the same time our customers are growing much more sophisticated on the mobility and accessibility requirements they are expecting from a municipality's public parking program. Based on the stakeholder projects you have on the horizon, the City of Fernandina Beach will have direct access to our team of municipal experts as part of our Guided Operations Program. Consider it an extra set of hands to assist with project management or a collaborative resource on your leadership team. We draw upon our years of successful municipal parking operations management and our broad connectivity to parking programs across the nation to share cutting edge solutions and current best practices.

The following is a list of areas where the Municipal Team can focus to review, recommend, or assist in establishing and implementing initiatives:

- Program space and hardware inventory assessment
- Baseline SWAT analysis
- Organization structure review
- Staffing approach (administrative, collections, and enforcement)
- Enforcement routing
- Right fit technology recommendation
- API integration management
- Multi app approach
- Program change implementation (converting to pay by plate, Text to Park, asset reduction)
- Stakeholder engagement
- CapEx and budget planning assistance
- E-permitting (residential and commercial)
- Standard Operating Procedure development
- Parking Operations Review development (auditing)
- Standardization of forms and record keeping
- Data consolidation and management practices
- Bi-Annual Technology Meetings

Northern Florida Market Support

We have been in the Northern Florida Market for over 45 years and are rapidly growing with each year. We operate many diverse parking operations including the Jacksonville International Airport valet and self-parking, class A office building parking, hotel parking, special event parking, and surface lot operations.

Several of our locations operate within a portfolio of properties and others are stand-alone. We work with a mix of ownership and property management clients ranging from national real estate companies to local owners.

Metropolis manages 10+ locations in the Northern Florida Market, including the Jacksonville Airport valet and self-park operation.

Significant accomplishments

- **City of Jacksonville Beach -** 7 years ago we were able to add technology to the JB parking operation resulting in a 60% increase in parking revenue.
- **Technology integrations** implemented LPR technology at the Bank of America Tower and converted to 100% credit card payment
- **Longevity of our senior management staff:** many individuals have been in the industry for 25+ years

Marketing Experience

We have proven experience marketing and branding public parking programs and facilitating successful stakeholder engagement programs. In addition, we have extensive experience implementing and managing various types of parking access and revenue control systems, including hardware, software, and proprietary technology applications for multiple municipal and institutional agencies and private sector clients.

SP+, A METROPOLIS COMPANY IN FLORIDA

SP+ has been collaborating with Cities, Airports, and other municipalities in the Florida market for 30 plus years. Our operations with the City of St Petersburg have just been renewed for another 5 years, extending a contract that goes back to 1992. Although this is all off-street parking, it highlights our consistent efforts to problem solve and provide a customer experience that allows us to keep winning the next RFP.

Our Central/North Florida team, the same team that will be operating Fernandina Beach, operates municipal contracts with the City of Tampa, St Petersburg, Orlando, Daytona Beach and Jacksonville Beach. Of these contracts, the most similar operation to Fernandina Beach is Daytona Beach and Jacksonville Beach.

- City of Daytona Beach: SP+ provides a turnkey parking management contract to provide all of the on-street and off-street parking assets for the City. We maintain the equipment, provide enforcement, collect and deposit revenue, provide reports, staff special events, monthly reconciliation and reporting, and everything else needed to make the parking operation function.

- City of Jacksonville Beach: SP+ provides a turnkey parking operation that allows the City to collect for designated on-street and off-street parking locations in the City. Seven years ago we implemented new technology that allowed us to increase the City parking revenue from $366,348 to $724,422, a 98% increase in Year to year revenue. We utilized the same spaces that the previous operator had managed, we just did it better. Part of this transition included implementing a resident parking program, where the local residents can use the spaces without a fee. Similar to the program we are recommending for Fernandina Beach, your local tax payers enjoy access to the spaces by registering their vehicle in the program.

We still have a long list of national, and other regional municipal clients where we can tap into subject matter experts to problem solve issues and bring best practices to Fernandina Beach.

Proven Company Experience with Citation Systems

SP+ team members across the Country issue citations, operate booting and towing programs as well as accept office and mail collections and remittances. We also, in some operations, are the first level adjudicators for citations which are appealed.

Our approach starts with the fundamental question of whether a parking control officer can serve in an ambassadorial role. ***We believe the short answer is an emphatic yes!*** But to replace a punitive approach with an ambassadorial "commutative" approach requires hiring people with the right background, customer orientation and communications skills and training them to do much more than simply write parking tickets. Operations in which we provide these services have always centered around voluntary compliance. Our goal is to curb a particular behavior and

parking citations are only one way to achieve that end. If our team is proactive in facilitating voluntary compliance, the patrons parking system will be more satisfied and the operational costs associated with issuing, adjudicating and collecting parking violations can be largely avoided.

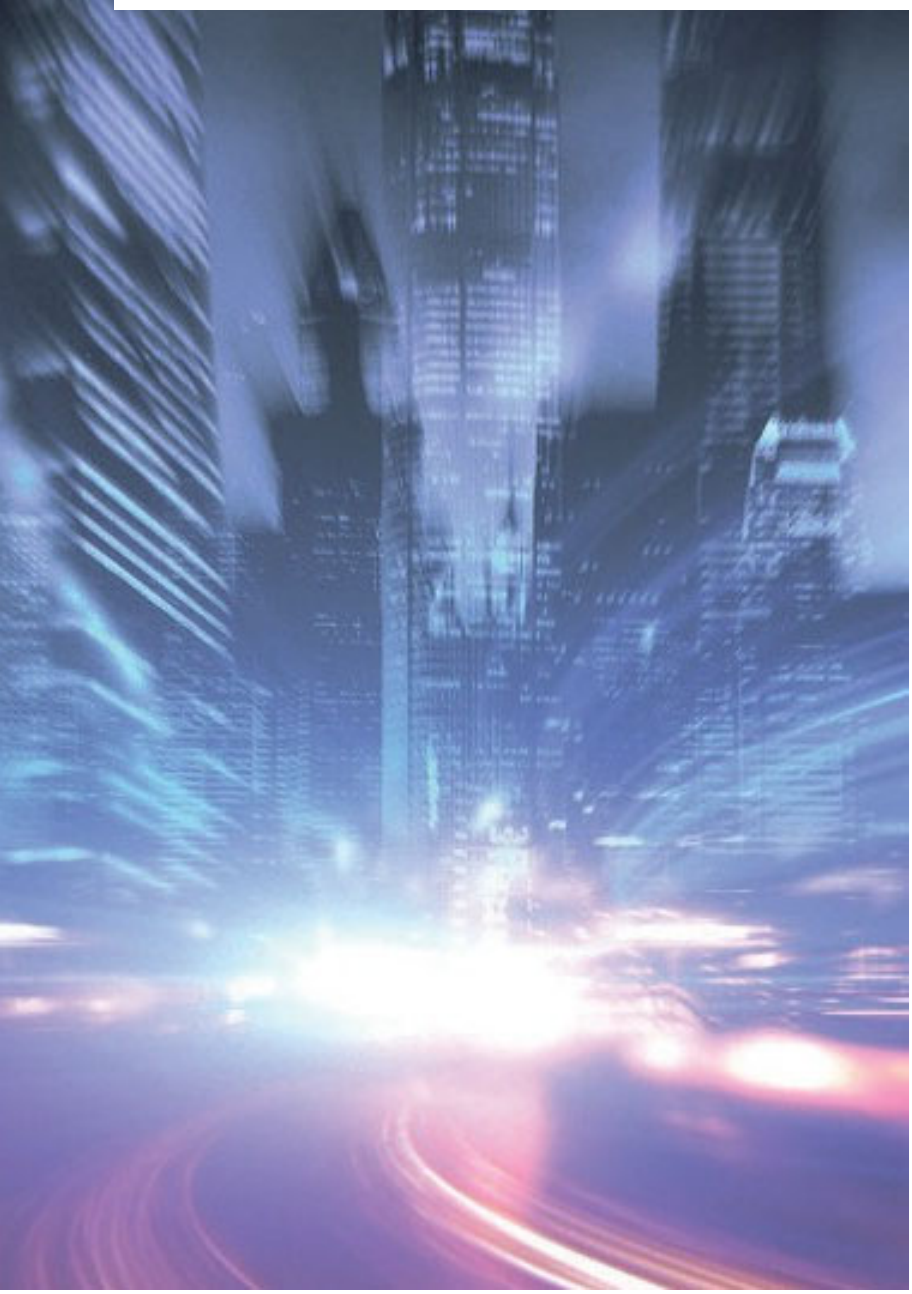
Financial Statements

Our 2023 SP+ financial statements are publicly available online at:

https://www.sec.gov/edgar/browse/?CIK=1059262

After the acquisition by Metropolis in 2024 SP+ became a privately held corporation.

B. Performance Delivery Plan



a metropolis company

B. PERFORMANCE DELIVERY PLAN

General Services

SP+ is fortunate to work with a number of municipalities across the State of Florida, and the challenges in Fernandina Beach are similar to the challenges in other FL communities. Small, quaint downtowns and beach communities, like Fernandina Beach, are experiencing increased visitor volumes that are great for local businesses, but also create a strain on the local municipal resources and infrastructure to support the visitors. The hurricane do not help either.

The visitors who visit (use) downtown will pay for parking and residents will be given an opportunity to pay for an annual permit at a severely reduced cost.

Resident Parking Program: The 38,000+ residents on Amelia Island will be given an opportunity to pay $100/year for an annual registration of their vehicle(s). SP+ will set-up a link where residents can provide the appropriate resident confirmation documents, register their vehicle license plate and pay the $100 fee. This will provide them unencumbered access to the paid parking spaces in the City of Fernandina Beach, without having to do anything. Note, this same program could be carried out to the beach parking areas if the City decides to expand the program. A 5% processing fee is passed along to the consumer for each permit purchased.

Rates: $1 per hour with a $10 max, $5 flat rate on the marina surface lots. A service fee is added to each transaction.

Hours of Operation: 10am to 8pm, 7 days a week

On-Street Visitor/Transient Parking: We are proposing to reduce the implementation and operating cost for the City and the operator by implementing a digital payment program. The paid parking areas of the City will be signed with the appropriate scan to pay signs advising the user to scan the QR code to pay for their parking. After registering once - with their email, phone #, license plate, and credit card for payment - the user will only need to click on their length of stay and when they leave the system will charge the credit card on file.

Marina Lots (2): To reduce staffing/operating cost, SP+ is proposing to implement our Vision technology on the two lots, at our cost. After registering once, the vehicle owner will be able to drive in and out of the lot and the AI enabled cameras will capture the rear end of the vehicle (license plate and more) on entry and exit, and charge the user credit card on file based on the amount of time they were parked on the lot. No enforcement staff needed. If a vehicle drives in and out of the parking lot, and does not pay for parking the system will generate an invoice that is mailed to the address of the vehicle owner.

Staffing: Our proposed budget includes a salaried manager at $60,000 per year and 4 hours of enforcement every day at a projected hourly cost of $18/hr. The hours of enforcement will vary day to day, week to week, so we are enforcing the parking across the hours and days of operation. To assist with expediting the enforcement, we have budgeted to purchase a golf cart, at our cost, for use by the enforcement personnel. Since we are proposing this as a management contract,

with reimbursable approved expense we can flex staffing based on the request of the City. If we find that traffic levels on a Tuesday are such that we need to implement more than 4 hours of enforcement the local manager will collaborate with the City contact to provide a cost for this and implement as directed.

Implementation: Once a contract is executed, we can have technology deployed in 30 days, but would prefer a 60-day timeframe to collaborate with local stakeholders, train SP+ staff, familiarize City staff, roll out annual resident program, and generally educate the community on how the program will work. During this time our leadership and municipal subject matter experts are available to City staff for collaboration, City calls, and attend Commission meetings.

Enforcement Services

Parking enforcement is a crucial service provided in any downtown area and must be performed in a consistent professional manner with customer service at the very core of the operations. Not only do we train our parking enforcement personnel with the best certified instructors in the country, our team is led by individuals that have actually served in the role of a parking enforcement officer in other municipalities. This hands-on knowledge alone sets us apart from other operators.

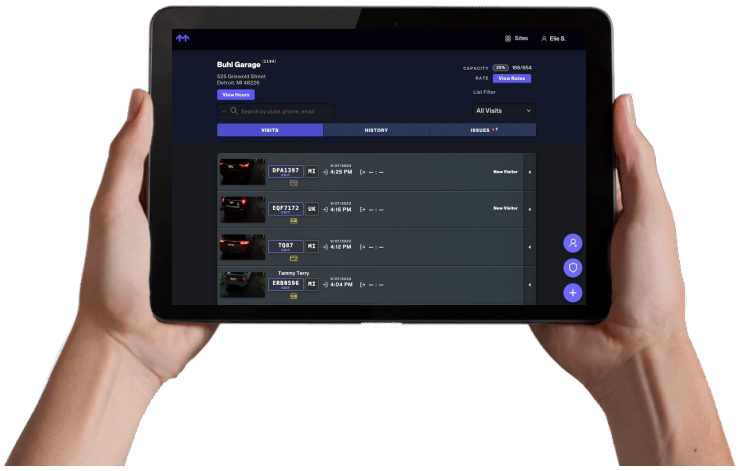
We will ensure that all enforcement officers are properly trained with a specific understanding of City of Fernandina Beach municipal codes and state statutes. Emphasis will be placed on maintaining a professional image through personal appearance, courtesy and positive public relations.

In Fernandina Beach, the enforcement officer will utilize the golf cart to traverse the streets and scan the license plate of each vehicle with handheld iphone or ipad. The enforcement officer, at the direction of the City and SP+ Management has the option to leave violation on a vehicle or just provide a warning, or leave behind notice, which advises the vehicle owner that payment has not been made. Our approach to enforcement is to get compliance (paid users) not necessarily punitive, issuing citations. We can be as strict or lenient as the City desires, as long as we are consistent.

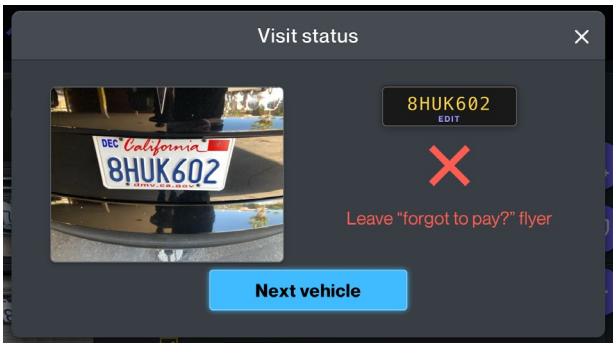
Every license plate is captured when entering and exiting the lots

Management personnel have access and continuously monitor a mobile version of the Metropolis Specialist app. This includes a real-time history of every vehicle that enters and exits each of the Marina lots, the duration of the visit, and the payment amount (if applicable). Our team can correct any current or past visits on site, remotely control parking sessions, intelligently resolve any calls, and have direct access to Metropolis' central control center to resolve any site-related issues immediately. We experience no delays or fees with third-party services.

Access can be limited to specific access groups within designated garages. Credential sharing or violation of permits are proactively prevented within the technology suite. All activities are monitored and stored for one year, thereby improving the security of the operation.



Uncover Bandits



Bandit accounts are determined based on a total count of unpaid visits at a specific site or across all Metropolis locations. After 3 unpaid visits, a bandit account will be identified and either ticketed or towed where applicable. For first time unpaid visitors, a visitor will be left a flyer or leave behind notice informing them how to pay.

For any location that will not be equipped with computer-vision, Metropolis will enforce the area with our in-house specialist platform. The specialist platform allows for the enforcement officer/mobility specialist to scan the license plate of a vehicle in a non-computer-vision location and in real time the platform will notify the officer/specialist if the vehicle is a violator through nonpayment.

Should the vehicle in a non-computer-vision location be in violation, the officer/specialist will then issue parking citation for the violation and place on the windshield of the vehicle. The aforementioned computer-vision customer service/escalations items will still apply to non-computer-vision locations as policies must be consistent to be effective.

Within the first 30 days of the awarding of the contract, Metropolis will partner to review enforcement policies and establish new policies as needed. Through our enforcement experience, we know that we can add immediate value to the enforcement program and ensure consistency across the board for the City.

Collection of Monies and Accounting

SP+ will collect and account for all funds collected thru the paid parking program and provide reporting to the City of Fernandina Beach for those funds. Daily collections, resident payments, enforcement revenue and any other unknown future revenue streams will all be accounted for thru a location Profit and Loss statement. Back up documents supporting the revenue, and expenses will be provided on a monthly basis and can be requested sooner.

Revenue can be posted daily, as requested by the City, to the City bank account with back up to support the deposit.

For most management agreements we reduce the monthly expenses from the monthly revenue remittance and doing a daily deposit of revenues would prevent that from happening. If given the opportunity to interview with the committee, we would request to discuss a monthly advance on expenses so we are not operating in arrears.

Revenue Controls & Auditing

Secure Finances & Transparent Data



- **Daily Revenue Protection:** We rigorously track every transaction with multiple checks to safeguard your funds and prevent fraud.
- **Streamlined Payments:** Automated credit card processing ensures funds reach your account accurately, reducing your admin workload.
- **On-Demand Financials:** Access reliable, detailed financial data anytime via our secure online portal for full transparency.

Rigorous Audits for Integrity



- **Multi-Level Oversight:** Regular internal and independent audits confirm operational correctness and protect your financial interests.
- **Guaranteed Objectivity:** Our independent compliance team reports directly to top executives (CFO/Audit Committee), ensuring unbiased assessments free from operational influence.

Audit Procedures

SP+ watches over client revenues and facilities more carefully than any other parking operator. Ensuring the integrity and objectivity of parking facility operations is critical to evaluating and improving the financial performance of client properties. SP+ accomplishes these objectives through multiple levels and types of audits, ranging from self-assessments by Facility Managers and independent operational assessments.

Self-Audit

SP+ Parking requires all staffed locations to be self-audited once per year by the Facility Managers. An online assessment is completed by the Facility Manager, reviewed by the senior manager and retained for reference in the company's database. A subsequent formal independent assessment by our Operational Compliance Group includes a review of sampling of locations within an Operations Center, and as part of that assessment the Facility Manager's self-assessment is checked for completeness and consistency with current operations.

Operational Compliance Programs

Unlike many parking management companies, SP+ maintains an independent Operational Compliance Department that reports directly to the company's Chief Financial Officer and the company's Audit Committee. This direct and independent reporting line ensures the integrity and objectivity of facility assessments by eliminating potential conflicts of interest inherent in assessments conducted within the operations departments themselves. All required internal audits are administered under the supervision of the Senior Vice President of Operations Support.

Our Operational Compliance Department staff conducts regular assessments of our facilities. They may be performed either on a scheduled basis, unannounced basis or at the specific request of senior management. These assessments cover a broad spectrum of operations including revenue controls, payroll procedures, accounts receivable, cash security, public and employee safety, customer service, and facility appearance.

Completing parking compliance assessments puts the department in touch with every aspect of the business and helps us to assure our clients that their parking facilities are properly managed. Our staff members are familiar with industry parking technology and its impact on revenue collection. The conversion of manual cashier systems to pay-on-foot, pay-at-exit, pay-at-entry equipment, and prepaid daily parking passes as well as the associated increase in credit, debit and frequent parker programs, must be carefully monitored to reflect the complex mix of payment options.

Each facility assessment, which produces recommendations to improve operations where necessary, is retained in a database for further analysis. The database provides an objective evaluation of manager performance and assists senior management in identifying areas that need improvement and additional training resources.

Assessments are not considered final until all recommendations have been implemented successfully on the action plans. Open action plans items are communicated with all levels of

management until the action items have been implemented and verified by the Operational Compliance staff.

Internal Audit Department

The Internal Audit Department is also responsible for the company's internal controls certification process required by the Sarbanes-Oxley Act. This work includes the documentation of all business processes, control design analysis, key control identification, and ongoing testing of controls for operating effectiveness. The Internal Audit Department works closely with the Operational Compliance Department to ensure the quality of their work.

Compliance Audit Management System (CAMS)

SP+'s Compliance Audit Management System (CAMS) is our comprehensive platform that tracks our Parking Compliance Assessments, Control Self-Assessment and Transportation Control Self-Assessment. CAMS provides a standardized approach for each type of assessment, improves the process through an efficient workflow, tracks the progress of assessment remediation and offers improved reporting for all stakeholders.

The Compliance Audit Management System moves our formerly unrelated audits to a trackable web-based system that allows our management staff to make sure audits are performed in a timely manner and easily review the results, as well as notifies our local operations staff when control self-assessments need to be performed in an easy to use, web-based platform.

CAMS Features

- Reduce time taking audits with 24/7 web enabled access
- Track action plans with ease
- Superior reporting capabilities to analyze trends
- Ability to modify reports
- Automated mail alerts to manage accountability
- One system for all company audits

Alerts

CAMS Compliance Audit Management System has smart alerts to help manage audit and action plan reports from scheduling, editing, critical question risks, in-progress status, and completion. Alert notifications are sent via email to assigned employee and management personnel.

Financial Reports

State-of-the-art information systems allow us to supply all the information you need to stay on top of facility performance. We can provide standard monthly reports covering:

- ✔ Budgets by month, quarter and year
- ✔ Monthly P & L reporting vs. budget by month, quarter and year
- ✔ Revenue detail reporting
- ✔ Payroll, overtime, benefit detail reporting
- ✔ Insurance claim analysis reporting
- ✔ Monthly ledger detail reporting
- ✔ Invoice copies
- ✔ Online inquiry between corporate and local offices

Quality and Internal Controls

We have many programs designed to ensure timeliness and quality of the products we deliver to our clients:

Monthly P&L Reviews

We have a monthly P&L review process that requires each client statement to be reviewed by a staff accountant and Senior Manager. A higher-level review also takes place with senior management that would reveal larger issues or irregularities.

Contract Compliance Audits

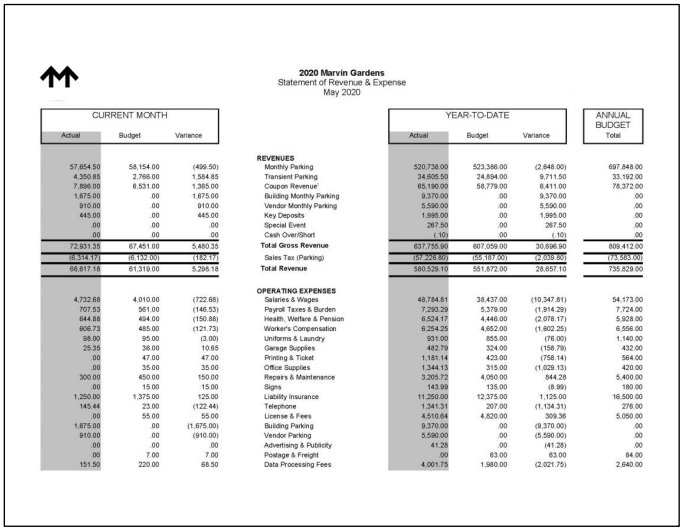
Contract compliance audits, performed annually by the Internal Audit Department, ensure that Staff Accountants are making the correct account entries, doing the necessary reconciliations and tying the statement back to the contract terms.

Control Self Assessments

Operations managers participate in our Control Self-Assessment (CSA) Program. Each quarter, management selects facilities that will participate in the CSA. Senior Managers are required to perform an extensive audit of the facility and enter their findings in a database. The results of the CSA are provided to senior management along with action plans to resolve any control deficiencies.

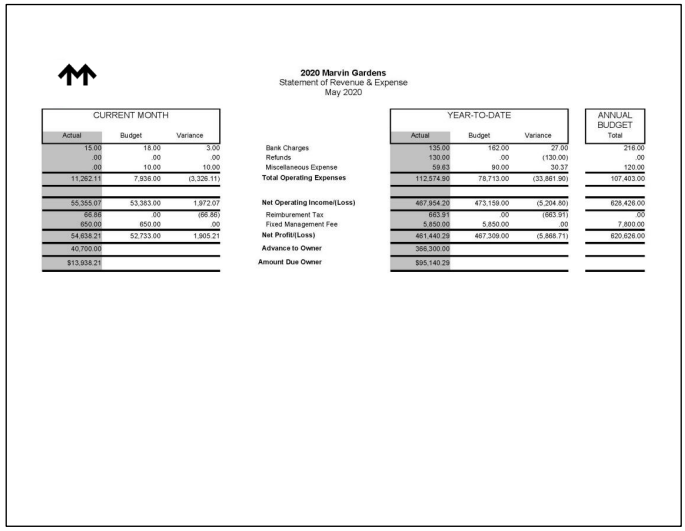
Sample Monthly Reports

Please see our sample reports on the following pages.



2020 Marvin Gardens
Statement of Revenue & Expense
May 2020

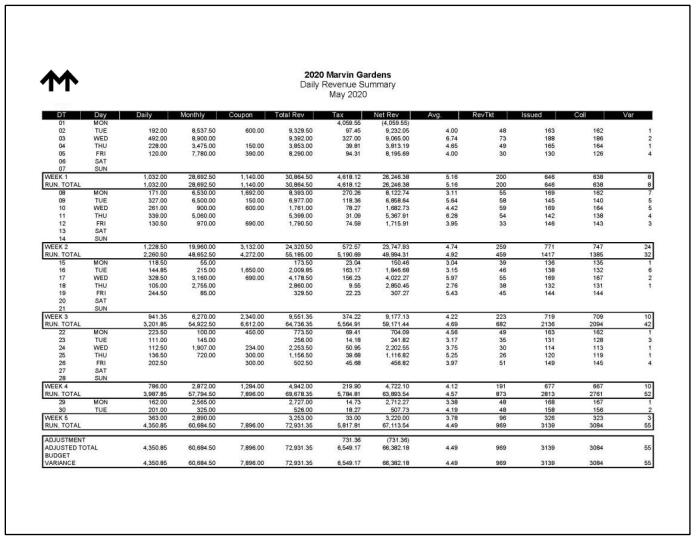
CURRENT MONTH Actual	CURRENT MONTH Budget	CURRENT MONTH Variance		YEAR-TO-DATE Actual	YEAR-TO-DATE Budget	YEAR-TO-DATE Variance	ANNUAL BUDGET Total
			REVENUES				
57,654.50	58,154.00	(499.50)	Monthly Parking	520,738.00	523,386.00	(2,648.00)	697,848.00
4,350.85	2,766.00	1,584.85	Transient Parking	34,605.50	24,894.00	9,711.50	33,192.00
7,896.00	6,531.00	1,365.00	Coupon Revenue	65,190.00	58,779.00	6,411.00	78,372.00
1,675.00	.00	1,675.00	Building Monthly Parking	9,370.00	.00	9,370.00	.00
910.00	.00	910.00	Vendor Monthly Parking	5,590.00	.00	5,590.00	.00
445.00	.00	445.00	Key Deposits	1,995.00	.00	1,995.00	.00
.00	.00	.00	Special Event	267.50	.00	267.50	.00
.00	.00	.00	Cash Over/Short	(.10)	.00	(.10)	.00
72,931.35	67,451.00	5,480.35	**Total Gross Revenue**	637,755.90	607,059.00	30,696.90	809,412.00
(6,314.17)	(6,132.00)	(182.17)	Sales Tax (Parking)	(57,226.80)	(55,187.00)	(2,039.80)	(73,583.00)
66,617.18	61,319.00	5,298.18	**Total Revenue**	580,529.10	551,872.00	28,657.10	735,829.00
			OPERATING EXPENSES				
4,732.68	4,010.00	(722.68)	Salaries & Wages	48,784.81	38,437.00	(10,347.81)	54,173.00
707.53	561.00	(146.53)	Payroll Taxes & Burden	7,293.29	5,379.00	(1,914.29)	7,724.00
644.88	494.00	(150.88)	Health, Welfare & Pension	6,524.17	4,446.00	(2,078.17)	5,928.00
606.73	485.00	(121.73)	Worker's Compensation	6,254.25	4,652.00	(1,602.25)	6,556.00
98.00	95.00	(3.00)	Uniforms & Laundry	931.00	855.00	(76.00)	1,140.00
25.35	36.00	10.65	Garage Supplies	482.79	324.00	(158.79)	432.00
.00	47.00	47.00	Printing & Ticket	1,181.14	423.00	(758.14)	564.00
.00	35.00	35.00	Office Supplies	1,344.13	315.00	(1,029.13)	420.00
300.00	450.00	150.00	Repairs & Maintenance	3,295.72	4,050.00	644.28	5,400.00
.00	15.00	15.00	Signs	143.99	135.00	(8.99)	180.00
1,250.00	1,375.00	125.00	Liability Insurance	11,250.00	12,375.00	1,125.00	16,500.00
145.44	23.00	(122.44)	Telephone	1,341.31	207.00	(1,134.31)	276.00
.00	55.00	55.00	License & Fees	4,510.64	4,820.00	309.36	5,050.00
1,675.00	.00	(1,675.00)	Building Parking	9,370.00	.00	(9,370.00)	.00
910.00	.00	(910.00)	Vendor Parking	5,590.00	.00	(5,590.00)	.00
.00	.00	.00	Advertising & Publicity	41.28	.00	(41.28)	.00
.00	7.00	7.00	Postage & Freight	.00	63.00	63.00	84.00
151.50	220.00	68.50	Data Processing Fees	4,001.75	1,980.00	(2,021.75)	2,640.00



2020 Marvin Gardens
Statement of Revenue & Expense
May 2020

CURRENT MONTH Actual	CURRENT MONTH Budget	CURRENT MONTH Variance		YEAR-TO-DATE Actual	YEAR-TO-DATE Budget	YEAR-TO-DATE Variance	ANNUAL BUDGET Total
15.00	18.00	3.00	Bank Charges	135.00	162.00	27.00	216.00
.00	.00	.00	Refunds	130.00	.00	(130.00)	.00
.00	10.00	10.00	Miscellaneous Expense	59.63	90.00	30.37	120.00
11,262.11	7,936.00	(3,326.11)	**Total Operating Expenses**	112,574.90	78,713.00	(33,861.90)	107,403.00
55,355.07	53,383.00	1,972.07	**Net Operating Income/(Loss)**	467,954.20	473,159.00	(5,204.80)	628,426.00
66.88	.00	(66.88)	Reimbursement Tax	663.91	.00	(663.91)	.00
650.00	650.00	.00	Fixed Management Fee	5,850.00	5,850.00	.00	7,800.00
54,638.21	52,733.00	1,905.21	**Net Profit/(Loss)**	461,440.29	467,309.00	(5,868.71)	620,626.00
40,700.00			**Advance to Owner**	366,300.00			
$13,938.21			**Amount Due Owner**	$95,140.29			

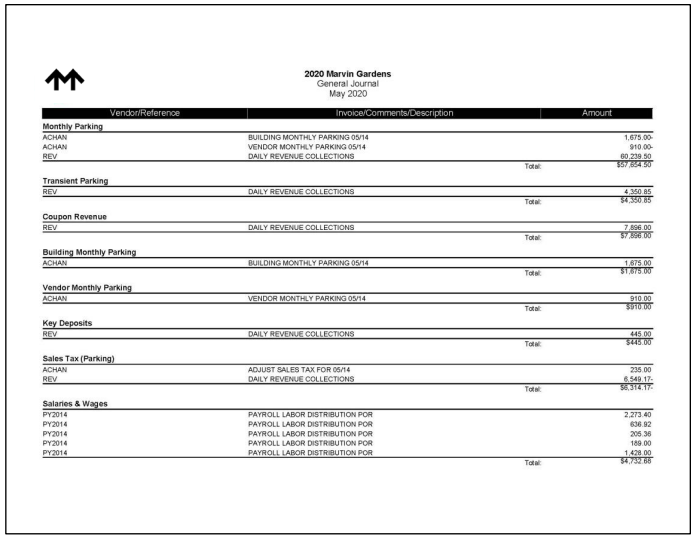
Statement of Revenue & Expense



2020 Marvin Gardens
Daily Revenue Summary
May 2020

DT	Day	Daily	Monthly	Coupon	Total Rev	Tax	Net Rev	Avg	RevTkt	Issued	Coll	Var
01	MON					4,059.55	(4,059.55)					
02	TUE	192.00	8,537.50	600.00	9,329.50	97.45	9,232.05	4.00	48	163	162	1
03	WED	492.00	8,900.00		9,392.00	327.00	9,065.00	6.74	73	188	186	2
04	THU	228.00	3,475.00	150.00	3,853.00	39.81	3,813.19	4.85	49	165	164	1
05	FRI	120.00	7,780.00	390.00	8,290.00	94.31	8,195.69	4.00	30	130	126	4
06	SAT											
07	SUN											
WEEK 1		1,032.00	28,692.50	1,140.00	30,864.50	4,618.12	26,246.38	5.16	200	646	638	8
RUN_TOTAL		1,032.00	28,692.50	1,140.00	30,864.50	4,618.12	26,246.38	5.16	200	646	638	8
08	MON	171.00	8,530.00	1,892.00	8,393.00	270.36	8,122.74	3.11	55	169	162	7
09	TUE	327.00	6,500.00	150.00	6,977.00	118.36	6,858.64	5.64	58	145	140	5
10	WED	261.00	900.00	600.00	1,761.00	78.27	1,682.73	4.42	59	169	164	5
11	THU	339.00	5,060.00		5,399.00	31.09	5,367.91	6.28	54	142	138	4
12	FRI	130.50	970.00	690.00	1,790.50	74.59	1,715.91	3.95	33	146	143	3
13	SAT											
14	SUN											
WEEK 2		1,228.50	19,960.00	3,132.00	24,320.50	572.57	23,747.93	4.74	259	771	747	24
RUN_TOTAL		2,260.50	48,652.50	4,272.00	55,185.00	5,190.69	49,994.31	4.92	459	1417	1385	32
15	MON	118.50	56.00		173.50	23.04	150.46	3.04	39	136	135	1
16	TUE	144.85	215.00	1,650.00	2,009.85	163.17	1,846.68	3.15	46	138	132	6
17	WED	328.50	3,160.00	690.00	4,178.50	156.23	4,022.27	5.97	56	169	167	2
18	THU	105.00	2,755.00		2,860.00	8.55	2,850.45	2.76	38	132	131	1
19	FRI	244.50	85.00		329.50	22.23	307.27	5.43	45	144	144	
20	SAT											
21	SUN											
WEEK 3		941.35	6,270.00	2,340.00	9,551.35	374.22	9,177.13	4.22	223	719	709	10
RUN_TOTAL		3,201.85	54,922.50	6,612.00	64,736.35	5,564.91	59,171.44	4.69	682	2136	2094	42
22	MON	223.50	100.00	450.00	773.50	68.41	704.59	4.56	49	163	162	1
23	TUE	111.00	145.00		256.00	14.18	241.82	3.17	35	131	128	3
24	WED	112.50	1,907.00	234.00	2,253.50	50.95	2,202.55	3.75	30	114	113	1
25	THU	136.50	720.00	300.00	1,156.50	39.66	1,116.82	5.25	26	120	119	1
26	FRI	202.50		300.00	502.50	45.68	456.82	3.97	51	149	145	4
27	SAT											
28	SUN											
WEEK 4		786.00	2,872.00	1,284.00	4,942.00	219.90	4,722.10	4.12	191	677	667	10
RUN_TOTAL		3,987.85	57,794.50	7,896.00	69,678.35	5,784.81	63,893.54	4.57	873	2813	2761	52
29	MON	162.00	2,565.00		2,727.00	14.73	2,712.27	3.38	48	168	167	1
30	TUE	201.00	325.00		526.00	18.27	507.73	4.19	48	158	156	2
WEEK 5		363.00	2,890.00		3,253.00	33.00	3,220.00	3.78	96	326	323	3
RUN_TOTAL		4,350.85	60,684.50	7,896.00	72,931.35	5,817.81	67,113.54	4.49	969	3139	3084	55
ADJUSTMENT						731.36	(731.36)					
ADJUSTED TOTAL		4,350.85	60,684.50	7,896.00	72,931.35	6,549.17	66,382.18	4.49	969	3139	3084	55
BUDGET												
VARIANCE		4,350.85	60,684.50	7,896.00	72,931.35	6,549.17	66,382.18	4.49	969	3139	3084	55

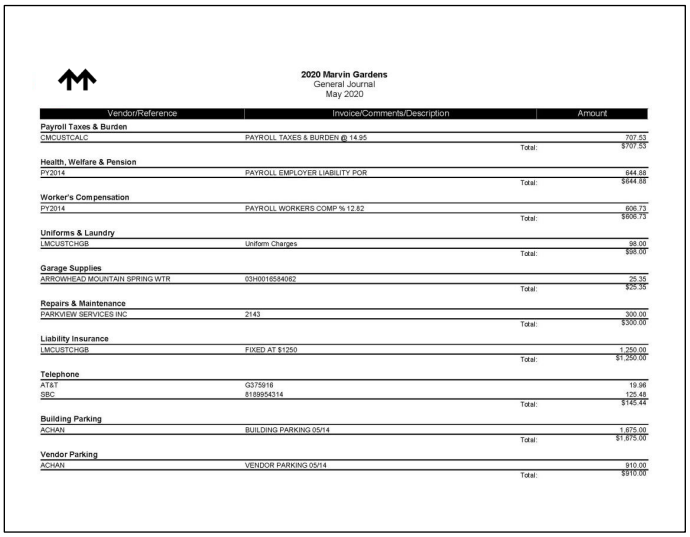
Daily Revenue Summary



2020 Marvin Gardens
General Journal
May 2020

Vendor/Reference	Invoice/Comments/Description	Amount
Monthly Parking		
ACHAN	BUILDING MONTHLY PARKING 05/14	1,675.00-
ACHAN	VENDOR MONTHLY PARKING 05/14	910.00-
REV	DAILY REVENUE COLLECTIONS	60,239.50
	Total:	$57,654.50
Transient Parking		
REV	DAILY REVENUE COLLECTIONS	4,350.85
	Total:	$4,350.85
Coupon Revenue		
REV	DAILY REVENUE COLLECTIONS	7,896.00
	Total:	$7,896.00
Building Monthly Parking		
ACHAN	BUILDING MONTHLY PARKING 05/14	1,675.00
	Total:	$1,675.00
Vendor Monthly Parking		
ACHAN	VENDOR MONTHLY PARKING 05/14	910.00
	Total:	$910.00
Key Deposits		
REV	DAILY REVENUE COLLECTIONS	445.00
	Total:	$445.00
Sales Tax (Parking)		
ACHAN	ADJUST SALES TAX FOR 05/14	235.00
REV	DAILY REVENUE COLLECTIONS	6,549.17-
	Total:	$6,314.17-
Salaries & Wages		
PY2014	PAYROLL LABOR DISTRIBUTION POR	2,273.40
PY2014	PAYROLL LABOR DISTRIBUTION POR	636.92
PY2014	PAYROLL LABOR DISTRIBUTION POR	205.36
PY2014	PAYROLL LABOR DISTRIBUTION POR	189.00
PY2014	PAYROLL LABOR DISTRIBUTION POR	1,428.00
	Total:	$4,732.68

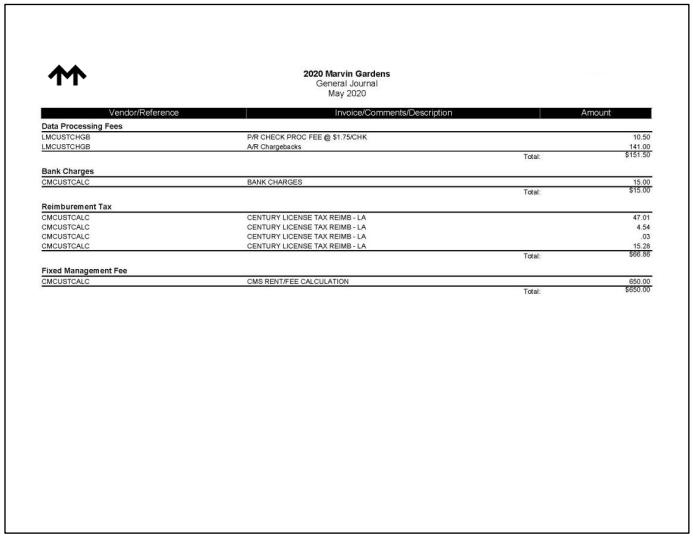
General Journal



2020 Marvin Gardens
General Journal
May 2020

Vendor/Reference	Invoice/Comments/Description	Amount
Payroll Taxes & Burden		
CMCUSTCALC	PAYROLL TAXES & BURDEN @ 14.95	707.53
	Total:	$707.53
Health, Welfare & Pension		
PY2014	PAYROLL EMPLOYER LIABILITY POR	644.88
	Total:	$644.88
Worker's Compensation		
PY2014	PAYROLL WORKERS COMP % 12.82	606.73
	Total:	$606.73
Uniforms & Laundry		
LMCUSTCHGB	Uniform Charges	98.00
	Total:	$98.00
Garage Supplies		
ARROWHEAD MOUNTAIN SPRING WTR	03H0016584062	25.35
	Total:	$25.35
Repairs & Maintenance		
PARKVIEW SERVICES INC	2143	300.00
	Total:	$300.00
Liability Insurance		
LMCUSTCHGB	FIXED AT $1250	1,250.00
	Total:	$1,250.00
Telephone		
AT&T	G375916	19.96
SBC	8189954314	125.48
	Total:	$145.44
Building Parking		
ACHAN	BUILDING PARKING 05/14	1,675.00
	Total:	$1,675.00
Vendor Parking		
ACHAN	VENDOR PARKING 05/14	910.00
	Total:	$910.00

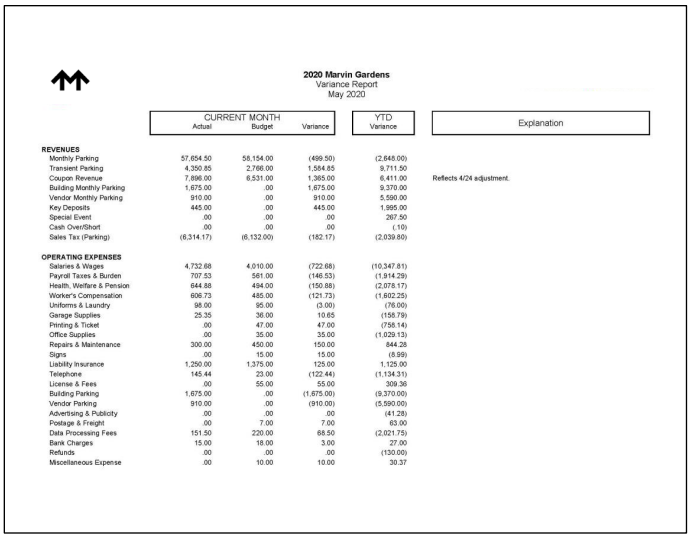
General Journal (continued)



2020 Marvin Gardens
General Journal
May 2020

Vendor/Reference	Invoice/Comments/Description	Amount
Data Processing Fees		
LMCUSTCHGB	P/R CHECK PROC FEE @ $1.75/CHK	10.50
LMCUSTCHGB	A/R Chargebacks	141.00
	Total:	$151.50
Bank Charges		
CMCUSTCALC	BANK CHARGES	15.00
	Total:	$15.00
Reimbursement Tax		
CMCUSTCALC	CENTURY LICENSE TAX REIMB - LA	47.01
CMCUSTCALC	CENTURY LICENSE TAX REIMB - LA	4.54
CMCUSTCALC	CENTURY LICENSE TAX REIMB - LA	.03
CMCUSTCALC	CENTURY LICENSE TAX REIMB - LA	15.28
	Total:	$66.86
Fixed Management Fee		
CMCUSTCALC	CMS RENT/FEE CALCULATION	650.00
	Total:	$650.00

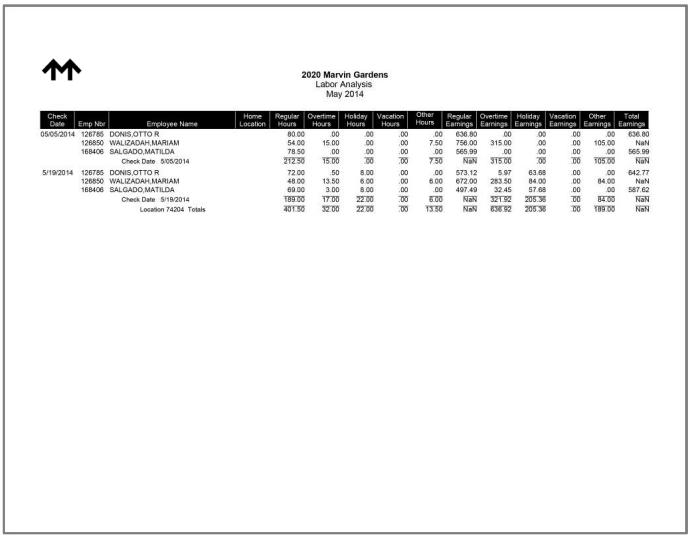
General Journal (continued)



2020 Marvin Gardens
Variance Report
May 2020

	CURRENT MONTH Actual	Budget	Variance	YTD Variance	Explanation
REVENUES					
Monthly Parking	57,654.50	58,154.00	(499.50)	(2,648.00)	
Transient Parking	4,350.85	2,766.00	1,584.85	9,711.50	
Coupon Revenue	7,896.00	6,531.00	1,365.00	6,411.00	Reflects 4/24 adjustment.
Building Monthly Parking	1,675.00	.00	1,675.00	9,370.00	
Vendor Monthly Parking	910.00	.00	910.00	5,590.00	
Key Deposits	445.00	.00	445.00	1,995.00	
Special Event	.00	.00	.00	267.50	
Cash Over/Short	.00	.00	.00	(.10)	
Sales Tax (Parking)	(6,314.17)	(6,132.00)	(182.17)	(2,039.80)	
OPERATING EXPENSES					
Salaries & Wages	4,732.68	4,010.00	(722.68)	(10,347.81)	
Payroll Taxes & Burden	707.53	561.00	(146.53)	(1,914.29)	
Health, Welfare & Pension	644.88	494.00	(150.88)	(2,078.17)	
Worker's Compensation	606.73	485.00	(121.73)	(1,602.25)	
Uniforms & Laundry	98.00	95.00	(3.00)	(76.00)	
Garage Supplies	25.35	36.00	10.65	(158.79)	
Printing & Ticket	.00	47.00	47.00	(758.14)	
Office Supplies	.00	35.00	35.00	(1,029.13)	
Repairs & Maintenance	300.00	450.00	150.00	844.28	
Signs	.00	15.00	15.00	(8.99)	
Liability Insurance	1,250.00	1,375.00	125.00	1,125.00	
Telephone	145.44	23.00	(122.44)	(1,134.31)	
License & Fees	.00	55.00	55.00	309.36	
Building Parking	1,675.00	.00	(1,675.00)	(9,370.00)	
Vendor Parking	910.00	.00	(910.00)	(5,590.00)	
Advertising & Publicity	.00	.00	.00	(41.28)	
Postage & Freight	.00	7.00	7.00	63.00	
Data Processing Fees	151.50	220.00	68.50	(2,021.75)	
Bank Charges	15.00	18.00	3.00	27.00	
Refunds	.00	.00	.00	(130.00)	
Miscellaneous Expense	.00	10.00	10.00	30.37	

Variance Report



2020 Marvin Gardens
Labor Analysis
May 2014

Check Date	Emp Nbr	Employee Name	Home Location	Regular Hours	Overtime Hours	Holiday Hours	Vacation Hours	Other Hours	Regular Earnings	Overtime Earnings	Holiday Earnings	Vacation Earnings	Other Earnings	Total Earnings
05/05/2014	126785	DONIS,OTTO R		80.00	.00	.00	.00	.00	636.80	.00	.00	.00	.00	636.80
	126850	WALIZADAH,MARIAM		54.00	15.00	.00	.00	7.50	756.00	315.00	.00	.00	105.00	NaN
	168406	SALGADO,MATILDA		78.50	.00	.00	.00	.00	565.99	.00	.00	.00	.00	565.99
		Check Date 5/05/2014		212.50	15.00	.00	.00	7.50	NaN	315.00	.00	.00	105.00	NaN
5/19/2014	126785	DONIS,OTTO R		72.00	.50	8.00	.00	.00	573.12	5.97	63.68	.00	.00	642.77
	126850	WALIZADAH,MARIAM		48.00	13.50	6.00	.00	6.00	672.00	283.50	84.00	.00	84.00	NaN
	168406	SALGADO,MATILDA		69.00	3.00	8.00	.00	.00	497.49	32.45	57.68	.00	.00	587.62
		Check Date 5/19/2014		189.00	17.00	22.00	.00	6.00	NaN	321.92	205.36	.00	84.00	NaN
		Location 74204 Totals		401.50	32.00	22.00	.00	13.50	NaN	636.92	205.36	.00	189.00	NaN

Labor Analysis

Personnel Administration

Staffing systems that determine qualifications, training, appearance, and schedules

Employee Training

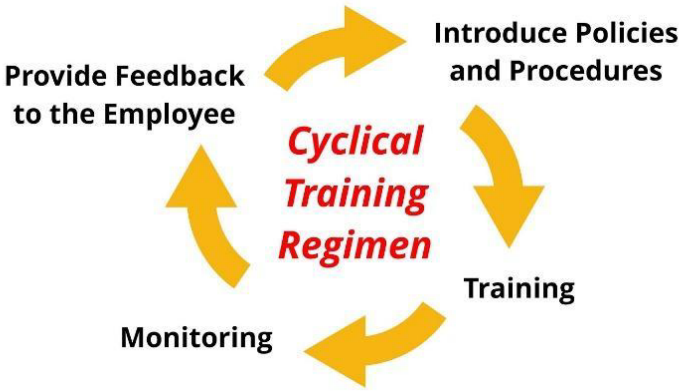
Our reputation for excellence in on-site management is built on a comprehensive, award-winning training strategy. The process identifies and develops the skills and behaviors required to enable all of our employees to perform up to our stringent expectations.

The National Parking Association's Certified Parking Professional (CPP) [formerly Certified Parking Facility Manager (CPFM)] program establishes an industry-wide standard of parking operational knowledge that is accepted by all parking management companies. We lead the industry with the most CPP and CPFM managers of any parking company in the United States. In addition, we lead the industry with the most CAPP (Certified Administrator of Public Parking by the International Parking Institute) managers of any parking company in the United States.

Most importantly, we recognize that every location has unique, individual requirements for defining and carrying out operational excellence. To that end, we consult with our clients to ensure that all operational expectations and location-specific needs are identified and addressed in the development of our training solutions.

Our employees go through a rigorous initial training process with peer mentors, field training and competency tests. The majority of our interactions with the public are to assist them with directions, connect them to local services and to help them understand how to use systems to meet their access and mobility needs. It boils down to a mentality and philosophy that's instilled in our team members. We serve the city's parking patrons and ensure parking resources are efficiently and effectively utilized.

SP+'s cyclical training and enforcement methodology encompasses a threefold approach based on ensuring safety, policy implementation and relying on tested standard operating procedures that results in accuracy and consistency.



Extensive Curriculum to Achieve Goals & Inspire Great Work

SP+ Learning and Development offers on-demand learning through SP+ LearningHub and professional development facilitated by Regional Training Managers. Learning at SP+ challenges and teaches our employees how to run successful operations that are both profitable and focused on delivering service excellence. Employees benefit from knowledge and best practices from industry experts who work with a wide range of clients and business models.

From day one, we welcome new employees with onboarding at their new location and becoming acquainted with peers and managers, as well as the culture and business of SP+. Every employee receives a personalized curriculum based upon role and location. Our goal is to craft an engaging learning experience that provides all employees with foundations required to meet SP+ and client goals. The SP+ Spot On Service Excellence and VISIT Behaviors and On-the-Job Training inform all SP+ employees and leaders of the high expectations for creating a safe and flawless guest experience.

Enforcement Services and Methodologies

No two cities have the same municipal code with respect to parking enforcement nor do they interpret their city codes in the same exact manner. The importance of accuracy in parking enforcement cannot be overstated. The physical act and verification of ticket issuance is a core principle of our training regimen. Nothing is more damaging to an operation than writing bad tickets. Issuance protocol must be rigid—specifically the steps of verification, data entry and documentation accompaniment. SP+ employs a counter step methodology, developed by our municipal division, to ensure plate accuracy (where applicable). Although it can slightly elongate the issuance cycle, it is still preferred in the interest of employee safety, as well as lower amendment and error rates. The goal is always for a less than 1% void rate for Ambassador error.

The methodology calls for:

1. Plate entry while standing outside of traffic lanes
2. Picture verification of infraction
3. Ticket printing while in view of the front or rear plate. Visual verification of plate to ticket
4. Ticket placement on windshield

It is important to note that this process allows the officer to keep their eyes on traffic as they approach the driver's side and not be focused on the ticket detail.

Citation issued by shift will be managed predominantly from the back office suit. Officer issuance reports will be reviewed for every PER by management on a daily. All productivity gaps will be investigated through the GPS breadcrumbing application, as well as the mandatory Daily Activity Report encompassed in the SP+ Forms application.

The percent of shift time spent in field enforcing is a measurable attribute with GPS breadcrumbing and SP+ Forms. The breadcrumbing allows management to track PER location for the duration of their shift. The introduction of the digital SP+ FORMS reporting requires PERs

to log inactivity, with additional notes for reference in time gap investigation. Fully understanding the workflow and activities of the officers, as well as consistent coaching and follow-up is paramount in enforcement operations.

Parking Enforcement Personnel Standards of Conduct

As you know parking enforcement is likely the most highly politicized aspect of any municipal parking operation. This is largely a result of how "enforcement" duties are perceived by the public and in some cases carried out by personnel. We, at **SP+**, train our staff to take a Customer-Centric approach to customer service and ultimately parking enforcement. By taking this approach, our staff concentrates its efforts on understanding their role and responsibilities to the public, being informed on where and how to pay to park and finally, how to interact with the public in a positive way.

Parking enforcement is a crucial service provided in any downtown area and must be performed in a consistent professional manner with customer service at the very core of the operations. Not only do we train our parking enforcement personnel with the best certified instructors in the country, our team is led by individuals that have actually served in the role of a parking enforcement officer in other municipalities. This hands-on knowledge alone sets us apart from other operators.

SP+ will ensure that all of our enforcement officers will continue being properly trained and certified with specific understanding of Fernandina municipal codes and state statutes. Emphasis are being placed on maintaining a professional image through personal appearance, courtesy and positive public relations.

Parking enforcement activities are performed:

- Fair and consistent as dictated by the City of Fernandina, city code and state statutes.
- Assist downtown customers with directions and other information.
- SP+ stresses that Ambassadors ARE NOT police officers, do not carry firearms and have no arrest authority.
- Enforcement staff patrol and monitor all parking enforcement areas either by walking or use of vehicle. Zones are enforced on a regular basis at least every two hours or less for shorter time periods.
- Hand held unit (HHU) computerized ticket writing devices are being used and manual tickets as an alternative if equipment fails.
- Time zones are being checked for overtime parking using the HHU and other manual means. POM meters are also being checked as well as time zones
- Should ordinances allow, vehicles with outstanding tickets shall be immobilized when instructed so as not to damage a vehicle.
- Appear and testify in court to defend any tickets issued should someone appeal.
- All Parking Enforcement Officers (PEOs) are equipped with a two-way radio or cell phone
- All PEOs are equipped with a handheld computer for ticket

Supervisors and Field Personnel

SP+ agrees that Supervisors and Field Personnel will always maintain phone and/or radio contact to ensure appropriate oversight of parking enforcement activities.

Uniforms

SP+ agrees that the uniform will display approved insignia that clearly identifies the wearer as being responsible for enforcing parking violations, managing parking facilities or servicing paid parking spaces.

All SP+ hourly field personnel must be in company and/or City supplied uniforms at all time while on duty. The uniform outfits we have chosen is consistent with other municipal locations in we manage to ensure our staff is comfortable during all four seasons. One thing to note is that we try to design a uniform that is visible and approachable for visitors to downtown. We feel this helps set the proper tone with the patrons that our staff is friendly and welcoming.

Appearance is also key to a non-confrontational enforcement posture. Enforcement personnel should not be viewed as paramilitary in any way. **SP+** ambassadors do not hold any semblance of a rank or wear collar bars and pins. Our safety approach is a holistic methodology that encompasses and incorporates more than just verbal interactions. The smallest cues, like uniforms and branding, are sometimes the most effective means of non-confrontational non-verbal communication. Philosophies such as these demonstrate the attention to detail and overarching principles that guide our programs.

We require all our employees to be neatly uniformed and well-groomed. Experience has demonstrated that proper attire and grooming serve to enhance employee performance. It is also imperative that parking ambassador team members are uniquely identifiable and recognized as City representatives, yet distinguishable from other City departments. **SP+** will provide all employees with photographic name tags to clearly identify them as parking operation team members.

SP+ has developed a standard uniform that is used in enforcement operations that focuses on an ambassador profile rather than a law enforcement look. However, we prefer to work with our municipal clients to create uniforms that are specifically designed and tailored to be consistent with the City's distinctive logo, colors, and design schemes. Below are a few examples of custom program uniforms we have provided in the past.



ATLPlus www.ATLPlusMobility.com PALS DECATUR PARKING PARK BEAUFORT

Trained, Competent and Qualified Personnel

SP+ agrees to employ persons who are fully trained, competent, and qualified with the skills and experience necessary to provide the services during the term of this Agreement. SP+ agrees to be responsible for hiring, training, supervising, and compensating its staff members.

Public Complaints

SP+ will respond to any public complaint within twenty-four hours after receipt of the complaint. In the event a report is received alleging an employee of SP+ was discourteous, belligerent, profane, or in any way intimidating, either physically or verbally, SP+ will submit a written report to the City within seven days of the date of the report, outlining the complete details of the incident.

Public Parking Program Rules

SP+ shall assist the City in its efforts to inform the public about the parking program, rules, and regulations.

Call Center Operations



The goal is to never have an issue, but we know they happen. Metropolis has developed a robust customer service training manual that each new operations employee is trained on during their onboarding processes. Below are examples from our handbook:

Metropolis has a 24/7 Support team that provides world class service. Here's our training process:

- Acknowledges the receipt even if the email doesn't require a reply
- Friendly and courteous, providing helpful and informative responses. Supported on all shifts by a Shift Supervisor
- Emails responded to within the same business day if possible but no later than 24 hours from the time of the email
- Customer Service Resolution occurs within 24 hours

Resolution:

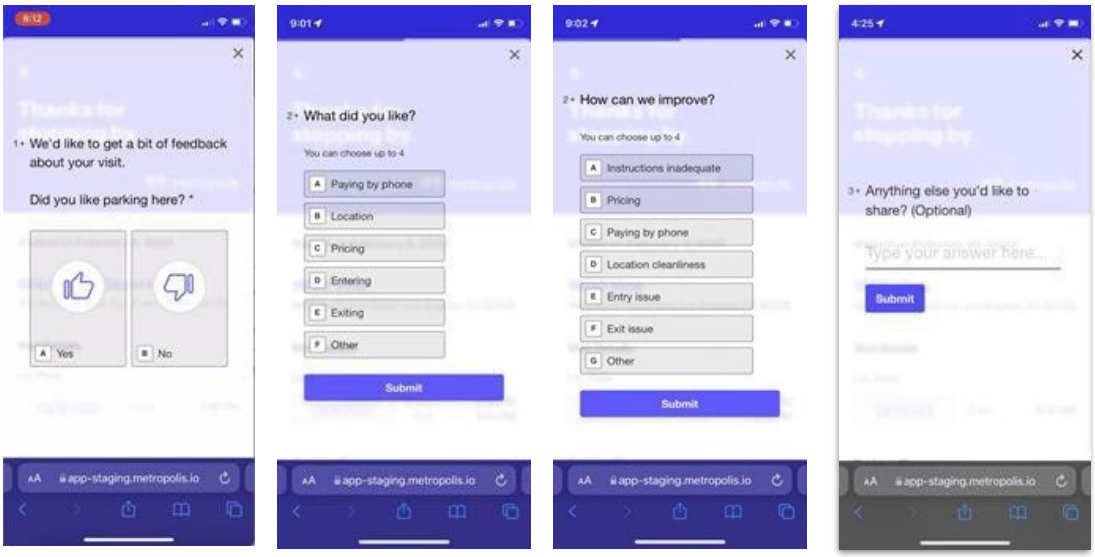
Each email and call is tracked by the ticket status to ensure each interaction has been resolved successfully. The Coordinator will update the status as appropriate:

- **Open** - When a ticket requires any action from an agent
- **Pending** - When agent requires additional information from the customer
- **Resolved** - Once the agent has provided a solution and have answered all questions
- **Closed** - once the customer accepts the solution that's been provided

Internal and External Escalations:

In the event the Account Coordinator / Customer Service Representative feels they are unable to resolve a customer's issue or concern, they will notify the customer that they will check in with their supervisor; technical issues causing delay and/or harm are always escalated to management for review.

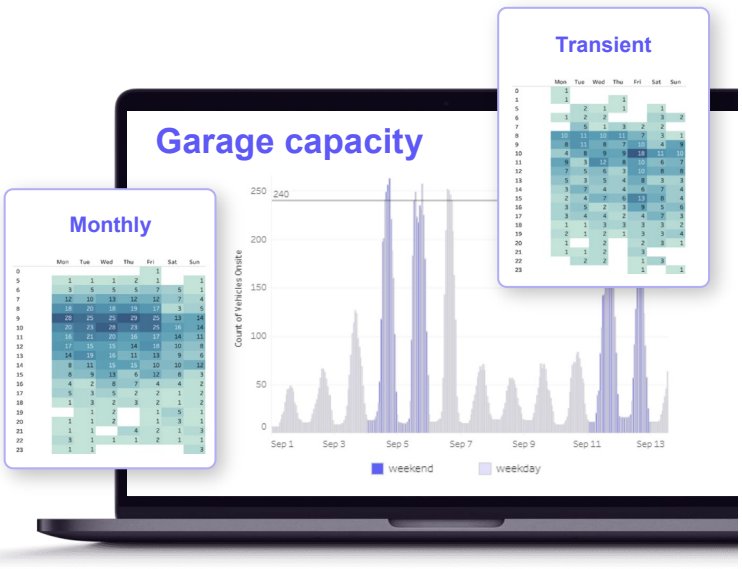
Customer satisfaction surveys support proactive management



Client data analytics dashboard will inform utilization patterns by hour/day/week/month for EVERY section of the garage

Metropolis operations uses the data from our computer vision cameras to continuously improve operations, reduce costs, and determine optimal pricing that is both dependent on market rate surveys and actual customer willingness to pay at our specific location.

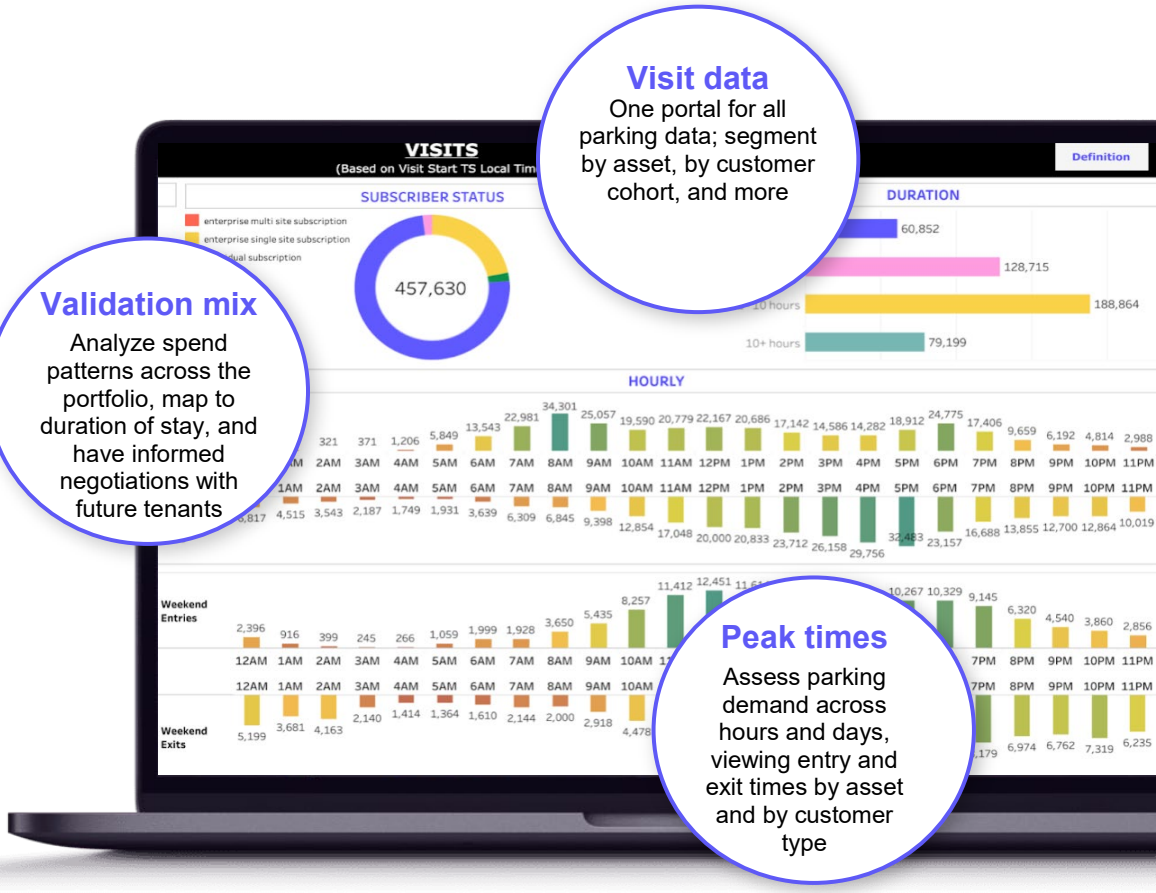
City of Fernandina Beach will have improved daily utilization insight of ALL garages and lots. This will help inform leasing, outside parking contract decisions, rates, and marketing.

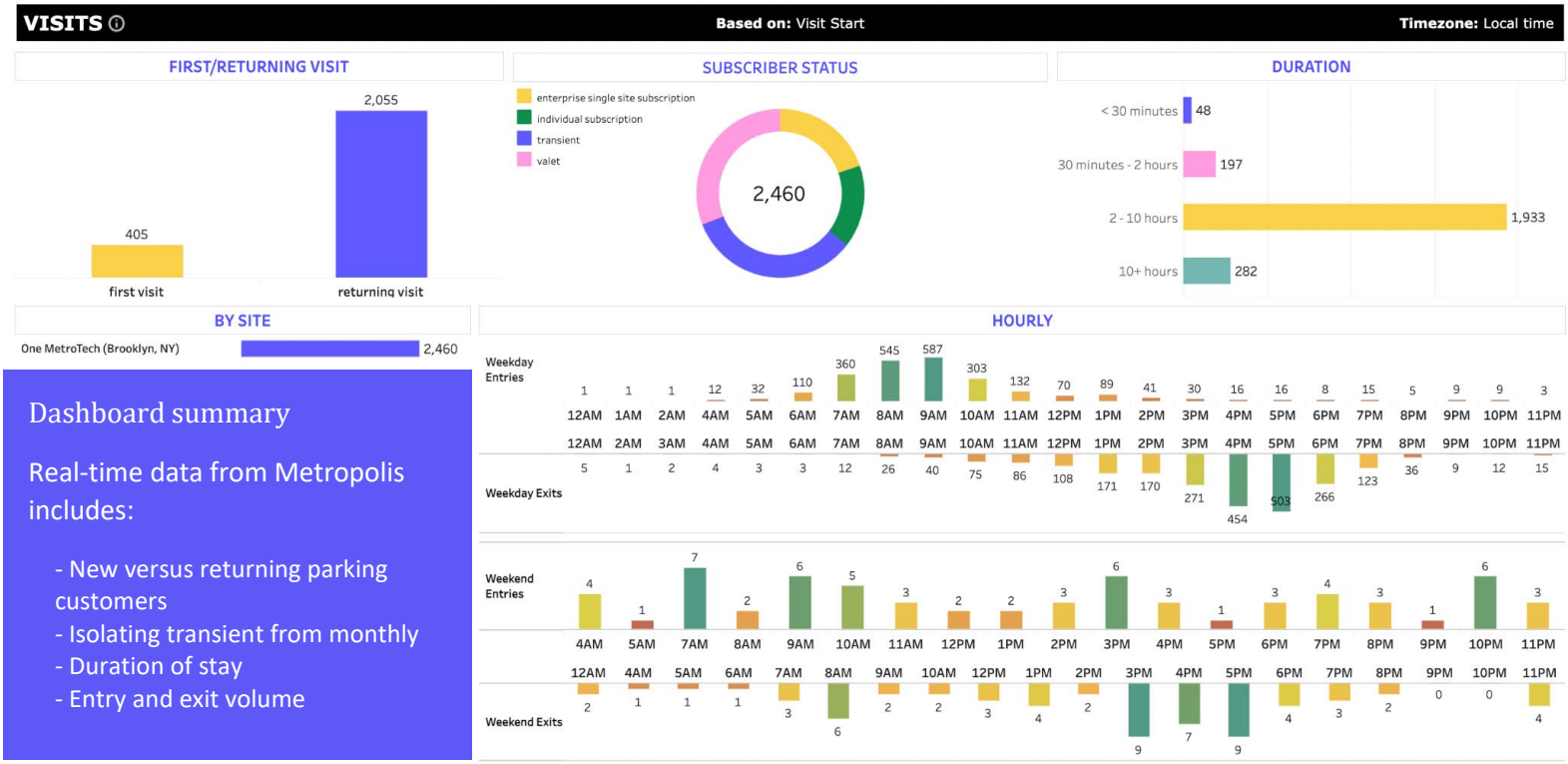


Data on customer behavior and visit duration will inform pricing and marketing strategy

Metropolis' proprietary data insights engine reveals patterns and reporting of garage use to help maximize value to drive both customer loyalty and utilization efforts.

This data is shared and available to the City in real-time, and reviewed in detail during monthly business reviews to make proactive operational decisions and improvements.

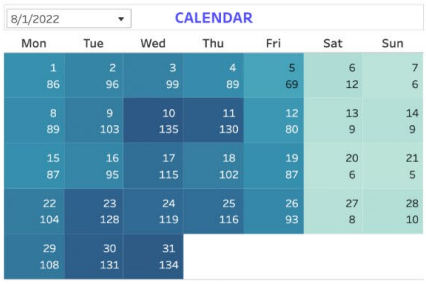




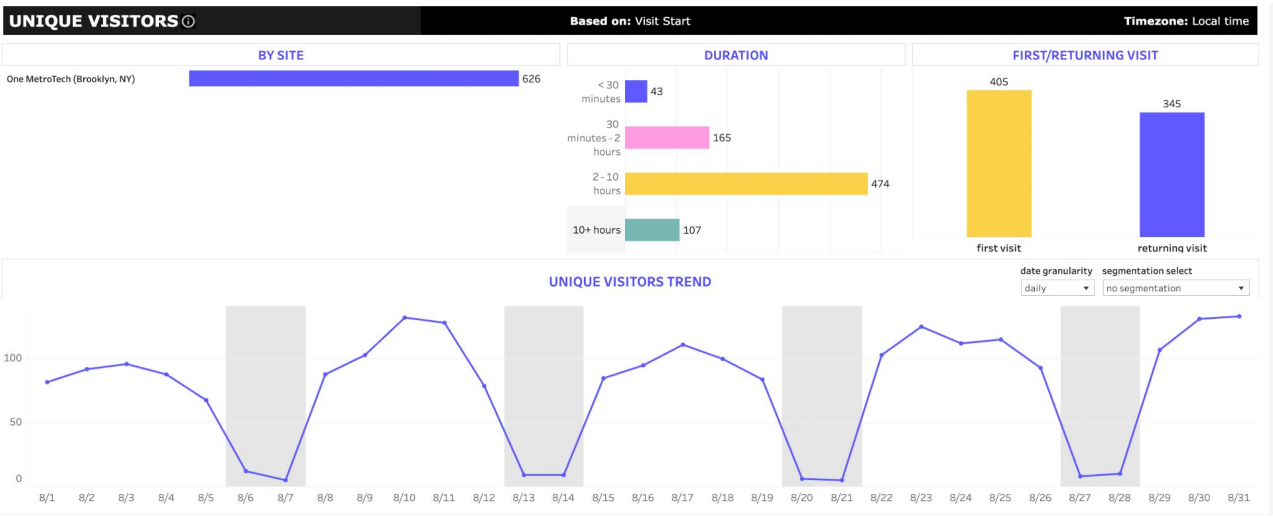
Dashboard summary

Real-time data from Metropolis includes:

- New versus returning parking customers
- Isolating transient from monthly
- Duration of stay
- Entry and exit volume







Installation and Maintenance

Once a contract is executed, we can have technology deployed in 30 days, but would prefer a 60-day timeframe to collaborate with local stakeholders, train SP+ staff, familiarize City staff, roll out annual resident program, and generally educate the community on how the program will work. During this time our leadership and municipal subject matter experts are available to City staff for collaboration, City calls, and attend Commission meetings.

C. References



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C. REFERENCES

City of Daytona Beach

Name of Client: City of Daytona Beach, Florida
Contact: Michael Stallworth
Title: Enterprise Management Director
Address: 301 South Ridgewood Ave.
Daytona Beach, FL 32114
Telephone: (386) 671-8075
Email: stallworthm@codb.us
Term of Contract: 2020 – Present

SP+ provides parking management services including on and off-street enforcement, resident permits, and meter collection and maintenance.



City of Jacksonville Beach

Name of Client: City of Jacksonville Beach, Florida
Contact: Dan Fox
Title: Parking Enforcement Coordinator
Address: 1460A Shetter Avenue
Jacksonville Beach, FL 32250
Telephone: (904) 247-4004
Email: dfox@jaxbchfl.net
Term of Contract: 2019-Present

SP+ provides a turnkey management services for On-street and off-street parking assets (6). Includes management of annual resident program, daily parking, special events, maintenance, revenue control equipment, enforcement, collections, customer service, etc.



City of St. Petersburg

Name of Client: City of St. Petersburg, Florida
Contact: Keith Glasgow
Title: Parking Manager
Address: 301 Central Avenue
St. Petersburg, FL 33701
Telephone: (727) 551-3120
Email: keith.glasgow@stpete.org
Term of Contract: Currently operating



SP+ provides turnkey management services for off-street parking assets (6). Includes management of monthly parking, daily parking, special events, maintenance, revenue control equipment, sweeping, customer service, etc.

City of Miami Beach

Name of Client: City of Miami Beach, Florida
Contact: Rocio Alba
Title: Administrative Services Manager
Address: 755 Meridian Avenue
Miami Beach, Florida 33139
Telephone: (305) 673-7000 ext. 26747
Email: rociolba@miamibeachfl.gov
Term of Contract: 2001 – Present



SP+ Municipal Services provides parking management services for 20 garages and surface lots including special events at the Miami Beach Convention Center totaling over 8,000 spaces.

City of Richmond Parking System (RVAPlus)

Name of Client: City of Richmond, Virginia
Contact: Lynne Lancaster
Title: Deputy Director of Parking & Mobility
Address: 900 E. Broad Street, Room 1003
Richmond, Virginia 23219
Telephone: (804) 646-6006
Email: lynne.lancaster@richmondgov.com
Term of Contract: 2012 – Present



SP+ provides parking management for seventeen city-owned parking garages and surface lots, totaling 6,004 parking spaces. These facilities serve transient, monthly, and special event parkers visiting the 258,000-square-foot Richmond Convention Center and the Dominion Energy Center which is under development for a new Epicenter for the City. SP+ performs parking meter collections and meter maintenance across the City's full on-street parking system with 3,000 spaces. SP+ deployed and is currently servicing 190 T2 Luke II pay-stations and 350 IPS single space meters. Utilizing fully integrated license plate recognition (LPR), SP+ is also responsible for daily parking enforcement, residential parking permit monitoring, and booting services. The paid parking footprint also includes the VCU campus and several pocket communities. SP+ assisted the City of Richmond in engaging Passport; the City's first Parking App.

Providing on street mobility guidance since 2012

"SP+'s in-house experts have assisted the City with developing a comprehensive parking plan addressing turnover, occupancy, parking trends, future development, loading activities, and vehicular movement. SP+ has restructured our Enforcement and Immobilization Program to create an in-house booting program implementing a License Plate Recognition System which has resulted in an annual savings of $121,000." **- Lynne Lancaster, City of Richmond – *Deputy Director of Parking & Mobility***

City of Atlanta On-Street Parking Program (ATL Plus)

Name of Client: City of Atlanta, Georgia
Contact: Calvin Watts
Title: Transportation Director
Address: 55 Trinity Avenue, Suite 4900
Atlanta, Georgia 30303
Telephone: (404) 330-6216
Email: CLWatts@atlantaga.gov
Term of Contract: 2017 to Present



Through a joint venture partnership with All N One Security Services, SP+ manages the City of Atlanta's on-street parking system consisting of over 2,700 paid spaces. In the first year of the new contract SP+ converted the existing program from pay-by-space to pay-by-plate with a system hardware deployment project. The move to pay-by-plate brought efficiency to the Mobile App system and allowed for the wide-scale use of license plate recognition technology for enforcement. SP+ has also upgraded the citation management system by streamlining the appeals process with a digital workflow streaming through the City of Atlanta Administrative Review Board directly into the Atlanta Municipal Court system. SP+ also has grown the footprint of the program from the initial 2,400 spaces through data analytics and in unison with mobility projects and efforts with stakeholders. Additionally, SP+ in partnership with the City of Atlanta has been highly engaged in public outreach to educate residents and visitors of the new program's enhancements and to encourage the use of mobile payment technology. In 2019, ATLPlus was the first parking program in the US to deploy a multiple mobile payment app solution across the entire paid parking system and is planning to implement an electronic residential parking permit program. SP+ also has digitized the Residential Parking Program with the City. SP+ added Text To Pay in Atlanta as well as 12 other markets in the US. In New Orleans, our innovative solution of Text To Pay exceeded over 60% of digital transactions for the 2024 Mardi Gras.

Results are best amplified by our partnership:

"SP+ has gone above and beyond our expectations by providing industry leading service. A true partner, SP+ recognizes the City's vision of building an industry leading parking program and is providing the dedicated resources needed to meet our goals and objectives, always with our customers and stakeholders in mind." **- Calvin Watts, City of Atlanta, GA - *Department of Transportation***

City of Annapolis

Name of Client: City of Annapolis, Maryland

Contact: Kwaku Agyemang-Duah, PhD, CCTM
Title: Deputy Director, Dept. of Transportation
Address: 308 Chinquapin Round Rd.
Annapolis, Maryland 21401
Telephone: (410) 263-7964
Email: kad@annapolis.gov
Term of Contract: 2016 to Present



SP+ Municipal Services provides parking management services for both the On-Street and Off-Street parking assets for the City of Annapolis. Off-Street locations include both garages and surface lots. The On-Street parking program includes the enforcement, collection and maintenance of metered parking, as well as the administration of the Residential Parking Permit Program. SP+ also enforces these time limited permit districts as well as safety related parking issues across the City. Over the course of our term SP+ has deployed Sphere Remote Management of the Off-Street parking assets, Mobile payment technology and LPR enforcement of the On-Street program, as well as an online Parking Portal (annapolisparking.com) where residents and visitors can purchase permits, reserve off-street parking and parking signs, pay or appeal citations, and track the Circulator shuttle operated by SP+.

D. Project Budget and Cost



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D. PROJECT BUDGET AND COST

SP+ is proposing a management fee contract. With a management fee contract, the City has more control over the expenses of the operation by only reimbursing approved or budgeted expenses. The line item budget for the contract is provided below.

Note: SP+ can provide a revenue share arrangement, but this would change how the revenue is deposited (with the City vs with the operator) and it seemed more important to have the revenue flowing to City bank account.

Metropolis Pro Forma	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Year 1
Parking Revenue													
Transient Revenue	$126,996	$132,413	$126,996	$131,209	$117,968	$131,209	$123,986	$135,422	$123,986	$126,996	$135,422	$123,986	**$1,536,587**
Resident Revenue	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	**$1,021,120**
Validation Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Special Event Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Gross Revenue	**$212,089**	**$217,506**	**$212,089**	**$216,302**	**$203,061**	**$216,302**	**$209,080**	**$220,515**	**$209,080**	**$212,089**	**$220,515**	**$209,080**	**$2,557,707**
Less: Parking Tax	$13,875	$14,229	$13,875	$14,151	$13,284	$14,151	$13,678	$14,426	$13,678	$13,875	$14,426	$13,678	**$167,327**
Net Revenue	**$198,214**	**$203,277**	**$198,214**	**$202,152**	**$189,777**	**$202,152**	**$195,402**	**$206,089**	**$195,402**	**$198,214**	**$206,089**	**$195,402**	**$2,390,381**
Operating Expenditures													
Fully Loaded Payroll	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	**$145,792**
Contract Labor	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Business Fees & Licenses	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Storage Expense	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Leases - Equipment & Shuttles	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Claims (Budgeted)	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Mgmt Fee / Bell Services / Other	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	**$24,000**
General Liability Insurance	$925	$925	$925	$925	$925	$925	$925	$925	$925	$925	$925	$925	**$11,098**
Repairs & Maintenance	$400	$400	$400	$400	$400	$400	$400	$400	$400	$400	$400	$400	**$4,800**
Supplies	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	**$13,800**
Payment Processing Fees	$5,510	$5,686	$5,510	$5,647	$5,217	$5,647	$5,412	$5,784	$5,412	$5,510	$5,784	$5,412	**$66,532**
24/7 Support	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Connectivity	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Metropolis Platform Fee	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Total Expenditures	**$22,134**	**$22,310**	**$22,134**	**$22,271**	**$21,841**	**$22,271**	**$22,036**	**$22,408**	**$22,036**	**$22,134**	**$22,408**	**$22,036**	**$266,022**

E. Certificate of Insurance



a metropolis company

Certificate of Insurance

Metropolis' in-house Risk Management Department focuses exclusively on comprehensive risk protection, safety and loss control inspections and training, and claims management. Our insurance provides liberal protection with a $100 million casualty umbrella limit. Our casualty carriers are rated A+ XV by A.M. Best.

Our coverage provides exceptional protection for our clients:

- **Workers' Compensation Insurance**

  Our coverage maintains compliance with the state's Workers' Compensation Act.

- **Employer's Liability Insurance**

  Covers all employees for the premises not covered by the Workers' Compensation Act, for occupational accidents or disease, for limits of not less than $1,000,000 for any one occurrence, or whatever is necessary to satisfy the requirements of the umbrella liability insurance specified below.

- **General / Garage Liability Insurance**

  We are insured on an occurrence basis with limits of not less than $10,000,000 per occurrence with an annual aggregate limit of $15,000,000 per location.

- **Garage-Keeper's Legal Liability Insurance (if Applicable)**

  Insures any and all automobiles that are parked at the premises by the operator's attendants or for which a bailment otherwise is created, with limits of liability not less than $3,000,000 per occurrence.

- **Comprehensive Crime Insurance**

  Includes Employee Dishonesty, Forgery or Alteration, Inside and Outside the Premise, Computer Fraud, Money Orders and Counterfeit Paper Currency, Loss of Clients Property resulting from EE Dishonesty, and Funds Transfer Fraud with limits of $5,000,000 per occurrence.

- **Umbrella Liability Insurance**

  In excess following form, with an annual aggregate limit of $100,000,000.

Fidelity Insurance Coverage

Because no internal control system—no matter how well conceived and operated—can provide an absolute assurance that its objectives will be met (and because no evaluation of controls can guarantee detection of all control issues), we provide our clients with an additional layer of protection by maintaining $5 million in fidelity insurance coverage. This coverage protects our clients against losses associated with employee dishonesty, theft, computer fraud and forgery.

Damage Claims

When we assume management responsibility for a parking operation, we immediately institute a number of steps to minimize damage claims. Among other things, we will re-train any of the prior operator's employees who have been retained, focusing particular attention on safe driving habits and how to avoid vehicular damage. When incidents do occur, we have efficient procedures to expedite the claim process.

Damage Claims Procedures

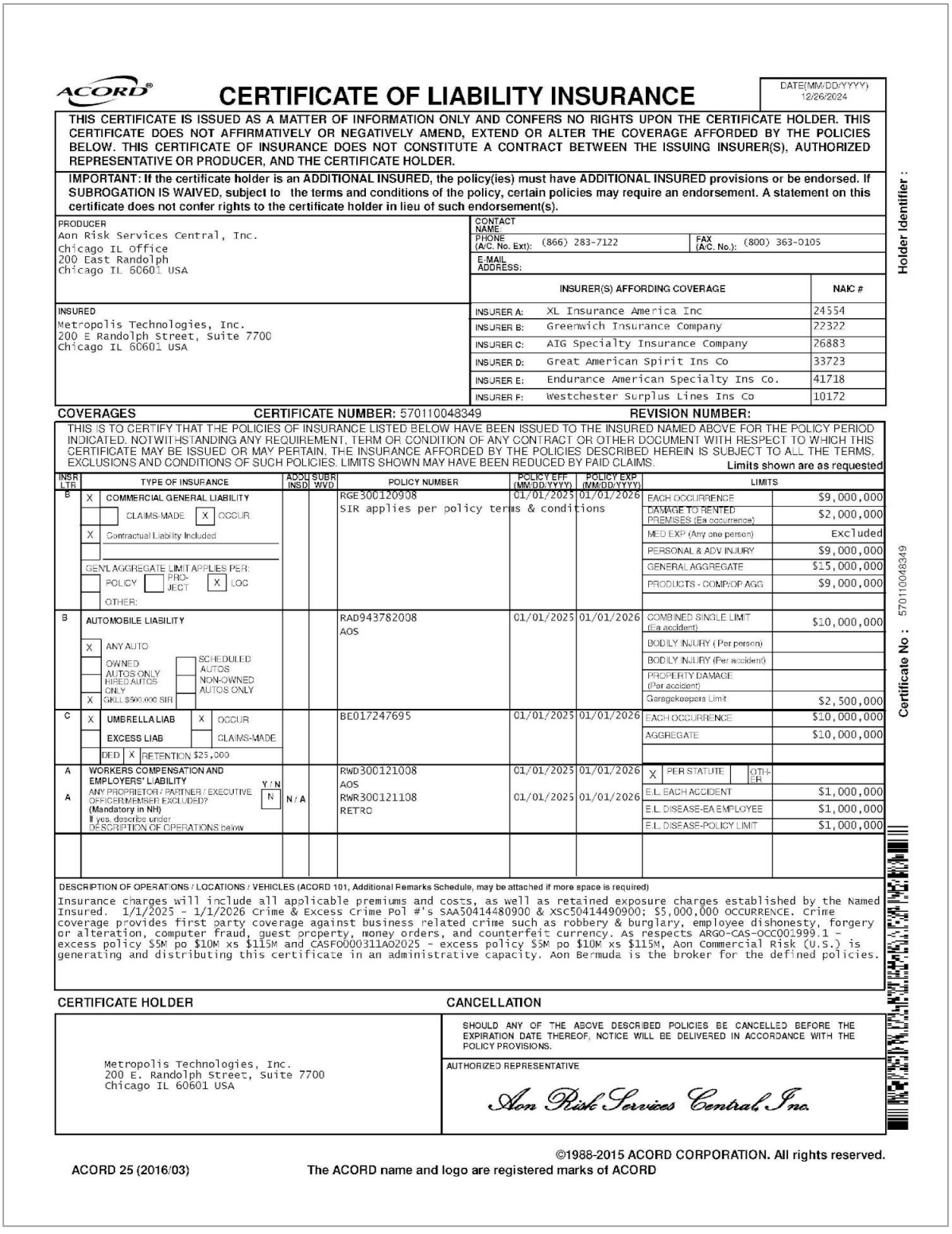
Over the years, we have developed and refined detailed damage claims procedures. We accept responsibility for—and quickly honor—damage claims for which the facility has liability. We do not pay claims for which the facility is not liable. Even when liability is denied, we nevertheless reply to the patron as quickly as possible.

The cornerstone of this process is a well-defined procedure that delegates responsibility for dealing with claims to the people best equipped to quickly and effectively do so. Our Facility Managers are trained to advise a claimant to properly complete and submit an Incident Report before the car is removed from the facility, since it is almost impossible to determine where damage has occurred once a vehicle leaves the facility. Properly completed Incident Reports are reviewed by the Facility Manager within 24 hours of submission. The Facility Manager then will discuss the claim with the Senior Manager within 24 hours.

We are committed to expediting the processing of all damage claims. If liability is denied, we advise the customer—in writing—as quickly as possible. We have found that contacting claimants immediately so that they know the status of their claim—even if the claim is denied—is the single biggest factor in ameliorating any negative feelings associated with the incident.

Damage Claims Tracking

Reports concerning claim frequency and disposition can be compiled and forwarded to ownership as frequently as you desire. We recommend the on-site maintenance of a monthly claim log sheet. Our log sheet has proven to be an effective tool for claims management because all current claim information is available to both our staff and the property manager. Therefore, any questions regarding the progress or disposition of any claims can be answered quickly by on-site personnel.



ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
12/26/2024

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

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

PRODUCER
Aon Risk Services Central, Inc.
Chicago IL Office
200 East Randolph
Chicago IL 60601 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	XL Insurance America Inc	24554
INSURER B:	Greenwich Insurance Company	22322
INSURER C:	AIG Specialty Insurance Company	26883
INSURER D:	Great American Spirit Ins Co	33723
INSURER E:	Endurance American Specialty Ins Co.	41718
INSURER F:	Westchester Surplus Lines Ins Co	10172

INSURED
Metropolis Technologies, Inc.
200 E Randolph Street, Suite 7700
Chicago IL 60601 USA

Holder Identifier :

COVERAGES CERTIFICATE NUMBER: 570110048349 REVISION NUMBER:

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

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY			RGE300120908	01/01/2025	01/01/2026	EACH OCCURRENCE	$9,000,000
	CLAIMS-MADE X OCCUR			SIR applies per policy terms & conditions			DAMAGE TO RENTED PREMISES (Ea occurrence)	$2,000,000
	X Contractual Liability Included						MED EXP (Any one person)	Excluded
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$9,000,000
	POLICY PRO-JECT X LOC						GENERAL AGGREGATE	$15,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$9,000,000
B	AUTOMOBILE LIABILITY			RAD943782008	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident)	$10,000,000
	X ANY AUTO			AOS			BODILY INJURY (Per person)	
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
	X GKLL $500,000 SIR						Garagekeepers Limit	$2,500,000
C	X UMBRELLA LIAB X OCCUR			BE017247695	01/01/2025	01/01/2026	EACH OCCURRENCE	$10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$10,000,000
	DED X RETENTION $25,000							
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			RWD300121008	01/01/2025	01/01/2026	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/ PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N / A		AOS				
A	(Mandatory in NH)			RWR300121108	01/01/2025	01/01/2026	E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below			RETRO			E.L. DISEASE-EA EMPLOYEE	$1,000,000
							E.L. DISEASE-POLICY LIMIT	$1,000,000

Certificate No : 570110048349

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

Insurance charges will include all applicable premiums and costs, as well as retained exposure charges established by the Named Insured. 1/1/2025 - 1/1/2026 Crime & Excess Crime Pol #'s SAA50414480900 & XSC50414490900; $5,000,000 OCCURRENCE. Crime coverage provides first party coverage against business related crime such as robbery & burglary, employee dishonesty, forgery or alteration, computer fraud, guest property, money orders, and counterfeit currency. As respects ARGO-CAS-OCC001999.1 - excess policy $5M po $10M xs $115M and CASF000311A02025 - excess policy $5M po $10M xs $115M, Aon Commercial Risk (U.S.) is generating and distributing this certificate in an administrative capacity. Aon Bermuda is the broker for the defined policies.

CERTIFICATE HOLDER

Metropolis Technologies, Inc.
200 E. Randolph Street, Suite 7700
Chicago IL 60601 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

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ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

Certificate of Insurance (page 1)

AGENCY CUSTOMER ID: 570000025472
LOC #:

ACORD

ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY	NAMED INSURED
Aon Risk Services Central, Inc.	Metropolis Technologies, Inc.
POLICY NUMBER: See Certificate Number: 570110048349	
CARRIER: See Certificate Number: 570110048349 / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER G: Allied World Assurance Company (US) Inc	19489
INSURER H: MS First Capital Insurance Ltd	AA57600
INSURER I: Homesite Insurance Company	17221
INSURER J: Navigators Specialty Insurance Company	36056

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	EXCESS LIABILITY							
J				CH25RXSZ03X3YIC 10M X 10M	01/01/2025	01/01/2026	Aggregate	$10,000,000
G				03126674 15M X 20M	01/01/2025	01/01/2026	Aggregate	$15,000,000
E				XSC30000541307 10M po 20M X 35M	01/01/2025	01/01/2026	Aggregate	$10,000,000
H				TSUEEX000066000 10M po 20M X 35M	01/01/2025	01/01/2026	Aggregate	$10,000,000
L				ECO2508933 10M X 55M	01/01/2025	01/01/2026	Aggregate	$10,000,000
I				CXS01212002 10M X 65M	01/01/2025	01/01/2026	Aggregate	$10,000,000
D				EXC5773577 12.5M p/o 25MX75M	01/01/2025	01/01/2026	Aggregate	$12,500,000
K				AXF565834105 12.5M p/o 25MX75M	01/01/2025	01/01/2026	Aggregate	$12,500,000
F				G47373955003 15MX100M	01/01/2025	01/01/2026	Aggregate	$15,000,000
							Each Occurrence	$15,000,000

ACORD 101 (2008/01)

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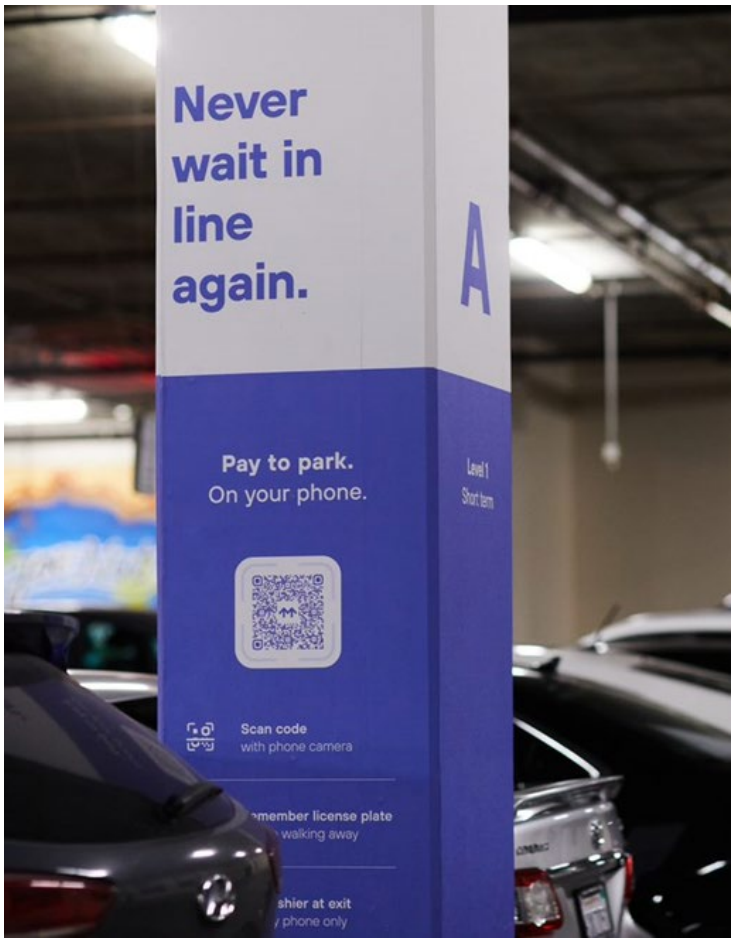
Certificate of Insurance (page 2)

F. Required Forms



a metropolis company





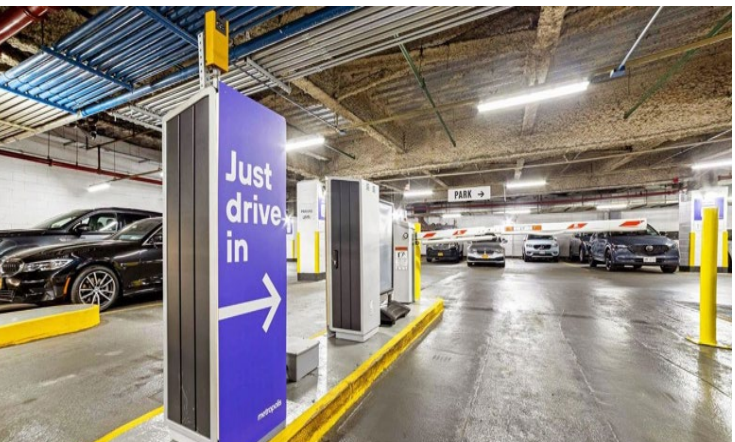


EXHIBIT A

CONTACT SHEET

EXHIBIT "A"

CONTACT SHEET

Name: SP Plus, LLC

Federal Taxpayer ID: 99-0890822

Mailing Address: 200 E. Randolph St., Suite 7700

City, State, & Zip Code: Chicago, IL 60601

Telephone: (267) 975-9771 **Fax:** N/A.

Email: cbragg@metropolis.io

Submitted By: Christopher Bragg

Title: Senior Vice President, Operations

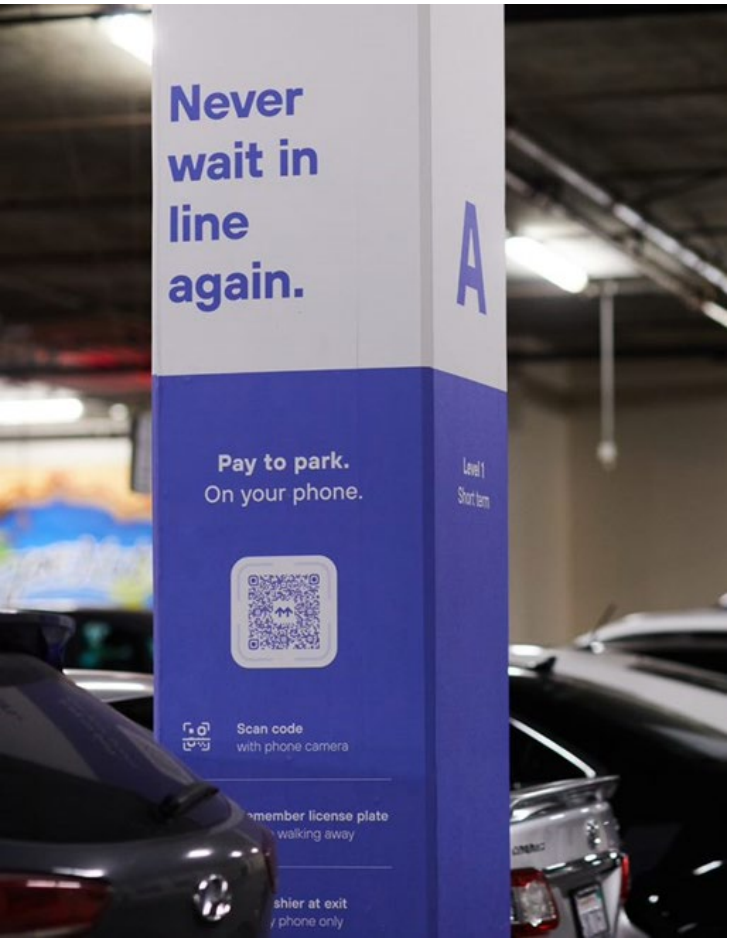
Accounting Contact:

Name: Robin Counts **Title:** Director, Client Reporting

Email Address: rcounts@metropolis.io **Phone:** (615) 850-6246

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL





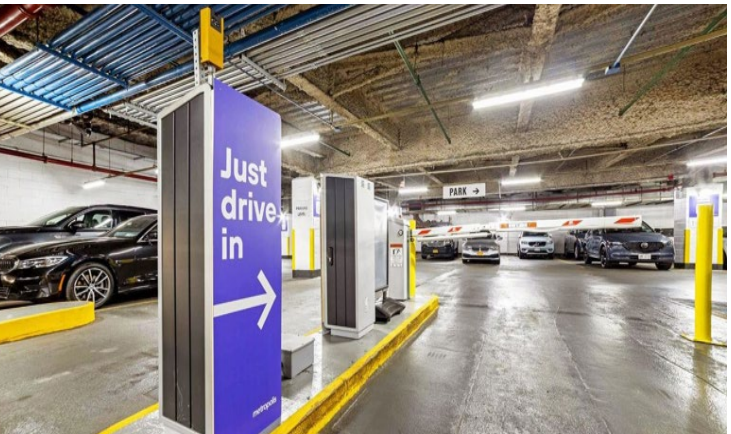


EXHIBIT B

PUBLIC ENTITY CRIMES FORM

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "B"

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

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

1. This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach RFP 25-05.

2. This sworn statement is submitted by (entity) SP Plus, LLC whose business address is 200 E. Randolph St., Suite 7700, Chicago, IL 60601 and (if applicable) Federal Employer Identification Number (FEIN) is 99-0890822 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Christopher Bragg and my relationship to the entity named above is Senior Vice President.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with

the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

[signature] 6/4/25
Signature Date:

STATE OF ~~FLORIDA~~ District of Columbia
COUNTY OF District of Columbia

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 04 day of June, 2025, and is personally known to me, or has provided Drivers License as identification.

[signature]
Notary Public
My Commission expires: MAY 31, 2028

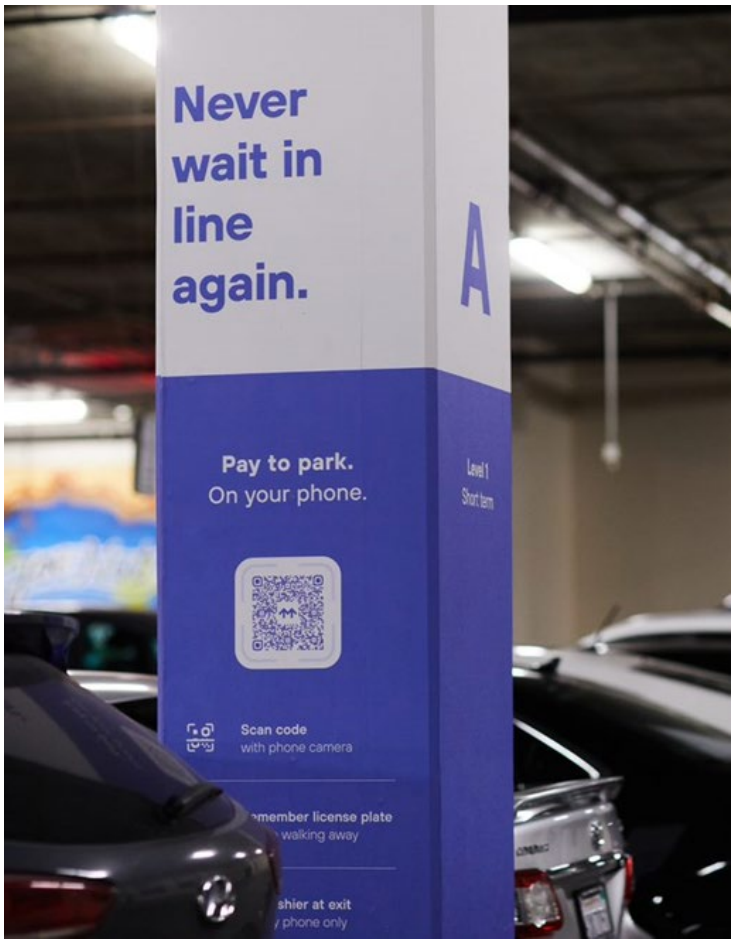


THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL



EXHIBIT C

DRUG FREE WORKPLACE



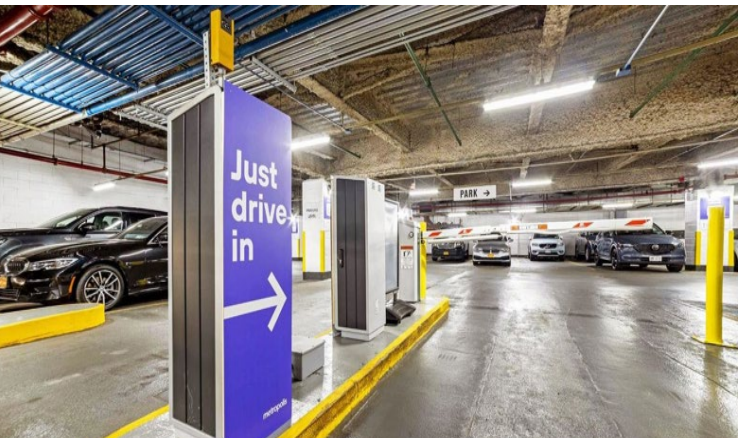


EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

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

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

COMPANY: SP Plus, LLC

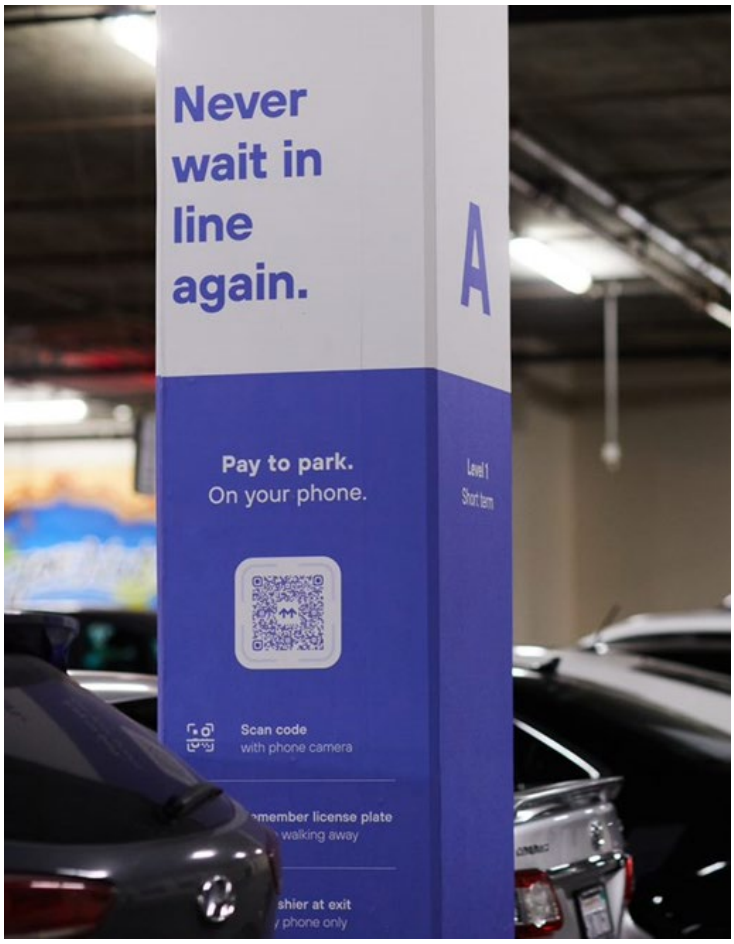
CITY: Chicago STATE: IL ZIP CODE: 60601

SIGNATURE: _____ PHONE: (267) 975-9771

NAME (TYPED OR PRINTED): Christopher Bragg TITLE: Senior Vice President

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL





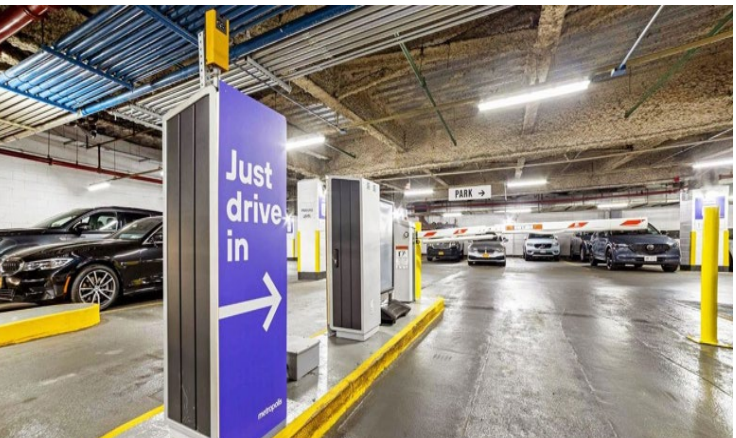


EXHIBIT D

E-VERIFY STATEMENT

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFP: 25-05

Project Description: City of Fernandina Beach: Parking Management Services

I/FIRM acknowledges and agrees to the following:

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

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: SP Plus, LLC

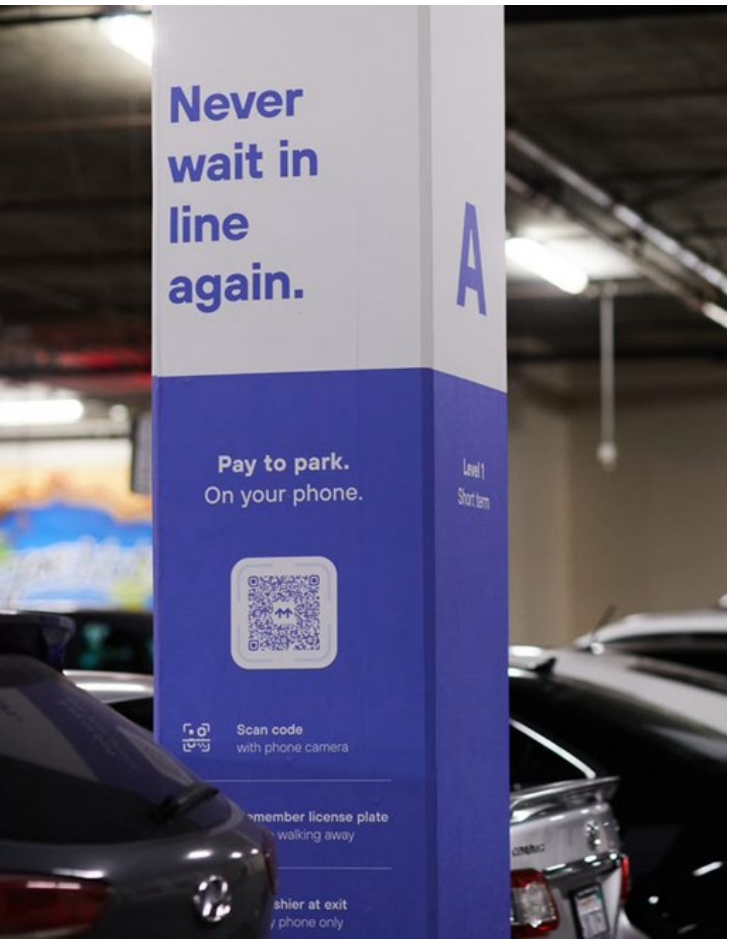
Authorized Signature: Christopher Bragg

Title: Senior Vice President

Date: May 30, 2025

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL





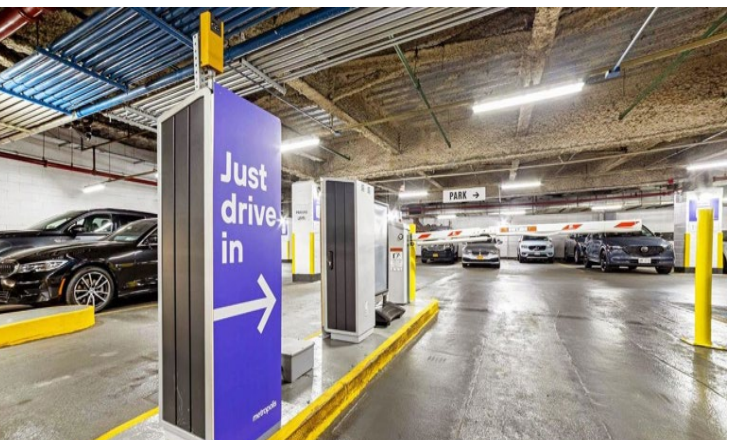


EXHIBIT E

PROPOSER ACKNOWLEDGMENT & AGREEMENTS

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

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

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

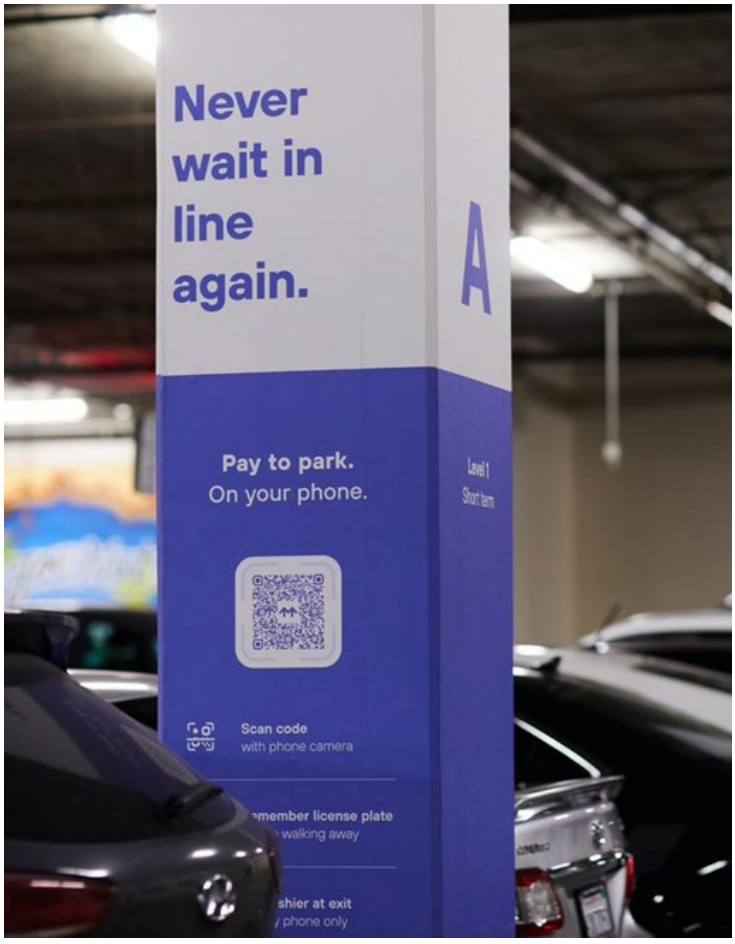
6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Christopher Bragg Title: Senior Vice President

Signature:  Date: May 30, 2025

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL





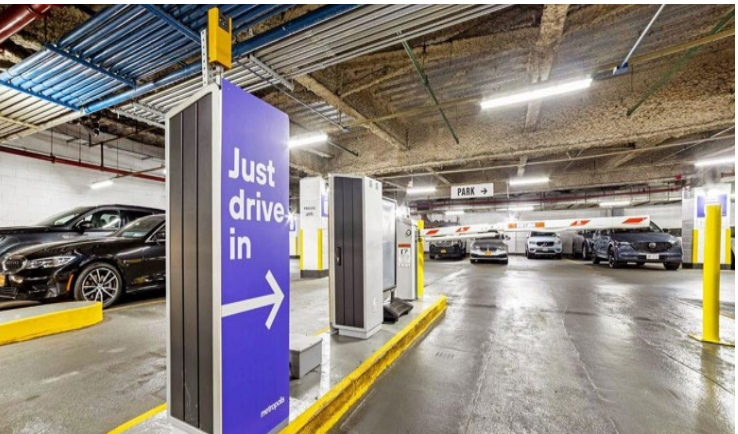


EXHIBIT F

CONFLICT OF INTEREST

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFP: 25-05 Parking Management Services City of Fernandina Beach.

This sworn statement is submitted by (entity) SP Plus, LLC whose business address is 200 E. Randolph St., Suite 7700, Chicago, IL 60601 and (if applicable) Federal Employer Identification Number (FEIN) is 99-0890822 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Christopher Bragg and my relationship to the entity named above is Senior Vice President.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above- n a m e d entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

6/4/2025
Signature Date:

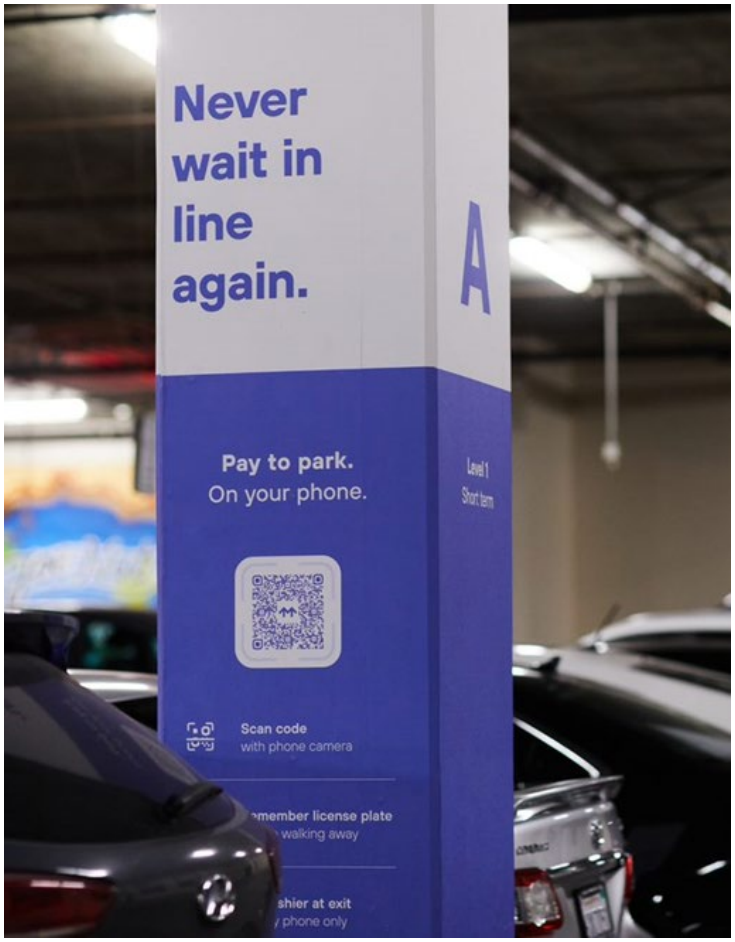
STATE OF ~~FLORIDA~~ District of Columbia
COUNTY OF District of Columbia
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 4th June, 2025, and is personally known to me, or has provided Drivers License as identification.

My Commission expires: MAY 31, 2028
Notary Signature

GEVALLE NICHOLE GAITHER NOTARY PUBLIC DISTRICT OF COLUMBIA

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL





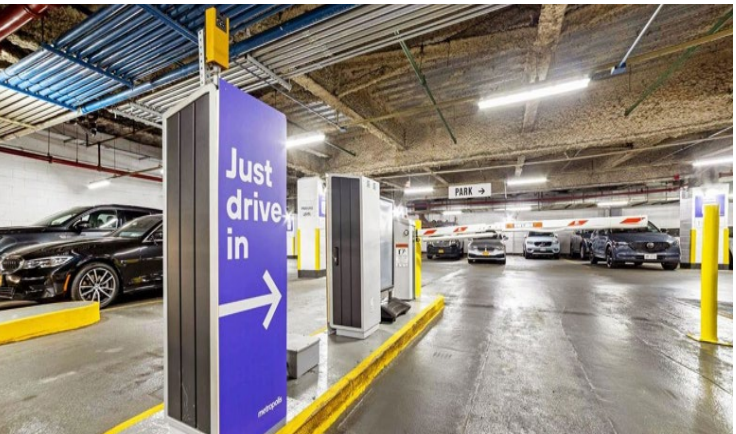


EXHIBIT G

NON-COLLUSION AFFIDAVIT

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFP: 25-05 Parking Management Services City of Fernandina Beach.

This sworn statement is submitted by (entity) SP Plus, LLC whose business address is 200 E. Randolph St., Suite 7700, Chicago, IL 60601 and (if applicable) Federal Employer Identification Number (FEIN) is 99-0890822 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Christopher Bragg and my relationship to the entity named above is Senior Vice President.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature _____ Date: 6/4/2025

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

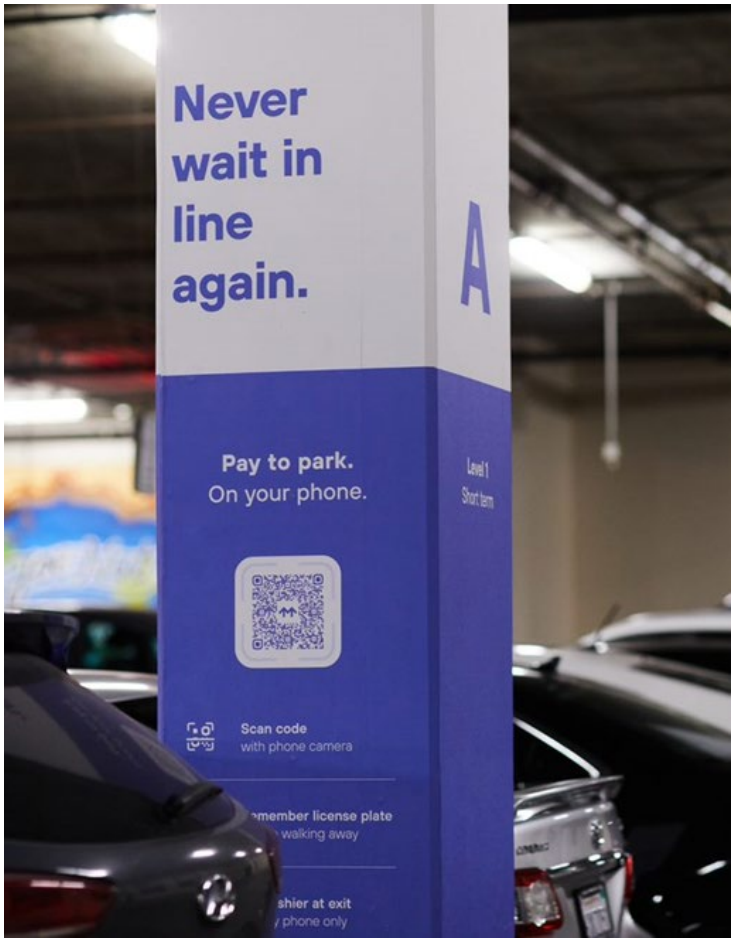
STATE OF ~~FLORIDA~~ District of Columbia
COUNTY OF District of Columbia
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 4 day of June 2025 and is personally known to me, or has provided Drivers License as identification.

_____ My Commission expires: MAY 31, 2028
Notary Signature

GEVALLE NICHOLE GAITHER NOTARY PUBLIC DISTRICT OF COLUMBIA MY COMMISSION EXPIRES MAY 31, 2028

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL





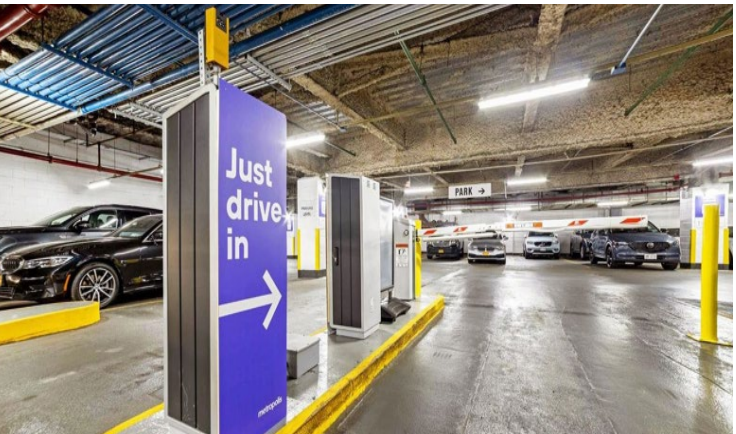


EXHIBIT H

DISPUTES DISCLOSURE FORM

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

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

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO✓

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

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

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

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

SP Plus, LLC	May 30, 2025
Firm	Date
Authorized Signature	Christopher Bragg, Senior Vice President Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

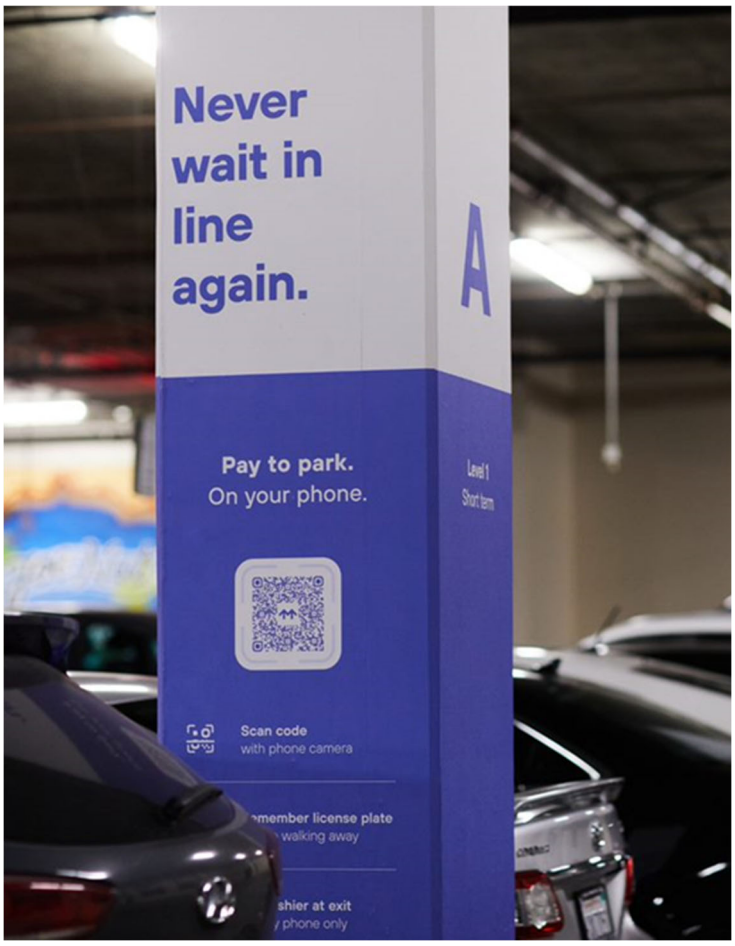
Litigation Statement

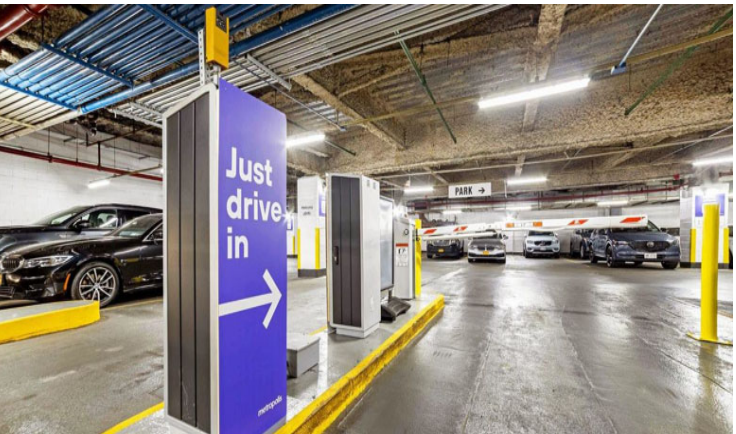
SP Plus LLC, its subsidiaries, and parent company (collectively, “SP”) does not maintain a repository for all litigation and regulatory allegations in the ordinary course of business. No litigation or regulatory allegation would prevent us from meeting its financial or operational obligations under the agreement to be awarded in connection with this Request for Proposal.



Addendum # 1

Q&A





CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 25-05**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the response submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: Christopher Bragg **TITLE:** Senior Vice President

ADDRESS: 200 E. Randolph St., Suite 7700

CITY: Chicago **STATE:** IL

AUTHORIZED SIGNATURE:  **DATE:** 5/30/25

- Evaluation criteria change.

Criteria	Weight
Qualifications/Experience of Company	30
Performance Delivery Plan	30
References	20
Project Budget and Cost	20
	100

- In the cost proposal budgets, should vehicles, LPR units and any other items that would be considered capital expenditures be amortized over 36 months or 60 months? **All equipment should be purchased/maintained/owned by the Contractor. The City anticipates that the contract will have an initial period of three (3) years with two (2) options to renew at two (2) years each for a total of seven (7) years with a projected start date of October 1, 2025.**

- If the contract is not extended and there are still unamortized costs, will the city reimburse the operator? **Reimbursements will be determined during contract negotiations.**

- Who will own the vehicle, LPR unit, etc. at the end of the contract term, the City or the Contractor? **All equipment should be purchased/maintained/owned by the Contractor.**

- Please confirm what type of agreement the City is looking for. Is it a Rev Share or is it a management agreement with a fixed management fee plus reimbursable operating expenses? **Proposer should present the option that is in the best interest of the City.**

- Will there be available office space for the contractor to use? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- If the contractor has to provide their own office space, does it have to be in a certain general location and available to the public for customer service? **There are no requirements for office space within this RFP.**

- Will there be available parking spaces for enforcement vehicles? **The City will assist in providing parking for enforcement vehicles.**

- Please confirm the City will be the Merchant of Record **Yes**

- Who is the City's preferred collections agency? **The vendor the City prefers is Contract Callers.**

- Can the City describe what type of DOT interface they are seeking with the selected Digital Enforcement system? Is an integration with the Florida Department of Highway

Safety and Motor Vehicles for the purposes of registered owner lookups and registration holds sufficient? **The purpose of this interface is to be able to send parking citations to the registered address.**

- Would all 39,000 residents be eligible for a digital permit, which could allow for free parking for all Fernandina Beach residents? **The company should make a recommendation on annual permits that provides benefits (discounts) to residents.**

- We see the "3 Hours Parking" signs all across the city have been removed. Is it the City's intent to introduce incremental rates instead of the 3-hours time limit? If so, do you have rates in mind that you would envision charging? We need to understand the rates in order to create a revenue proforma. **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on hourly rates, annual permits, and parking times to the City.**



- Those signs reflected enforcement from 7am to 7pm. Does the City wish to keep this schedule and if so, is it for seven (7) days per week? If you envision another schedule can you please share it? **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on parking times to the City.**

- The RFP states all revenues will be deposited in a City controlled account. Would the successful bidder have access to this account, along with the ability to make withdrawals to cover operating expenses? **The company will not have the ability to withdraw funds from a City account. It is anticipated that the City will receive net revenue deposits from the Company.**

- There is the mention of "kiosks" on page 6 of the RFP, Scope of Work. Kiosk usually refers to a multi-space meter that a parker would approach on foot, making payment for their parking session. Is it the City's desire that the successful bidder mount these devices on certain block faces in the enforcement zone? And if these devices are

desired, will the City purchase them or expect the successful bidder to make that purchase? **The company is responsible for supplying, installing, and maintaining kiosks if they are recommended by the proposer and agreed upon by the City.**

- Within the zone outlined in red and showing as Exhibit A, there are a number of surface lots. See signs below. It is our understanding that these lots will also be a part of the enforcement program, in addition to the on-street spaces and Marina Lots. Can you verify we are correct about this assumption? **Yes, these surfaces are part of the premium paid parking zone**





CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES



- The new program will require informational signs to notify the public of the program and the new parking rates. This could mean the installation of 250 signs at a ratio of 1 every 3 spaces, for example. Will the City generate and install these signs? **The company will be responsible for supplying, installing, and maintaining all signage. The Downtown area is part of the City's Historic District and signage will need to be a coordinated effort with the City.**

- Would the City provide an office for the successful enforcement company or would the company have to rent office space? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- Would the City be willing to bring 110 power to two (2) points in each of the Marina lots? This would be needed to power new technology on those locations. **There is 110v available in both parking lots**

- Can you please verify the financial statements are kept confidential throughout this process? **Under Florida Public Records Law the statements would become available once the bid is awarded. Banking information would be redacted. Please refer to Florida Statute (119.071, Sub 1, Sub B2)**

G. Additional Information



a metropolis company

Legal Exceptions

Indemnity Damages: Consequential, punitive or indirect damages are included in the indemnity of the client. We propose a mutual waiver of consequential, punitive, and indirect damages.

Choice of legal Counsel: The City reserves the right to defend itself with counsel of its choice, and SP+ is required to reimburse the client for such defense costs. This provision risks exposure to uninsured costs. We propose that (i) SP+ have the right to defend the client from an indemnified claim with counsel reasonably selected by SP+'s insurer and (ii) if client chooses to defend itself with its own counsel, the client must bear the cost without reimbursement from SP+.

Bid Bond

Our bid bond is included on the following pages.

June 3, 2025

Ryan Moritsugu
NAME SP+, A METROPOLIS COMPANY (SP PLUS LLC)
200 East Randolph Street, Suite 7700
Chicago, IL 60601

Re: CITY OF FERNANDINA BEACH
Project: CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES
Estimated Contract Price: $ .00
Bid Date: 6/5/2025
Surety: RLI GROUP

Dear Ryan Moritsugu:

Enclosed please find the above captioned bid bond, executed per your request.

The bid bond must be signed by an authorized representative of your company, notarized and sealed with the corporate seal if applicable. It is your responsibility to ensure the bid bond conforms with your needs and instructions to us, including but not limited to the correct coverages and parties, and with any laws applicable to your operations and/or the contract requiring the bid bond, and to advise us immediately, in writing, if the bid bond form so executed does not contain the proper information. Accordingly, it is incumbent upon you to carefully review the bond, and we will expect that you will, double-check all information, including signatures, dates, amounts and job descriptions for accuracy, and to verify that the bid bond form we executed is the form required by the specification. This will avoid the possibility of having a low bid rejected because of a clerical error. We will also expect you to verify that anything unusual that has been requested by the obligee is attached.

If, following your review of the bond, you do not advise us in writing of any problem or deficiency in its terms and information but submit the bond as is, your submission will constitute your verification, and we will justifiably assume, that the bond form as issued is correct and appropriate for the purpose for which it is being submitted. You further understand that we will have no liability for any deficiencies or discrepancies not brought to our attention in accordance with this letter.

The bid bond authorization is based upon your original estimate. **If the actual bid price exceeds this estimate by 10% or more, you must contact us for additional authority!**

Please call our office if you should have any questions or need any further assistance.

Good Luck on your Bid.

Sincerely,

Corinne Chapman
Record #3006847

Your bid results are very important, please mail this information back to the address below, or email your Aon representative within 5 days of the bid opening.

	Contractors Name		**Contract Price**
1.	_____	$	_____
2.	_____	$	_____
3.	_____	$	_____

Where did you place _____ And your price $ _____

If awarded contract, is final bond required? Yes ☐ No ☐

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
NAME SP+, A METROPOLIS COMPANY (SP PLUS LLC)
200 East Randolph Street, Suite 7700
Chicago, IL 60601

SURETY:
(Name, legal status and principal place of business)
RLI INSURANCE COMPANY
9025 North Lindbergh Drive
Peoria, IL 61615

OWNER:
(Name, legal status and address)
CITY OF FERNANDINA BEACH
204 Ash Street, Fernandina Beach, FL 32034-4230

BOND AMOUNT: Five Percent of Amount bid
(5% of Amount Bid)

PROJECT:
(Name, location or address, and Project number, if any)
CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

Project Number, if any:

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 3rd day of June, 2025

	NAME SP+, A METROPOLIS COMPANY (SP PLUS LLC)
	(Principal) *(Seal)*
(Witness)	
	(Title) ,
Samantha Chierici	RLI INSURANCE COMPANY
(Witness) Samanatha Chierici	*(Surety)* *(Seal)*
	Corinne Chapman
	(Title) Corinne Chapman, Attorney in Fact

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POWER OF ATTORNEY

RLI Insurance Company
Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Sandra M. Winsted, Judith A. Lucky-Eftimov, Susan A. Welsh, Salena Wood, Derek J. Elston, Eric D. Sauer, Christina L. Sandoval, Jennifer Williams, Aerie Walton, Jennifer L. Jakaitis, Bartlomiej Siepierski, Barbara Pannier, Samantha Chierici, Kristin L. Hannigan, Roger Paraison, Nicholas Kertesz, Corinne Chapman, Jean Torres, Dartonya Wright, Tara A. Maquinto, Richard Casas, Aaron D. Griffin, Robert Nachreiner, George F. Douaire V, jointly or severally

in the City of Chicago, State of Illinois its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed **Seventy Five Million** Dollars (**$75,000,000.00**) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

> "All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Sr. Vice President with its corporate seal affixed this 27th day of February, 2025.

CONTRACTORS BONDING AND INSURANCE COMPANY CORPORATE SEAL ILLINOIS

RLI INSURANCE COMPANY CORPORATE SEAL ILLINOIS

RLI Insurance Company
Contractors Bonding and Insurance Company

By: _____
Eric Raudins — Sr. Vice President

State of Illinois
County of Peoria } SS

On this 27th day of February, 2025, before me, a Notary Public, personally appeared Eric Raudins, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: _____
Jill A. Scott — Notary Public

NOTARY PUBLIC STATE OF OHIO

JILL A SCOTT
Notary Public
State of Ohio
My Comm. Expires
September 22, 2025

CERTIFICATE

I, the undersigned officer of **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 3 day of June, 2025

RLI Insurance Company
Contractors Bonding and Insurance Company

By: _____
Jeffrey D Fick — Corporate Secretary

SUBMITTED BY:

RYAN GRULICH
Director of Business Development
P: 253-987-9919
E: rgrulich@spplus.com

Metropolis Parking Services
400 N. Ashley #2590
Tampa, FL 33602

spplus.com | metropolis.io

RFP 25-05 PAID PARKING AND TRANSPORATION SERVICES

Combined Evaluations Scoring

	Criteria	Weight
1	Qualifications/Experience of Company	30
2	Performance Delivery Plan	30
3	References	20
4	Project Budget and Cost	20
		100

Rating (used to fill in yellow boxes)

0	Did not address
1	Significant deficiencies
2	Some deficiencies
3	Meets requirements/expectation
4	Slightly exceeds expectations
5	Greatly exceeds expectations

		ELITE PARKING SERVICES		LAZ PARKING		ONEPARKING, INC.		OTTO CONNECT, INC.		PREMIUM PARKING SERVICES, INC.		SP+ PARKING		UNIVERSAL PARKING	
			Total		Total		Total		Total		Total		Total		Total
1	Qualifications/Experience of Company	22	132.00	19	114.00	21	126.00	14	84.00	19	114.00	21	126.00	17	102.00
2	Performance Delivery Plan	20	120.00	16	96.00	19	114.00	15	90.00	16	96.00	20	120.00	17	102.00
3	References	18	72.00	18	72.00	19	76.00	14	56.00	15	60.00	18	72.00	14	56.00
4	Project Budget and Cost	16	64.00	14	56.00	19	76.00	12	48.00	18	72.00	20	80.00	14	56.00
	Total		388.00		338.00		392.00		278.00		342.00		398.00		316.00
	RANKING		3		5		2		7		4		1		6

RFP 25-05 PAID PARKING AND TRANSPORATION SERVICES

David Bishop

	Criteria	Weight
1	Qualifications/Experience of Company	30
2	Performance Delivery Plan	30
3	References	20
4	Project Budget and Cost	20
		100

Rating (used to fill in yellow boxes)

0	Did not address
1	Significant deficiencies
2	Some deficiencies
3	Meets requirements/expectation
4	Slightly exceeds expectations
5	Greatly exceeds expectations

		ELITE PARKING SERVICES		LAZ PARKING		ONEPARKING, INC.		OTTO CONNECT, INC.		PREMIUM PARKING SERVICES, INC.		SP+ PARKING		UNIVERSAL PARKING	
			Total		Total		Total		Total		Total		Total		Total
1	Qualifications/Experience of Company	5	30.00	3	18.00	3	18.00	4	24.00	3	18.00	4	24.00	2	12.00
2	Performance Delivery Plan	5	30.00	3	18.00	2	12.00	4	24.00	4	24.00	4	24.00	2	12.00
3	References	4	16.00	3	12.00	3	12.00	3	12.00	3	12.00	4	16.00	3	12.00
4	Project Budget and Cost	4	16.00	3	12.00	3	12.00	3	12.00	4	16.00	3	12.00	3	12.00
	Total		92.00		60.00		54.00		72.00		70.00		76.00		48.00
	RANKING		1		5		6		3		4		2		7

RFP 25-05 PAID PARKING AND TRANSPORATION SERVICES

Nathan Coyle

	Criteria	Weight
1	Qualifications/Experience of Company	30
2	Performance Delivery Plan	30
3	References	20
4	Project Budget and Cost	20
		100

Rating (used to fill in yellow boxes)

0	Did not address
1	Significant deficiencies
2	Some deficiencies
3	Meets requirements/expectation
4	Slightly exceeds expectations
5	Greatly exceeds expectations

		ELITE PARKING SERVICES		LAZ PARKING		ONEPARKING, INC.		OTTO CONNECT, INC.		PREMIUM PARKING SERVICES, INC.		SP+ PARKING		UNIVERSAL PARKING	
			Total		Total		Total		Total		Total		Total		Total
1	Qualifications/Experience of Company	3	18.00	5	30.00	5	30.00	2	12.00	5	30.00	5	30.00	5	30.00
2	Performance Delivery Plan	3	18.00	4	24.00	5	30.00	2	12.00	4	24.00	5	30.00	5	30.00
3	References	3	12.00	3	12.00	3	12.00	3	12.00	3	12.00	3	12.00	3	12.00
4	Project Budget and Cost	2	8.00	5	20.00	5	20.00	2	8.00	4	16.00	5	20.00	3	12.00
	Total		56.00		86.00		92.00		44.00		82.00		92.00		84.00
	RANKING		6		3		1		7		5		1		4
							TIED						TIED		

RFP 25-05 PAID PARKING AND TRANSPORATION SERVICES

Lisa Finkelstein

	Criteria	Weight
1	Qualifications/Experience of Company	30
2	Performance Delivery Plan	30
3	References	20
4	Project Budget and Cost	20
		100

Rating (used to fill in yellow boxes)

0	Did not address
1	Significant deficiencies
2	Some deficiencies
3	Meets requirements/expectation
4	Slightly exceeds expectations
5	Greatly exceeds expectations

		ELITE PARKING SERVICES		LAZ PARKING		ONEPARKING, INC.		OTTO CONNECT, INC.		PREMIUM PARKING SERVICES, INC.		SP+ PARKING		UNIVERSAL PARKING	
			Total		Total		Total		Total		Total		Total		Total
1	Qualifications/Experience of Company	5	30.00	2	12.00	5	30.00	3	18.00	3	18.00	3	18.00	3	18.00
2	Performance Delivery Plan	5	30.00	2	12.00	4	24.00	3	18.00	2	12.00	3	18.00	4	24.00
3	References	4	16.00	3	12.00	4	16.00	2	8.00	2	8.00	3	12.00	2	8.00
4	Project Budget and Cost	4	16.00	1	4.00	4	16.00	3	12.00	3	12.00	4	16.00	3	12.00
	Total		92.00		40.00		86.00		56.00		50.00		64.00		62.00
	RANKING		1		7		2		5		6		3		4

RFP 25-05 PAID PARKING AND TRANSPORATION SERVICES

Jeremiah Glisson

	Criteria	Weight
1	Qualifications/Experience of Company	30
2	Performance Delivery Plan	30
3	References	20
4	Project Budget and Cost	20
		100

Rating (used to fill in yellow boxes)

0	Did not address
1	Significant deficiencies
2	Some deficiencies
3	Meets requirements/expectation
4	Slightly exceeds expectations
5	Greatly exceeds expectations

		ELITE PARKING SERVICES	Total	LAZ PARKING	Total	ONEPARKING, INC.	Total	OTTO CONNECT, INC.	Total	PREMIUM PARKING SERVICES, INC.	Total	SP+ PARKING	Total	UNIVERSAL PARKING	Total
1	Qualifications/Experience of Company	5	30.00	5	30.00	4	24.00	3	18.00	4	24.00	5	30.00	3	18.00
2	Performance Delivery Plan	4	24.00	4	24.00	4	24.00	3	18.00	3	18.00	4	24.00	3	18.00
3	References	3	12.00	4	16.00	4	16.00	3	12.00	3	12.00	3	12.00	2	8.00
4	Project Budget and Cost	4	16.00	2	8.00	4	16.00	2	8.00	4	16.00	4	16.00	2	8.00
	Total		82.00		78.00		80.00		56.00		70.00		82.00		52.00
	RANKING		1		4		3		6		5		1		7
			TIED										TIED		

RFP 25-05 PAID PARKING AND TRANSPORATION SERVICES

Scott Mikelson

	Criteria	Weight
1	Qualifications/Experience of Company	30
2	Performance Delivery Plan	30
3	References	20
4	Project Budget and Cost	20
		100

Rating (used to fill in yellow boxes)

0	Did not address
1	Significant deficiencies
2	Some deficiencies
3	Meets requirements/expectation
4	Slightly exceeds expectations
5	Greatly exceeds expectations

		ELITE PARKING SERVICES		LAZ PARKING		ONEPARKING, INC.		OTTO CONNECT, INC.		PREMIUM PARKING SERVICES, INC.		SP+ PARKING		UNIVERSAL PARKING	
			Total		Total		Total		Total		Total		Total		Total
1	Qualifications/Experience of Company	4	24.00	4	24.00	4	24.00	2	12.00	4	24.00	4	24.00	4	24.00
2	Performance Delivery Plan	3	18.00	3	18.00	4	24.00	3	18.00	3	18.00	4	24.00	3	18.00
3	References	4	16.00	5	20.00	5	20.00	3	12.00	4	16.00	5	20.00	4	16.00
4	Project Budget and Cost	2	8.00	3	12.00	3	12.00	2	8.00	3	12.00	4	16.00	3	12.00
	Total		66.00		74.00		80.00		50.00		70.00		84.00		70.00
	RANKING		5		3		2		6		4		1		4
											TIED				TIED

City of Fernandina Beach
RFP 25-05 Parking Management Services
Evaluation Committee Meeting Minutes
June 18, 2025 – 3:00PM
City Hall Conference Room
204 Ash Street
Fernandina Beach, FL 32034

CALL TO ORDER: City Clerk Caroline Best called the meeting to order at 3:00PM. *Location shifted to City Hall Chambers to accommodate public and media attendees.

ROLL CALL: Evaluation Committee Members: Airport Manager Nate Coyle, Deputy City Manager Jeremiah Glisson (presiding), Parks and Recreation Director Scott Mikelson, Downtown Manager Lisa Finkelstein, and Deputy Chief of Police David Bishop.

REVIEW QUALIFICATIONS: Deputy City Manager Glisson recited the Evaluation Committee Members' collective submittal scores, from highest to lowest, which were as follows: SP+ Parking (398); One Parking Inc. (392); Elite Parking Services (388); Premium Parking Services, Inc. (342); Laz Parking (338); Universal Parking (316); and Otto Connect Inc. (278).

DETERMINE NEXT STEPS: following discussion, a motion was made by Member Mikelson, seconded by Member Bishop, that the Elite Parking Services, Inc. submittal and the SP+ Parking submittal be recommended to the City Commission for their further evaluation and consideration at their July 15, 2025, regular meeting.

ADJOURNMENT: There being no further business before the Evaluation Committee, the meeting was adjourned at 3:25PM.

City of Fernandina Beach
RFP 25-05 Parking Management Services
Evaluation Committee Meeting Minutes
June 23, 2025 – 3:00PM
City Hall Chambers
204 Ash Street
Fernandina Beach, FL 32034

CALL TO ORDER: Deputy City Manager Glisson called the meeting to order at 3:00PM.

ROLL CALL: Evaluation Committee Members: Airport Manager Nate Coyle, Deputy City Manager Jeremiah Glisson (presiding), Parks and Recreation Director Scott Mikelson, and Deputy Chief of Police David Bishop. Downtown Manager Lisa Finkelstein was not in attendance.

REVIEW QUALIFICATIONS: Deputy City Manager Glisson explained that the Evaluation Committee, at their June 18, 2025, meeting, selected Elite Parking Services, Inc. and SP+ Parking submittals move forward for City Commission consideration.

City Attorney Pro Tem Harrison W. Poole Esq., in an effort to reduce the probability of bid protests, subsequently recommended that the Evaluation Committee reconvene to select a third vendor for City Commission consideration.

DETERMINE NEXT STEPS: A motion was made by Member Glisson, seconded by Member Bishop, to select the One Parking Inc. submittal as the third vendor to move forward for Commission consideration at their July 15, 2025, regular meeting. Vote upon passage of the motion was taken by ayes and nays, and being all ayes, carried.

ADJOURNMENT: There being no further business before the Evaluation Committee, the meeting was adjourned at 3:02PM.

Paid Parking Town Hall on 6/24/2025
Audience Questions

1. What is $3.5 million for Downtown in the budget for?

   Page 31 of the 24-25FY Budget contains this paragraph:
   "Major capital projects in the 2024-2025 Fiscal Year Budget include $6.5 million for airport improvements; $1.8 million dollars for storm water improvements; $2.8 million in Wastewater and Water improvements; *$3.5 million in the Downtown District Resiliency and Revitalization projects*, $1.4 million dollars for new Police and Fire vehicles and radios, and $1.6 million for Street Resurfacing, striping, sidewalks, and new equipment to include a Zipper Machine. Funds in the amount of $1.8 million have also been included for Parks and Recreation improvements to includes the Atlantic Recreation Center, MLK Center and construction of the new Waterfront Park."

   The underlined portion refers to $1 million for seawall design, $2 million for seawall construction (these were both offset with state grant revenue) and $500,000 for downtown revitalization.

2. Does dynamic pricing ever go down?

   Yes, if a dynamic pricing model is used, prices go up and down depending on availability and demand.

3. If the city commission has shared the pros of a paid system, what are the cons?

   Cons could include inconvenience, additional cost burden to users, public perception, increased administrative processes, and vendor management.

4. Will the city commission respond to the results of a referendum?

   That depends on the structure of the initiative itself; there are two types. Charter amendments have a statutory process and become a binding part of the City's Charter (our constitutional framework). Other initiatives are "straw polls". They collect voter input but leave the ultimate decision to the city commission. Each

commission member would need to speak to their personal decision-making process.

5. Short term vacation rentals are currently charged $250/year to register. What would the income be if that were raised to $2,000/year each?

   The current fees to register a short-term vacation rental (STVR) in Fernandina are:

   FEES

   New Permits (2024): $300.00
   Renewals (2024): $200.00
   Transfers (2024): $5.25 each

   The city currently collects $138,400 annually from 692 existing STVRs. That number would increase to $1,384,000 if the renewal rate was increased to $2,000/year. These are General Fund Dollars.

6. What were the actual calculations for the initial revenue assumption model?
   The calculations were as follows:

   Revenue

   $1,370,880 hourly street parking (660 spaces x 70% occupied x 10 hrs/day x 296 days x $1.00/hr)
   $ 88,704 hourly lot parking (88 spaces x 70% occupied x 296 days x $5.00/day)
   $ 954,725 generated by annual permit holders (9,547 permits x $ 100)
   $2,413,388 Total Revenue

   Expenses

$156,959	Sales Tax (State)
$196,716	Credit Card Fees (processor)
$123,847	Payroll & Benefits (provider)
$ 91,817	Operating Expenses (provider)
$ 21,600	Management Fee (provider)
$590,939	Total Expenses

   Net income to the city: $1,822,449

7. Has the meeting impacted the current city commission?

Commissioners were pleased so many came out to share their perspectives. Several good points were raised that will involve more research or questions for the firms that will be interviewed on July 15. Each commission member would need to speak to the impact on them personally.

City Commission Regular Meeting
18-Aug-25
RFP 25-05 Parking Management Services
Commissioner Evaluation Form

	Criteria	Weight
1	Qualifications/Experience of Company	30
2	Performance Delivery Plan	30
3	References	20
4	Project Budget and Cost	20
		100

Rating (inserted into yellow boxes)

0	Did not address
1	Significant deficiencies
2	Some deficiencies
3	Meets requirements/expectation
4	Slightly exceeds expectations
5	Greatly exceeds expectations

		ELITE PARKING SERVICES	Total	ONEPARKING, INC	Total	SP+ PARKING	Total
1	Qualifications/Experience of Company		0.00		0.00		0.00
2	Performance Delivery Plan		0.00		0.00		0.00
3	References		0.00		0.00		0.00
4	Project Budget and Cost		0.00		0.00		0.00
	Total		0.00		0.00		0.00

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2025-143
Flood Adaptation Plan - Resilient Florida Grant

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2025-143.

SYNOPSIS: This resolution formally adopts the City of Fernandina Beach Flood Adaptation Plan, a key step in the City's long-term commitment to resiliency. The plan, funded by a Florida Department of Environmental Protection (DEP) Resilient Florida Program grant, builds on a Vulnerability Assessment completed in February 2024. It translates identified risks from tidal flooding, storm surge, sea level rise, and rainfall into 17 strategies and 76 action items, aligning with the City's 2030 Comprehensive Plan objectives and policies. Prepared with the support of consultant Halff and dedicated City staff, the plan also incorporated extensive community engagement, with over 300 residents participating to ensure it reflects local priorities.

The adopted Flood Adaptation Plan provides a practical framework for addressing flood risks, integrating citywide strategies with asset-specific actions based on the State of Florida's Adaptation Planning Guidebook categories: Protection, Accommodation, Managed Relocation, Avoidance, and Procedural measures. With this adoption, the City Manager and staff are authorized to implement the plan and seek grant funding. This Resolution reaffirms the City Commission's commitment to protecting residents, infrastructure, and heritage through strategic investment and community collaboration.

FISCAL IMPACT: The fiscal impact is project based and dependent upon funding provided through the City's annual budget.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2025-143.

Kimberly Elliott-Briley, Deputy City Clerk	07/11/2025
Alisha Brown, Budget Analyst	07/14/2025
Susan Carless, Comptroller	07/14/2025
Jeremiah Glisson, Deputy City Manager	07/14/2025
Sarah Campbell, City Manager	07/15/2025
Harrison Poole, City Attorney Pro Tem	07/29/2025
Teresa Prince, City Attorney	07/29/2025
Katie Newton, Paralegal	08/12/2025
Teresa Prince, City Attorney	08/12/2025



Date: June 26, 2025

Submitted By: Kelly Gibson, Planning and Conservation Director

COMMISSION ACTION: Adopt

RESOLUTION 2025-143

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE FLOOD ADAPTATION PLAN TO SUPPORT COMMUNITY RESILIENCE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has a strong and demonstrated commitment to long-term resiliency and flood adaptation, as evidenced by its various initiatives and the foundational policies outlined in its 2030 Comprehensive Plan, including but not limited to Conservation & Coastal Management Element Objective 5.03 and more specifically 5.04.10 which supports the establishment of adaptation action areas; and

WHEREAS, the City diligently completed a comprehensive Vulnerability Assessment in February 2024, meticulously evaluating the City's exposure and sensitivity to tidal flooding, storm surge, sea level rise (SLR), and rainfall, and pinpointing high-risk areas and critical assets; and

WHEREAS, the City has proactively secured and accepted funds from the Resilient Florida Program through the Florida Department of Environmental Protection (DEP) to facilitate comprehensive adaptation planning and the development of robust flood resilience strategies; and

WHEREAS, the development of the City of Fernandina Beach Flood Adaptation Plan directly builds upon the findings of the Vulnerability Assessment, translating identified risks into specific, actionable strategies designed to enhance the resilience of the City's infrastructure, community assets, and natural resources; and

WHEREAS, the Adaptation Plan was shaped by an extensive and inclusive community engagement process, including an interactive public outreach meeting and a community resilience survey that garnered participation from over 300 residents, ensuring the plan reflects the values, concerns, and priorities of the community and local government staff; and

WHEREAS, this collaborative effort has culminated in the development of 17 detailed strategies and 76 specific action items, each thoroughly documented with information on implementation timelines, cost considerations, responsible leadership, partner organizations, and anticipated benefits; and

WHEREAS, the Adaptation Plan is strategically grounded in the five categories from the State of Florida's Adaptation Planning Guidebook: Protection, Accommodation, Managed Relocation, Avoidance, and Procedural measures, thereby considering a wide spectrum of adaptation tools tailored to Fernandina Beach's distinct geography and needs; and

WHEREAS, the plan integrates citywide strategies with asset-specific actions, prioritizing investments based on the severity and urgency of vulnerabilities and practical feasibility, while also identifying potential funding sources, including state and federal grants, to support successful implementation; and

WHEREAS, the City of Fernandina Beach Flood Adaptation Plan provides a practical, forward-looking framework for responding to increasing flood risks, standing as a testament to the power of collaboration between local government and the community, and serving as a call to action for sustained, strategic investment in flood resilience.

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

SECTION 1. ADOPTION OF PLAN. The City Commission of the City of Fernandina Beach hereby formally adopts the "City of Fernandina Beach Flood Adaptation Plan," which has been thoroughly reviewed and is recognized as a vital component of the City's long-term flood resilience strategy.

SECTION 2. IMPLEMENTATION. The City Manager and relevant City staff are hereby authorized and directed to proceed with the implementation of the strategies and action items outlined within the adopted Flood Adaptation Plan, consistent with available resources and identified priorities.

SECTION 3. FUNDING PURSUIT. The City Manager is further authorized to actively pursue and apply for all available state, federal, and other grant funding opportunities that align with and support the objectives and implementation of the City of Fernandina Beach Flood Adaptation Plan.

SECTION 4. CONTINUED COMMITMENT. The City Commission reaffirms its unwavering commitment to protecting its residents, infrastructure, and heritage from flood risks through ongoing strategic investment, rigorous analysis, and continued community collaboration.

SECTION 5. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

ADOPTED this 19th day of August, 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

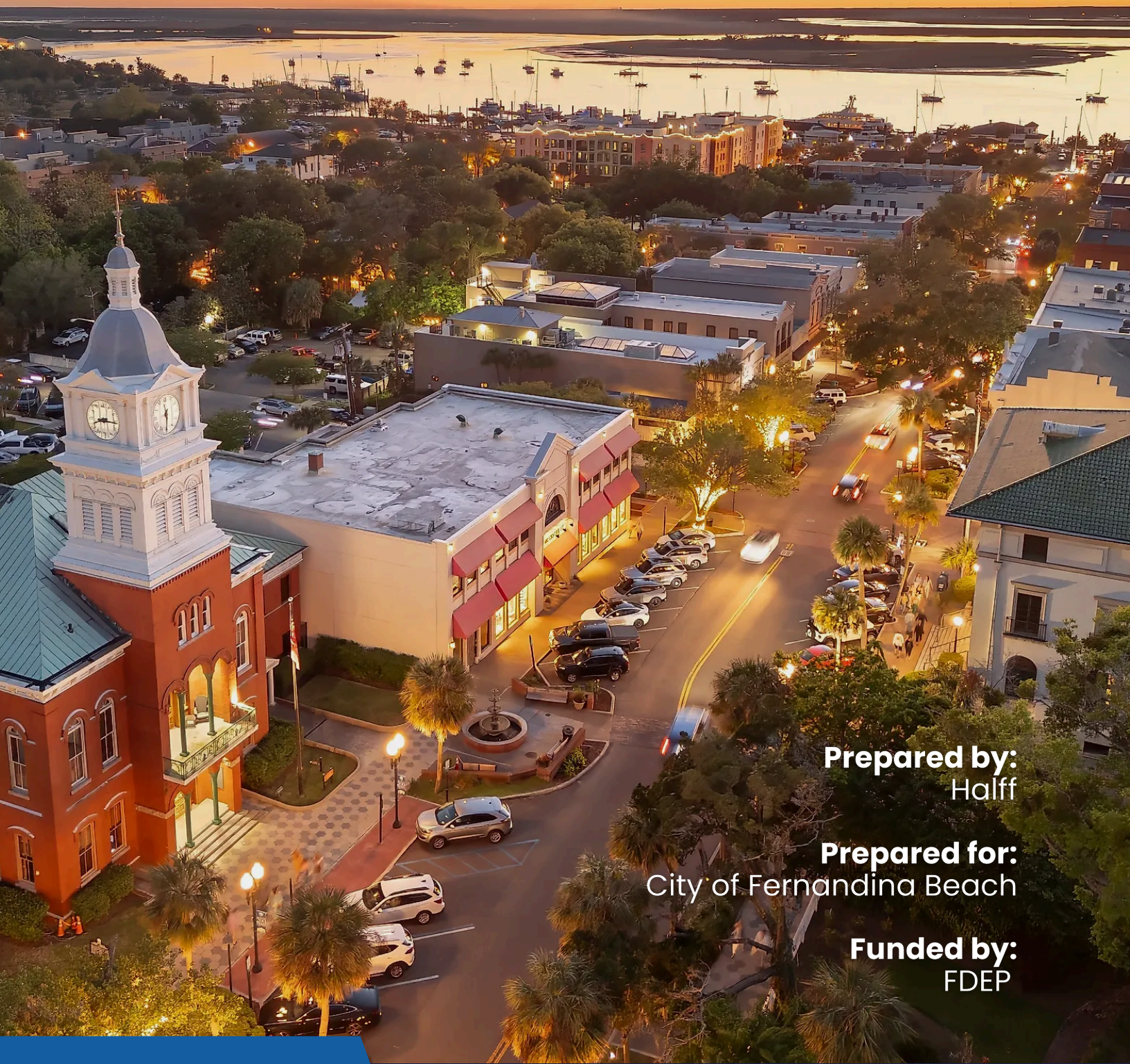
ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

City of Fernandina Beach
Flood Adaptation Plan



Prepared by:
Halff

Prepared for:
City of Fernandina Beach

Funded by:
FDEP

July 2025

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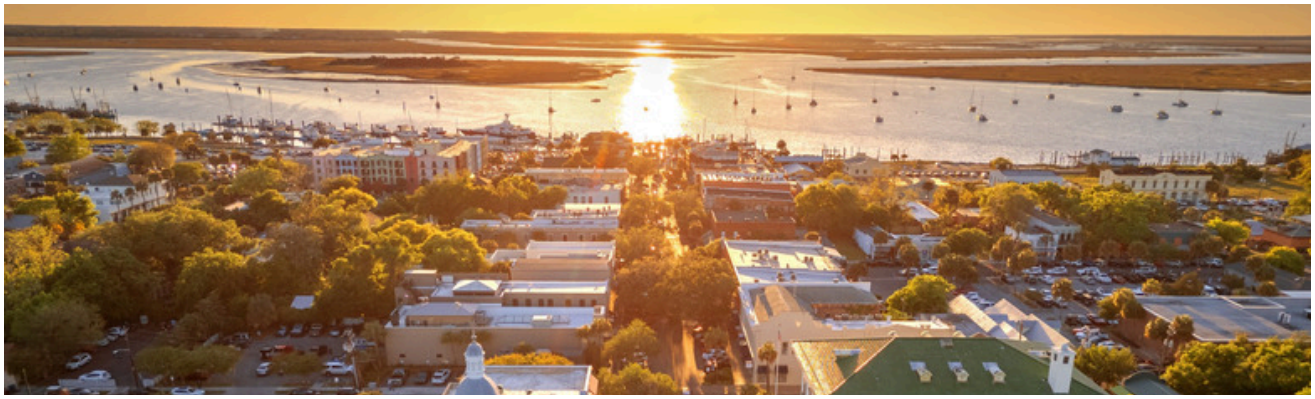
Acknowledgments



City Commission
Mayor James Antun, Seat 4
Vice-Mayor Darron Ayscue, Seat 5
Hon. Joyce M. Tuten, Seat 1
Hon. Genece Minshew, Seat 2
Hon. Tim Poynter, Seat 3

City of Fernandina Beach
Sarah Campbell, City Manager
Kelly Gibson, Planning Director
Lorelei Jacobs, Grants Administrator
Andre Desilet, Public Works Director
Victoria Guadagnino, Utilities Engineer

Halff
Sean Lahav, Project Manager
Patrick Doty, Deputy Project Manager
Melissa Beaudry, Technical Advisor

Taylor Engineering
Michael DelCharco, Coastal Engineer
Ashley Lein, Coastal Engineer

Departments
City Manager's Office
Planning and Conservation Department
Parks and Recreation Department
Building Department
Public Works Department

Resilient Florida Program
Eddy Bouza, Program Director
Saed Johnson, Grant Manager

This work was funded in part through a grant agreement from the Florida Department of Environmental Protection, Resilient Florida Program, by a grant provided by the Office of Resilience and Coastal Protection. The views, statements, findings, conclusions and recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the State of Florida or any of its subagencies.

List of Acronyms

AP – Adaptation Plan
BFE – Base Flood Elevation
CRS – Community Rating System
FBMA – Fernandina Beach Municipal Airport
FDEM – Florida Division of Emergency Management
FDEP – Florida Department of Environmental Protection
FDOT – Florida Department of Transportation
FEMA – Federal Emergency Management Agency
FFE – Finished Floor Elevation
GIS – Geographic Information Systems
GSI – Green Stormwater Infrastructure
LID – Low Impact Development
LSSM – Living Shoreline Suitability Model
MHHW – Mean Higher High Water
NFIP – National Flood Insurance Program
NEFRC – Northeast Florida Regional Council
NFTPO – North Florida Transportation Planning Organization
NPS – National Parks Services
NbS – Nature-based Solutions
NOAA – National Oceanic and Atmospheric Administration
RLP – Repetitive Loss Property
RTFF – Real-Time Flood Forecasting
SFHA – Special Flood Hazard Area
SLR – Sea Level Rise
SJRWMD – St. Johns River Water Management District
ULI – Urban Land Institute
USACE – U.S. Army Corps of Engineers
VA – Vulnerability Assessment
WAD – Water Attenuation Device
WMP – Watershed Management Plan

Key Terms

Accommodation Strategies: Alter physical design of vulnerable structures to allow the structure or land use to stay in place with modification (FDEP).

Avoidance Strategies: Involve guiding new development away from areas that are subject to coastal hazards and can be done by implementing policy and/or offering of incentives (FDEP).

Floodplain: Any land area susceptible to being inundated by floodwaters from any source (FEMA).

Managed Relocation Strategies: Deliberate retreat from areas or infrastructure where protection or accommodation will not be efficient or effective can be voluntary, incentivized, or done gradually (FDEP).

Nature-based Solutions (NbS): Actions aimed at protecting, conserving, restoring, and sustainably managing natural or modified terrestrial, freshwater, coastal, and marine ecosystems, which address social, economic and environmental challenges effectively and adaptively, while simultaneously providing human well-being, ecosystem services, resilience and biodiversity benefits (UNEP, UNEA 5.2).

Procedural Strategies: Aim to generate vulnerability and adaptation information, increase awareness of vulnerabilities and adaptation options or incorporate such information into plans or policies (FLDC).

Protection Strategies: Involve both hard and soft (or “gray” and “green”) structurally defensive measures (such as seawalls and levees) to mitigate impacts of rising seas while leaving the vulnerable structures behind these measures largely unaltered (FDEP).

Resilience: The ability to prepare and plan for, absorb, recover from, and more successfully adapt to adverse events (ULI).

Sea Level Rise (SLR): An observed increase in the average local sea level or global sea level trend. The two major causes of global SLR are thermal expansion caused by the warming of the oceans (since water expands as it warms) and the loss of land-based ice (such as glaciers and polar ice caps) due to melting (NOAA).

Special Flood Hazard Area (SFHA): The area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year, also referred to as the base flood or 100-year flood (FEMA).

Storm Surge: An abnormal rise of water generated by a storm, over and above the predicted tides, often causing coastal flooding (NOAA).

Tidal Flooding: Flooding caused by unusually high tides, often exacerbated by changes in sea levels (NOAA).

Vulnerability Assessment: An assessment measuring the impacts of flooding and identifying the people, infrastructure, and land uses that may be affected (FDEP).

How to Read This Plan



This Flood Adaptation Plan is structured to provide both a clear policy direction and actionable guidance for implementation. Each strategy is organized using a consistent format to help readers understand what the City of Fernandina Beach aims to achieve, how it will be accomplished, and who will be responsible for carrying it out. The strategies are numbered and include a concise policy statement followed by detailed supporting elements that outline the scope, timeline, and expected benefits.

At the core of each strategy is a **policy statement**—a clear expression of the City's intent to reduce flood risk, protect public assets, and improve community resilience. These statements provide the "what" and "why" of each strategy, summarizing the desired outcome and identifying priority locations or conditions the City intends to address. This is followed by description of the implementation approach, offering more detail on how the strategy will be realized.

To support effective execution, each strategy includes a series of **implementation elements**. These cover the **strategy focus areas**, such as specific neighborhoods, flood zones, or citywide systems; the **types of assets** involved (e.g., transportation, infrastructure); and the **adaptation type**, indicating whether the strategy involves protection, accommodation, or procedural improvements. A relative **cost estimate** and timeframe help define the scale of effort and when results can be expected.

The plan also identifies an **implementation lead**—the City department primarily responsible for advancing the strategy—and **key strategy partners**, including other City departments, regional agencies, state and federal partners, and private stakeholders. This ensures that roles and responsibilities are transparent and that collaboration is built into the process from the outset.

Each strategy concludes with a list of **implementation actions** and a summary of **intended benefits**. These actions break down the steps required to bring the strategy to life, from planning and design to construction, permitting, or policy updates. The listed benefits articulate the specific outcomes the City expects to achieve.

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Atlantic Ocean Sunrise (Source: Amelia Island Vacation Rentals).

Executive Summary



Figure 1. *Port of Fernandina (Source: Florida Ports Council).*

The City of Fernandina Beach has taken a proactive step forward in building long-term flood resilience with the completion of a Vulnerability Assessment (VA) and the development of a comprehensive Adaptation Plan (AP). Funded by the Resilient Florida Program, this Adaptation Plan builds directly on the Vulnerability Assessment's analysis of the City's exposure and sensitivity to tidal flooding, storm surge, sea level rise (SLR), and rainfall, translating identified risks into specific, actionable strategies to enhance the resilience of the City's infrastructure, community assets, and natural resources (**Figure 1**).

Informed by an extensive community engagement process—including an interactive public outreach meeting and a community resilience survey with more than 300 participants—the AP reflects the values, concerns, and priorities of both residents and local government staff. Insights from this collaboration shaped the development of 17 detailed strategies and 76 action items, each accompanied by information on implementation timelines, cost considerations, responsible leadership, partner organizations, and benefits. The result is a locally-grounded and stakeholder-driven plan that addresses both immediate and long-term priorities.

The VA provided a data-rich evaluation of the vulnerability of the City's most critical and regionally significant assets—including transportation networks, evacuation routes, emergency services, utilities, and treasured natural, cultural, and historic resources—to present and future flood-risk. These findings laid the groundwork for a targeted and adaptive approach to managing flooding risks across the City, using spatial analysis to pinpoint high-risk areas and priority assets in need of protection or intervention.

Building on this foundation, the AP moves beyond risk identification to define a clear path toward implementation. Grounded in the five strategic categories from the State of Florida's **Adaptation Planning Guidebook**—Protection, Accommodation, Managed Relocation, Avoidance, and Procedural measures—the AP considers a wide range of adaptation tools tailored to Fernandina Beach's distinct geography and needs. Whether elevating structures, installing nature-based defenses, adjusting land use practices, or improving emergency coordination, each strategy is evaluated for its suitability, cost-effectiveness, and contribution to long-term flood resilience.

Citywide strategies are integrated with asset-specific actions to ensure a cohesive and scalable response to flood risk. Prioritization is based on the severity of vulnerabilities, urgency of risks (**Figure 2**), and practical feasibility, with a clear focus on aligning investments with the City's resilience vision. The plan also identifies potential funding sources and mechanisms—such as state and federal grants—to support the successful implementation of its recommendations.

To aid implementation, the AP includes case studies highlighting real-world examples of flood adaptation from peer communities. These examples serve to illustrate best practices, highlight potential pitfalls, and demonstrate how thoughtful planning can produce meaningful results. Additionally, each strategy within the AP is accompanied by supporting guidance on expected outcomes, potential challenges, and co-benefits, allowing decision-makers to weigh options with confidence.

With this AP, Fernandina Beach has created a practical, forward-looking framework for responding to increasing flood risks. It stands as a testament to the power of collaboration between local government and the community, and as a call to action for sustained, strategic investment in flood resilience. Grounded in local insight and informed by rigorous analysis, the AP ensures that the City is well-prepared to protect its residents, infrastructure, and heritage—today and into the future.



Figure 2. *Flooding in Main Beach Park (Source: First Coast News).*



Fernandina Beach Waterfront (Source: Fernandina Harbor Marina).

1. Plan Background



Figure 3. *Fernandina Historic Downtown Harbor (Source: Marinas.com).*

The City of Fernandina Beach is situated in a low-lying coastal area, surrounded by significant water bodies, including the Atlantic Ocean, Amelia River, St. Marys River, and Egans Creek. This geographic setting exposes the City to heightened risks from tidal changes, storm surges, rainfall, and the anticipated impacts of sea level rise (SLR). The City's vulnerability is compounded by its position at the intersection of natural and urban environments, making it particularly susceptible to flooding.

Hurricanes have profoundly impacted Fernandina Beach over the past decade, damaging vital waterfront infrastructure and underscoring the City's vulnerability to extreme weather. In 2016, Hurricane Matthew caused the most significant damage, destroying docks and piers, including severe impacts to the downtown marina and the Fort Clinch fishing pier, which was later removed entirely due to safety concerns (Amelia Island Living, 2017; Amelia Island Living, 2023).

More recently, Hurricane Ian in September 2022 damaged the Fernandina Harbor Marina at the downtown riverfront (**Figure 3**), severing fuel and electrical lines and forcing the closure of a section of the marina boardwalk near Brett's Waterway Café (Amelia Island Living, 2022). These recurring storm events—combined with flooding and wastewater system failures during Hurricane Helene in 2024—highlight the urgent need for Fernandina Beach to invest in resilient infrastructure and robust emergency preparedness strategies (News4Jax, 2024; Action News Jax, 2024).

According to the **Fifth National Climate Assessment**, the intensity, frequency, and duration of North Atlantic hurricanes—particularly the strongest Category 4 and 5 storms—have all increased since the early 1980s (USGCRP, 2023). This escalating threat, alongside long-term SLR projections, calls for a strategic and forward-looking approach to flood risk management.

The AP aims to identify key vulnerabilities, assess potential adaptation strategies, and prioritize actions that will help the city mitigate risks while maintaining its economic vitality and coastal character. By integrating Nature-based Solutions (NbS), infrastructure improvements, and policy changes, the City seeks to enhance its resilience against future flooding threats. Additionally, the plan aligns with state and federal efforts to improve coastal resilience, positioning the City for potential funding opportunities and technical assistance.

1.1 Findings from the Vulnerability Assessment (VA)

The completed VA highlights significant increases in flood risks for Fernandina Beach, driven by projected SLR and storm events. According to **2017 NOAA SLR Projections**, relative sea levels could rise between 0.78 feet (Intermediate-Low) and 1.54 feet (Intermediate-High) by 2040, increasing further to between 1.38 feet and 3.45 feet by 2070. These rising sea levels directly contribute to expanding flood extents and heightened vulnerability of critical assets throughout the City (**Figure 4**).

Tidal flooding under the Mean Higher High Water (MHHW) scenarios currently impacts about 9.4% of the City's municipal area, but this is expected to increase to 14.4% by 2070 under the Intermediate-Low scenario and up to 19.2% under the Intermediate-High scenario. Specific areas across the community such as Egans Creek, the northwest industrial waterfront, Crane Island, and neighborhoods near the A1A bridge are projected to face frequent nuisance flooding by 2040, with many properties facing sustained inundation by 2070 under higher SLR scenarios.

Storm surge poses an even larger threat. Present-day 100-year storm surge events inundate approximately 33% of Fernandina Beach's municipal area, rising to 37.3% by 2070 (Intermediate-Low) and 44% under the Intermediate-High scenario. For 500-year storm surge events, current inundation covers about 43% of the City, increasing to 47.1% by 2070 (Intermediate-Low) and 56.6% under the Intermediate-High scenario. These projections demonstrate the growing scale of flood exposure, reinforcing the critical need for targeted adaptation measures to reduce risks to infrastructure, residents, and businesses.

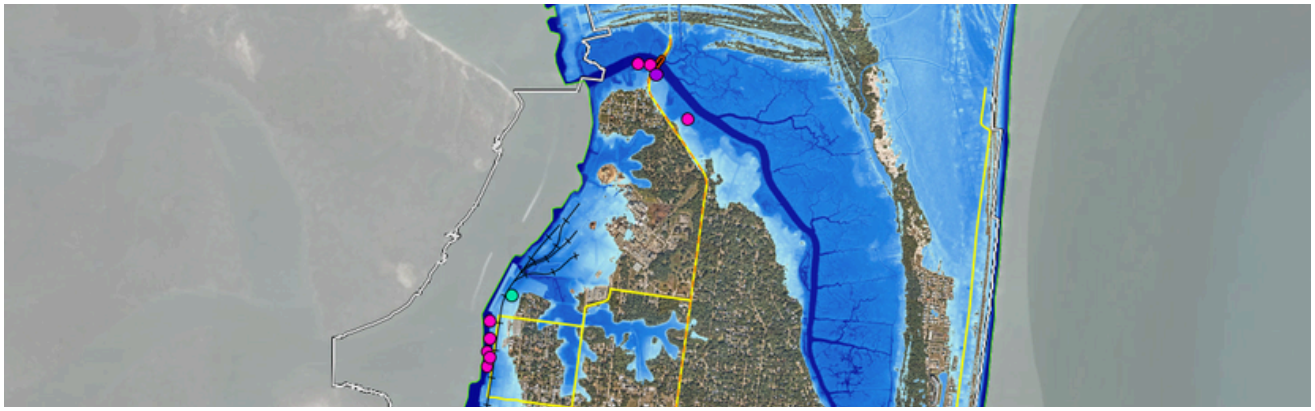

Figure 4. *City of Fernandina Beach Vulnerability Assessment (Source: Halff)*

A major deliverable from the VA was a comprehensive geodatabase cataloging all critical and regionally significant assets within the City's boundaries, including over 100 transportation assets, more than 14,000 critical infrastructure components, 38 community and emergency facilities, and hundreds of natural, cultural, and historic sites. This detailed inventory underscores the scale and diversity of assets at risk from flooding and storm surge, providing a vital foundation for targeted adaptation planning.

In addition to the geodatabase, the VA produced a detailed dataset quantifying inundation depths and exposure for each asset across multiple flood scenarios. For example, the VA shows that by 2070 under the Intermediate-High 100-year storm surge scenario, up to 15 critical community and emergency facilities, including schools, disaster recovery centers, and affordable housing, could be inundated. Similarly, key infrastructure such as wastewater treatment facilities and water utility conveyance systems face substantially increased flood risks, with over 3,500 water utility assets potentially inundated—nearly doubling from current conditions. Transportation networks critical for evacuation and emergency response also face heightened vulnerability, with major roads projected to experience increased inundation.

With this empirical foundation, the City can leverage the VA's findings to identify and prioritize adaptation needs through a process-driven decision method. Short-term actions may focus on fortifying immediately vulnerable infrastructure and updating flood policies, while medium- and long-term strategies could include land use adjustments, stormwater system enhancements, and large-scale resilience investments.

Figure 5 illustrates the distinct components of a floodplain—including the floodway, flood fringe, and base flood elevation (BFE)—which are critical for Fernandina Beach to identify appropriate land use strategies, regulate development, and prioritize flood mitigation efforts in high-risk zones.

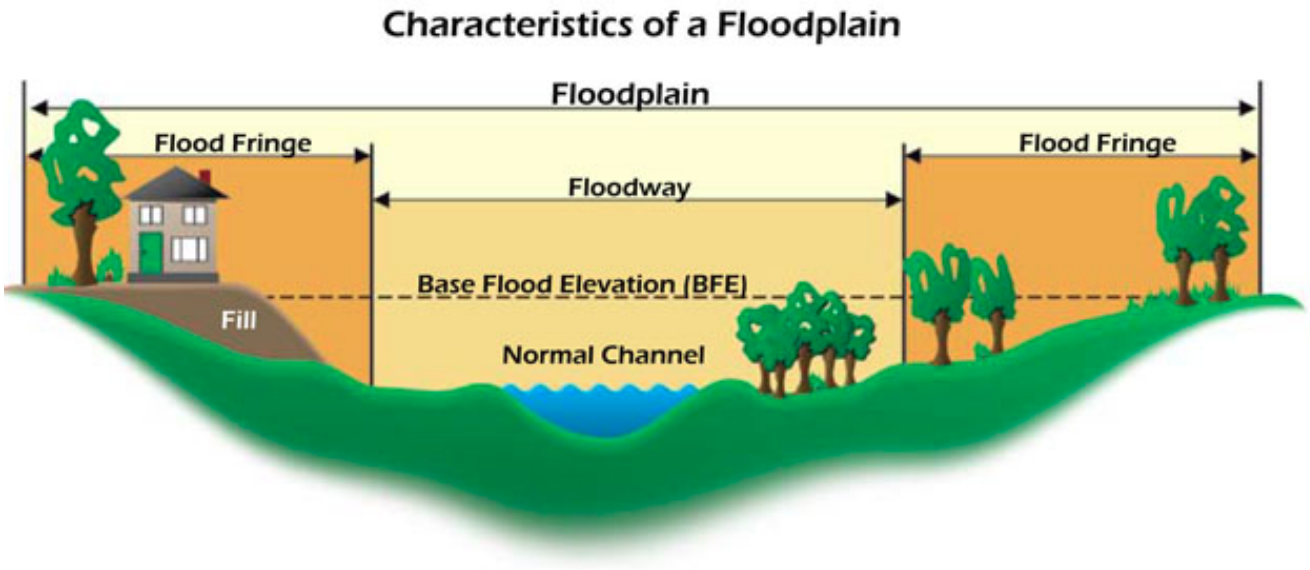

Figure 5. *Characteristics of a Floodplain (Source: NFIP Guidebook, FEMA).*

1.2 Focus Areas Identified in Vulnerability Assessment

The AP builds directly on the VA by prioritizing two high-risk focus areas for targeted adaptation: the Historic District and Downtown Waterfront, and the flood-prone properties along Egans Creek within the Special Flood Hazard Area (SFHA). These areas were identified due to their combination of high exposure to flood hazards and the presence of critical infrastructure, economic assets, and essential transportation corridors.

The Historic District and Downtown Waterfront area is both historically and economically vital to Fernandina Beach. Encompassing a 60-block Victorian-era district and key waterfront assets such as the Fernandina Port, WestRock Paper Mill, Rayonier Advanced Materials plant, and CSX rail lines, this area is vulnerable to tidal flooding and storm surge due to its low elevation and proximity to the shoreline. Targeted adaptation measures in this zone may include floodproofing historic structures, elevating or retrofitting industrial infrastructure, upgrading drainage systems, and installing shoreline protection features such as living shorelines or hybrid gray-green infrastructure. These actions would help preserve cultural heritage, protect economic productivity, and reduce repetitive flood losses.

As shown in **Figure 6**, the area surrounding Egans Creek, including properties within the SFHA, is also a critical focus due to frequent flood exposure and its role in the City's transportation network. Egans Creek borders multiple residential neighborhoods and intersects with key evacuation routes such as Atlantic Avenue and Sadler Road, both of which are susceptible to overtopping during storm events. Adaptation strategies in this area could include raising roadways, replacing or enlarging culverts, implementing floodplain restoration or wetland buffers, and promoting home elevations or buyouts where appropriate. These measures would reduce flood risk to residents and maintain essential connectivity during emergencies.



Figure 6. *Egans Creek Park (Source: Amelia Island, Florida).*

1.3 Regulatory Context

The AP aligns with the regulatory framework established by the State of Florida to address flood risks and adaptation. Under the **Resilient Florida Program**, created by the 2021 passage of **Section 380.093, Florida Statutes**, local governments are required to conduct VAs and integrate resilience planning into their comprehensive plans and capital improvement programs. APs are an optional and not required element.

Fernandina Beach's AP builds upon its state-funded VA and positions the City to apply for funding through the Florida Department of Environmental Protection's (FDEP) **Resilient Florida Grant Program**, which supports local projects aimed at mitigating flood risks, protecting critical infrastructure, and enhancing natural resilience.

Additionally, the AP aligns with the requirements of the Peril of Flood statute (**Section 163.3178, F.S.**), which mandates that coastal communities incorporate policies addressing flood risks and SLR into their local comprehensive plans. As of 2025, the City of Fernandina Beach is fully in compliance with state requirements for vulnerability assessments and comprehensive planning. The optional AP seeks to leverage and build on these efforts in developing an actionable, forward-thinking strategy.

At the regional level, the AP is consistent with the Northeast Florida Regional Council's (NEFRC) vision for flood resilience across Northeast Florida (**Resilient First Coast**), which promotes coordinated adaptation efforts across jurisdictions in response to the growing risks of tidal flooding, storm surge, and extreme rainfall vents. The AP also aligns with the National Flood Insurance Program's (NFIP) **Community Rating System (CRS)**, which incentivizes municipalities to implement proactive flood mitigation strategies that reduce insurance costs for property owners.

At the federal level, the AP supports compliance with the Federal Emergency Management Agency's (FEMA) **Flood Mitigation Assistance (FMA) Program**, which provides funding for pre-disaster mitigation projects. As depicted in **Figure 7**, a key priority of the AP is to advance collaboration with entities like the **U.S. Army Corps of Engineers (USACE)** who have been proactively working on shoreline protection and beach renourishment activities following recent hurricanes.



Figure 7. *USACE Working on Nassau County Shore Protection (Source: USACE).*

1.4 Insights from AP Kickoff Meeting

The kickoff meeting for the AP development process brought together key stakeholders, including City officials and consultants from Halff and Taylor Engineering. The purpose of the meeting was to establish a foundation for the adaptation planning process, identify priorities, and discuss strategies for the development of the AP.

A central takeaway from the meeting was the need for a blend of citywide strategies and site-specific recommendations tailored to the City's most vulnerable areas. The stakeholders emphasized the importance of protecting the City's critical infrastructure, especially evacuation routes and transportation assets, as well as ensuring the resilience of key economic and cultural assets in the Historic District and Downtown Waterfront.

The meeting further highlighted the importance of incorporating a range of adaptation strategies. These strategies fall into five broad categories: protection, accommodation, managed relocation, avoidance, and procedural. These strategies would not only apply to the entire community but also include site-specific recommendations tailored to the most vulnerable areas identified in the VA. The meeting underscored the need for prioritizing the development of adaptation projects, with conceptual designs and engineering cost estimates, to help the City prepare for funding opportunities.

The stakeholders discussed how the AP should align with other ongoing planning efforts, such as the *Comprehensive Stormwater Management Plan* and other regional studies. By integrating these efforts, the City can ensure that its adaptation strategies are consistent with broader regional goals and priorities. The VA's findings will guide the development of the AP, ensuring that adaptation strategies are well-targeted and relevant to the City's most pressing vulnerabilities as illustrated in **Figure 8** with documented flooding on First Street.



Figure 8. *First Street Flooding (Source: Amelia Island Living).*

1.5 Insights from Public Outreach Workshop

The public workshop held on April 28, 2025, offered valuable insight into the priorities and lived experiences of Fernandina Beach residents in the face of growing flood risks. Halff opened the session (**Figure 9**) with a presentation introducing the AP and outlining various strategies, providing a shared foundation for informed discussion. Participants then engaged in surveys and group dialogue, expressing both a strong understanding of local flood issues and a desire for solutions tailored to the community's unique context.

Key concerns centered on aging and insufficient stormwater infrastructure, with residents citing frequent rainfall-induced flooding and the negative impacts of poorly planned development. Specific examples included the removal of open ditches, ineffective road grading, and drainage-blocking fences. Many participants called for better integration of stormwater management into new development planning and permitting, emphasizing the need for preventive measures that consider cumulative impacts over time.

Residents also highlighted the need for broader public education and stronger accountability among developers. Suggestions included the creation of advisory boards and clearer guidance to ensure shared responsibility in reducing flood vulnerability. The conversation extended to environmental protection, with calls for preserving wetlands and floodplains and addressing high-risk areas like Egans Creek and the downtown seawall. An interactive exercise helped identify community preferences for adaptation strategies, with participants demonstrating a clear readiness to help shape the City's flood resilience efforts.



Figure 9. *April 2025 Community Prioritization Public Workshop (Source: Halff).*

1.6 Insights from Community Resilience Survey

Insights gathered from a Community Resilience Survey, which engaged over 300 respondents in Spring 2025, revealed a nuanced picture of public sentiment in Fernandina Beach and provide a robust foundation for a **Strengths, Weaknesses, Opportunities, and Threats (SWOT)** analysis that reflects the community's lived experiences and concerns related to flood risk management.

Strengths lie in the community's high level of awareness and engagement. Residents demonstrate a clear understanding of the local environmental systems, particularly the protective value of wetlands, tree cover, and permeable landscapes. Their emphasis on NbS—such as wetland conservation and strategic green infrastructure—shows a sophisticated appreciation for sustainable resilience approaches. This knowledge, combined with a strong sense of place and concern for long-term livability, positions the City to draw upon a well-informed and motivated citizen base when implementing resilience strategies.

However, these strengths are tempered by notable **weaknesses**, particularly around infrastructure and public trust. Residents pointed to aging stormwater systems, inadequate drainage maintenance, and poor communication from City leadership as key vulnerabilities. The perception that unchecked development is being allowed to outpace infrastructure upgrades has eroded public confidence. Additionally, the absence of a clear, transparent framework for integrating public input into land use and resilience decisions further weakens the City's ability to act cohesively and maintain credibility with its constituents.

There are also significant **opportunities** for the City to act on this feedback in meaningful ways. The public's call for a more deliberate approach to growth, coupled with support for adaptive and nature-based strategies, creates political and social momentum for forward-thinking resilience planning. Engaging the community more directly through transparent, participatory processes and aligning capital improvement projects with resilience goals could help rebuild trust and foster long-term stewardship.

Finally, the survey responses highlight important **threats** that could undermine progress if left unaddressed. Chief among them is the continued perception that development interests outweigh resident safety and environmental health. If the City fails to act on community concerns or communicates poorly about resilience efforts, skepticism and opposition could intensify. Climate-driven challenges—such as SLR, intensifying storms, and tidal flooding—also pose external threats that could overwhelm outdated systems and outpace planning efforts if not met with urgency and coordination.

Appendix B provides detailed results from the Community Resilience Survey.

1.7 Plan Structure

With the background and context now established, the remainder of the AP provides a clear, actionable roadmap for addressing flood risks while aligning with best practices and available funding opportunities. The next sections, Adaptation Tools and Resources, offers a comprehensive overview of flood adaptation strategies available to local governments. It covers both structural and non-structural approaches—including NbS, policy and regulatory updates, and infrastructure improvements—and includes links to case studies from Florida and other national municipalities that have successfully implemented similar measures. The section also identifies key partners, such as regional agencies, state and federal entities, and nonprofit organizations, who can offer technical support and funding. **Appendix C** provides a curated list of current grant opportunities available to equip decision-makers with up-to-date resources for implementation.

Following this, the Adaptation Needs Assessment translates findings from the VA into a set of communitywide and site-specific priorities. This section organizes needs based on the flood exposure and sensitivity of critical assets, drawing directly from the VA's flood depth data and scenario analysis. It distinguishes between assets requiring immediate action—such as infrastructure at risk from frequent tidal flooding—and those facing future risk due to SLR and storm surge, such as the Historic District (**Figure 10**).

The final sections outline a detailed set of strategies organized by implementation timeline: immediate, mid-term, and long-term. High-priority actions are described in greater detail, including specific adaptation mechanisms, cost considerations, expected benefits, and preliminary concepts where available. Medium- and long-term strategies, which may require additional planning or funding, are also presented to ensure a sustained and flexible approach to adaptation planning.



Figure 10. *Fernandina Beach Historic District (Source: The Addison on Amelia Island).*



Flooding from Hurricane Ian in 2022 (Source: Fernandina Beach News-Leader).

2. Adaptation Tools

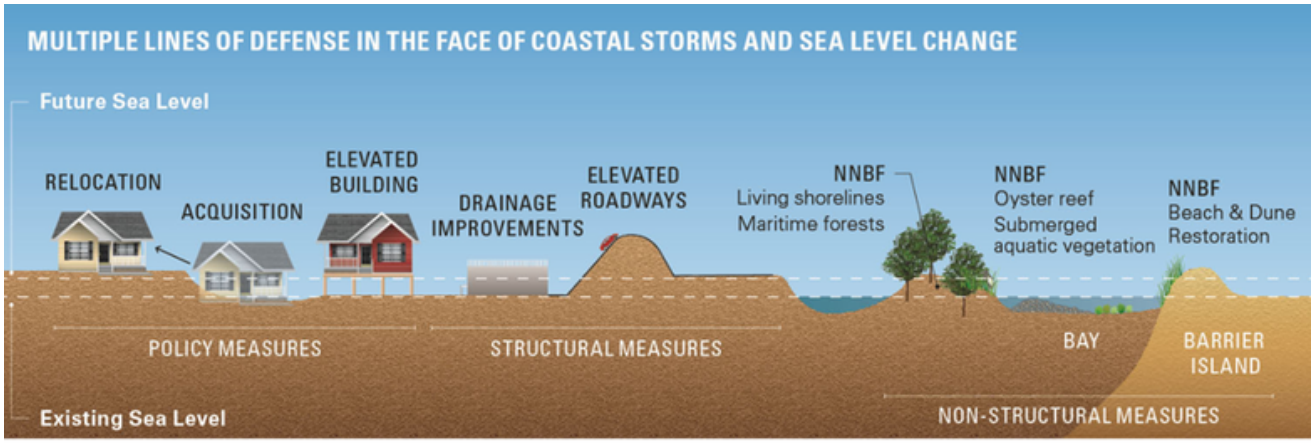

Figure 11. *Multiple Lines of Defense for Coastal Storms and Sea Level Change (Source: City of Virginia Beach, Nature-Based Coastal Flood Mitigation Strategies, 2019).*

Adaptation strategies for flooding vary widely based on the unique characteristics and vulnerabilities of each community, shaped by geographic location, environmental conditions, economic factors, and social dynamics. In some cases, communities focus on protection, implementing engineered or natural defenses such as seawalls, levees, and wetlands to shield coastal areas from rising waters. These protective measures aim to keep floodwaters at bay, reducing the immediate risks to people and property. Other communities may adopt accommodation strategies, which prioritize adjusting existing structures to cope with flooding rather than preventing it entirely.

In instances where the risk is deemed too high, avoidance strategies become more relevant. These strategies aim to reduce exposure to flood hazards by steering development away from high-risk areas. Through zoning restrictions, land-use planning, and conservation efforts, communities can minimize the potential for future damage and reduce the need for expensive adaptation measures in vulnerable regions. However, in areas where flooding is an ongoing and unavoidable challenge, managed relocation offers an alternative. Managed relocation, or strategic retreat, involves gradually moving people, infrastructure, and assets from flood-prone areas to safer locations.

Finally, procedural strategies play an essential role in supporting all other adaptation efforts. These include governance frameworks, regulatory updates, risk assessment processes, and public engagement initiatives, which guide decision-making and ensure that adaptation strategies are implemented in a way that is both effective and fair.

Figure 11 shows multiple lines of defense against coastal storms and SLR, organized into policy, structural, and non-structural measures. It highlights a layered approach, from relocation and infrastructure upgrades to NbS like living shorelines, oyster reefs, and dune restoration.

2.1 Protection Strategies

Protection strategies incorporate "structurally defensive measures that directly protect vulnerable structures, allowing them to be left largely unaltered" (FDEP, 2018). Protection strategies encompass various measures aimed at mitigating the impacts of SLR, storm surge, and erosion. These strategies can be further categorized as green, gray, or hybrid. Traditional methods of gray or hard infrastructure include construction or reinforcement of structures such as seawalls, bulkheads, revetments, and levees. In some locations, these traditional structures are prohibited along the waterfront due to potential adverse effects on adjacent properties or public access.

In contrast, green or soft solutions include practices such as living shorelines and beach nourishment projects. Ecosystem restoration is a means of preserving and restoring natural ecosystems like mangroves, wetlands, and dunes to function as a natural buffer and protect against coastal hazards. Oftentimes, green solutions are limited to natural areas with limited wave action. Hybrid solutions combine elements from both green and gray approaches. These methods could involve the restoration of a failing seawall in conjunction with oyster shells or other artificial reef components.



Figure 12. *FDOT's Preparation for the Use of WADs Along the Sunshine Skyway Bridge in Tampa Bay (Source: Engineering News Record, 2023).*

The choice of infrastructure type (green, gray, or hybrid) depends on several factors, including shoreline characteristics, real estate and infrastructure considerations, desired environmental outcomes, adjacent land use patterns, and available funding. **Figure 12** shows the 2023 Sunshine Skyway Bridge wave attenuation project in Tampa Bay, funded by the Florida Department of Transportation (FDOT). The project involved the placement of over 840 wave attenuation devices (WADs), serving as breakwaters along the failing seawall of the fishing pier's access road (Engineering News-Record ENR, 2023).

The beach front is oftentimes the first line of defense against storm surge, and beach nourishment can be considered a sacrificial but necessary form of protection. Beach restoration replenished eroded shorelines, creating a natural buffer against storm surge and wave action, which is critical to prevent damage to properties and infrastructure.

A 4.4-mile segment of Fernandina beach is considered critically eroded, according to the **FDEP's 2023 Strategic Beach Management Plan** for the Northeast Florida region. Since the Nassau County Shore Protection Project was federally authorized in 1972, sand has been dredged from the St Marys River Entrance Channel and placed along the segment of beach. Since the initial beach restoration project in 2008, over 2.6 million cubic yards of sand have been placed along the North Beach/Fernandina Beach shoreline.

Sunny day or "nuisance" flooding is caused when stormwater drains backflow from a combination of high tide, onshore winds, and SLR. A short-term solution to combat this type of flooding is to install check valves at the outfalls of stormwater pipes as shown in **Figure 13**. These valves allow water to flow out but prevent tidal water from flowing back in, helping to reduce street and yard flooding during high tide events.



Figure 13. *Tideflex Check Valves for Backflow Prevention (Source: Red Valve).*

Flood control systems, such as flood barriers, are a relatively cost effective and quick method of emergency response and preparedness. Flood barriers and flood gates protect and prevent flooding into businesses, roads, dune crossovers, or other low-lying points of access. Flood gates may be installed at the openings of homes and businesses via the entryways, doorways, or garage doors. Flood barriers come in multiple forms and multiple sizes. The Cities of Jacksonville and Atlantic Beach deployed temporary flood barriers during the 2024 hurricane season, shown in **Figures 14** and **15**.



Figure 14. *Tiger Dam Deployed at Fire Station (Source: Florida Times-Union).*



Figure 15. *Tiger Dam Deployed on Coastline (Source: Florida Times-Union).*

Emergency protection strategies may involve the deployment of temporary flood barriers or flood wrapping systems, which can be procured and installed in advance of a flood event to safeguard structures. Temporary flood wrap consists of a heavy-duty plastic barrier that wraps the base of a structure and is anchored by weights (i.e., sandbags) to prevent water intrusion.

This method is effective against short-duration, low-level flood events. Temporary flood barriers, such as the one **AquaFence deployed at Tampa General Hospital during Hurricane Helene**, are typically rigid structures that can be anchored to the outside foundation and walls of a structure. These barriers are designed to take a higher-level inundation scenario compared to flood wrapping. Temporary flood barrier systems are adaptable for installation by individual homeowners or by municipal authorities to shield entire districts. **Table 1** provides an inventory of other case studies to consider.

Table 1. *Protection Strategy Case Studies (Source: Halff).*

Project Name	Description
Tampa Bay Model Shoreline Ordinance Template	A comprehensive ordinance template developed over two years with input from experts in coastal engineering, marine ecology, and floodplain management. It offers a structured approach for local governments to update shoreline protection policies to address sea level rise and high tide impacts. The ordinance sets a 5 ft elevation standard to ensure resilience and includes strategies like NbS and hybrid solutions.
Miami Beach Coastal Resilience Improvements	This project focuses on protecting Miami Beach from flooding and SLR through upgraded stormwater infrastructure, including pumps and elevated roads. It also restores natural barriers like mangroves and dunes, promotes public engagement, and aligns with regional climate initiatives. This integrated protection approach strengthens both engineered and ecological defenses, enhancing long-term coastal protection and adaptability in the face of chronic flooding and increasing storm intensity.
Clearwater's Stormwater Check Valves and Flood Mitigation Plan	The flood mitigation plan focuses on the installation of Tideflex check valves on stormwater laterals to prevent backflow from the lagoon during high tides and storm events. It also involves upgrading stormwater pipes and installing permanent pumps to improve drainage efficiency. This initiative is part of a larger flood mitigation strategy to reduce flooding in the North Beach area, with support from a federal grant.
Jacksonville's Use of Tiger Dams for Storm Surge Protection	Jacksonville has implemented the use of Tiger Dams, water-filled inflatable barriers, to protect critical infrastructure from storm surge flooding. These barriers can be quickly deployed to form durable flood walls up to 32 feet high, safeguarding infrastructure like lift stations and fire stations in vulnerable coastal areas. The technology provides flexibility, rapid deployment, and is proven to be effective in other cities.

2.2 Accommodation Strategies

Accommodation strategies "alter the physical design of vulnerable structures to allow the structure or land use to stay in place with modification" (FDEP, 2018). This encompasses the design, modification, and construction of buildings and infrastructure to endure severe weather events and flooding. Examples include raising structures and roadways, implementing wet floodproofing measures, land-use planning, flood insurance, flood hazard mapping, and timely flood warnings to inform the public and encourage well-organized evacuations.

Figure 16 shows an example of the benefits of elevating structures. Elevating finished first floors, entire structures, or utility components can mitigate the risk of flooding at expected future SLR and storm surge scenarios. Additionally, many utilities and utility components may be elevated to allow systems to continue to operate during flood events. By elevating an entire structure, as well as its critical electrical and mechanical systems, above the base flood elevation (BFE) and freeboard, the facility will likely sit above flood levels expected during future storm events.

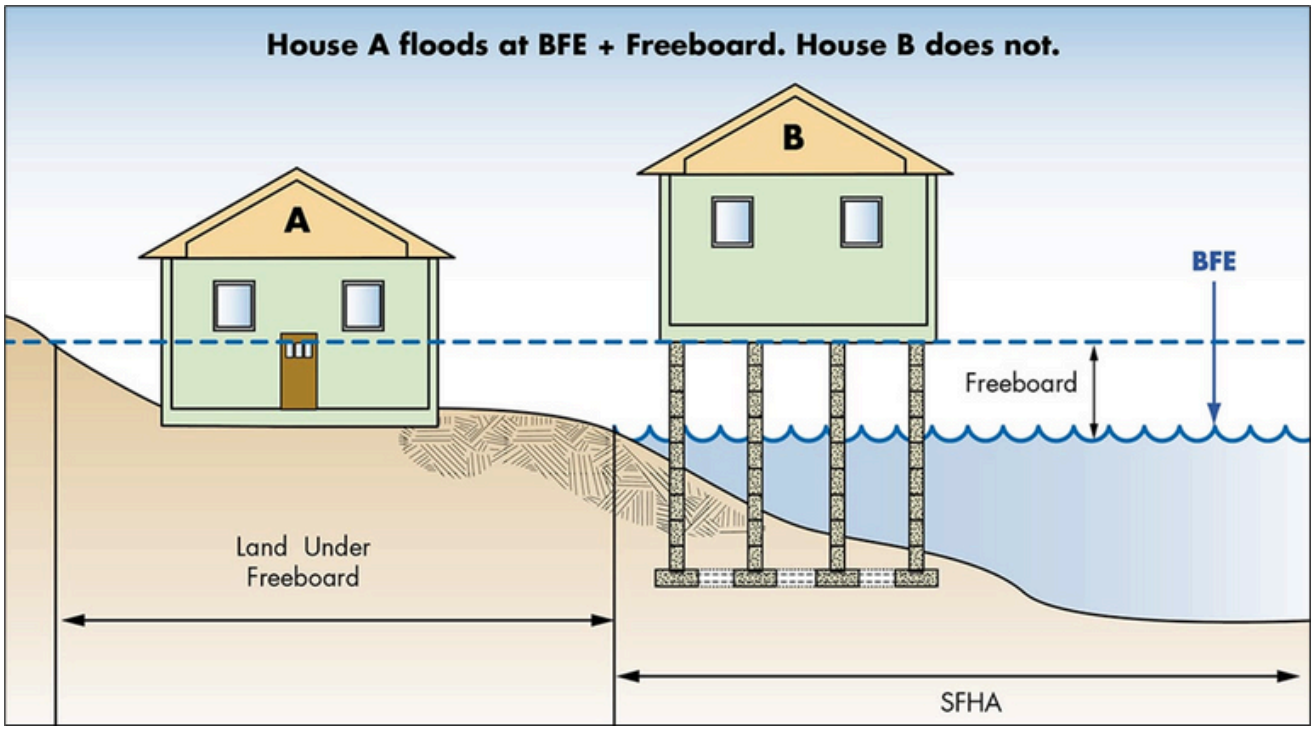

Figure 16. *Diagram Showcasing Benefits of Property Elevations (Source: ASFPM).*

Wet floodproofing, an accommodation strategy, permits floodwaters to enter and exit a designated uninhabited section of a structure to mitigate damage caused by external water pressure. This approach is commonly employed in public areas and crawl spaces. A relatively low-cost option to retrofit an existing structure to withstand flood damage is to install flood vents and conduct wet floodproofing. This method also prevents a structure from becoming buoyant and floating off its foundation.

Current drainage systems may struggle to cope with the compounded effects of SLR, storm surge, and heavy rainfall. Stormwater drainage plays a crucial role in safeguarding structures and surrounding environments. Enhancing stormwater detention capabilities to accommodate future demand may include installing larger pipes or culverts or maintaining and deepening streams, channels, and canals. While traditional stormwater infrastructure typically relies on manmade systems and pipe networks, aging systems that struggle to meet the capacity of increased water levels are opting for green and hybrid alternatives to treat and store stormwater.

The **Water Infrastructure Improvement Act of 2019** defines green infrastructure as "the range of measures that use plant or soil systems, permeable pavement or other permeable surfaces or substrates, stormwater harvest and reuse, or landscaping to store, infiltrate, or evapotranspirate stormwater and reduce flows to sewer systems or to surface waters" (US Congress, 2019). This approach not only helps mitigate the impact on sewer systems and water bodies but also contributes to ecosystem preservation and recreational amenities. Installing various types of pervious surfaces is highly cost-effective in areas characterized by high land values and persistent nuisance flooding, as shown in **Figure 17**.

Green infrastructure also provides significant co-benefits that extend beyond flood mitigation and stormwater management. By incorporating elements such as bioswales, rain gardens, and green roofs, communities can improve water quality, enhance urban biodiversity, reduce urban heat island effects, and support flood resilience.



Figure 17. *Examples of Permeable Surfaces (Source: Paver Outlet).*

Sustainable urban drainage systems combine modern stormwater management techniques with natural resources to address the negative impacts of urban development while offering social, environmental, and economic benefits. By adopting a multidisciplinary approach, stormwater attenuation and treatment ponds can be transformed into vibrant waterfront parks, complete with wildlife habitats, exemplifying integrated floodway design. **FDEP's Green Stormwater Infrastructure Website** provides technical support and funding opportunities for implementation.

Beyond managing stormwater, these systems bring a variety of advantages. For instance, stormwater detention and treatment ponds can be designed as multifunctional spaces that contribute to green urban areas. These ponds can evolve into lively waterfront parks, improving the aesthetic appeal of cities and offering recreational spaces for residents. Moreover, they can support biodiversity by serving as habitats for wildlife, enriching urban environments with nature.

In addition to managing rainfall, these systems can provide flood resilience by storing excess water during heavy storms and slowly releasing it, reducing the risk of flash floods. Their design can also allow for the infiltration of rainwater into the ground, replenishing groundwater supplies and decreasing the likelihood of erosion or sediment buildup in rivers and streams.

Figure 18 illustrates how green infrastructure can be implemented across both private and public properties to manage stormwater and reduce flood risk. On private property, strategies such as green roofs, stormwater cisterns, downspout disconnection, and rain gardens help capture and absorb rainfall at the source, preventing excess runoff. These features not only reduce the burden on local drainage systems but also promote groundwater recharge and improve local ecosystems. **Table 2** provides an inventory of other case studies to consider.



Figure 18. *Green Infrastructure Uses on Public and Private Property (Source: Puget Sound Starts Here).*

Table 2. *Accommodation Strategy Case Studies (Source: Halff).*

Project Name	Description
Living Shoreline in Cedar Key	The Living Shoreline Suitability Model (LSSM), developed by the Virginia Institute of Marine Science (VIMS), is used in Cedar Key to recommend sustainable, nature-based solutions for erosion control. By evaluating shoreline exposure, upland conditions, and existing habitats, the model prioritizes eco-friendly approaches like planting marshes, mangroves, and installing oyster reefs. These natural features reduce wave energy, enhance ecosystem health, and improve water quality. The model helps guide property owners through the permitting process while ensuring compliance with regulations.
Bioswales in Cape Canaveral	In Cape Canaveral, bioswales are used as part of a broader Green Stormwater Infrastructure (GSI) initiative to manage stormwater and mitigate flooding. By using plants and soil to filter and absorb stormwater, bioswales help improve water quality and reduce flooding. The project incorporates native species like Canna Lily and Sand Cordgrass, contributing to local biodiversity and enhancing the aesthetic value of urban landscapes.
Building Urban Forest Resilience in Coral Springs	Coral Springs is working to build urban forest resilience in response to the impacts of severe weather events. The City is focusing on selecting tree species that can withstand extreme heat, variable soil conditions, and hurricane-related stress. The project includes experimenting with underutilized species like cinnamon bark and Eagleston hollies, which are more resilient to extreme weather conditions.
Elevate Florida	Elevate Florida, initiated by the Florida Division of Emergency Management (FDEM), is a statewide program aimed at reducing damage from natural disasters by increasing the resilience of residential properties. The program offers financial support for mitigation strategies such as structure elevation, wind mitigation, and mitigation reconstruction, covering at least 75% of the project costs through federal grants. Homeowners contribute 25% of the cost, with loan options available.

2.3 Managed Relocation Strategies

Managed relocation strategies are an essential component of adaptation and flood risk management in Florida, particularly as the state faces increasing threats from SLR, more intense hurricanes, and other storm-related hazards. These strategies involve relocating infrastructure or communities from areas at high risk of flooding, where continued protection or adaptation efforts would not be cost-effective or efficient. By implementing managed relocation, Florida can safeguard its residents, protect vulnerable ecosystems, and reduce long-term exposure to flood risks.

One of the key elements of managed relocation is the gradual or voluntary movement of communities and critical infrastructure away from flood-prone areas. This can be incentivized through government buyout programs, such as the **Rebuild Florida Voluntary Home Buyout Program**, which purchases properties in high-risk flood zones and repurposes them for public use, such as conservation areas or stormwater management systems. The program helps reduce the financial burden of recurring flood damage and avoids costly flood insurance payouts.

By removing properties from flood-prone areas, these efforts also allow for the natural restoration of the land, which can enhance wildlife habitats and provide new recreational opportunities for communities. **Figure 19** illustrates the process of relocating the Cape Hatteras Lighthouse in North Carolina to a safer position due to erosion concerns. The lighthouse was moved 2,900 feet inland in 1999 to prevent its destruction, ensuring its preservation as a historic landmark. **Table 3** provides an inventory of other case studies to consider.



Figure 19. *Moving the Cape Hatteras Lighthouse (Source: Island Free Press).*

Table 3. *Managed Relocation Case Studies (Source: Halff).*

Project Name	Description
Voluntary Home Buyouts in the Florida Keys	The Rebuild Florida Voluntary Home Buyout Program focuses on purchasing homes in flood-prone areas of the Florida Keys to reduce flood risk. Funded by federal disaster recovery grants, once the properties are acquired, they are demolished and repurposed for public infrastructure like stormwater management systems, recreational spaces, or conservation areas. While offering immediate relief to homeowners, the program faces challenges such as a limited number of applicants and logistical difficulties in acquiring scattered properties.
Fire Station Relocation in Satellite Beach	In Satellite Beach, Florida, the local government has taken proactive steps to protect critical infrastructure from flooding, including relocating the City's fire station to a higher elevation to avoid potential flood damage. This move was part of the city's broader strategy, following a Sea Level Rise Technical Assessment, to mitigate the effects of rising sea levels and flooding.
Moving the Cape Hatteras Lighthouse	The relocation of the Cape Hatteras Lighthouse in 1999 is a critical case study in balancing historic preservation with coastal resilience. Originally constructed in 1870, the lighthouse had been threatened by shoreline erosion, leaving it only 120 feet from the ocean by 1970. The relocation process, involving extensive scientific evaluations and a collaborative effort between the National Park Service (NPS), National Academy of Sciences (NAS), and engineering firms, moved the lighthouse inland, ensuring its preservation for future generations.
Guidelines on Flood Adaptation for Rehabilitating Historic Buildings	The Guidelines on Flood Adaptation for Rehabilitating Historic Buildings address the increasing threat of flooding to historic properties. These guidelines provide recommendations on adaptive strategies for protecting the structural integrity of historic buildings, including elevating structures, installing flood vents, and using water-resistant materials.

2.4 Avoidance and Procedural Strategies

Avoidance and procedural strategies are fundamental approaches in managing coastal hazards and mitigating the impacts of flooding in Florida. These strategies aim to prevent or limit development in vulnerable areas, ensuring that new infrastructure and communities are not exposed to the risks posed by SLR, hurricanes, flooding, and other environmental threats.

Avoidance strategies focus on guiding new development away from areas prone to coastal hazards. These strategies are proactive, ensuring that future growth in areas in close proximity to salt marsh systems like Egans Creek (**Figure 20**) does not exacerbate vulnerabilities. One of the key tools for avoidance is rezoning, which involves changing land-use designations to prevent development in flood-prone or ecologically sensitive areas. In Florida, this could include adjusting zoning codes to restrict or limit construction in areas identified as high-risk zones for flooding, storm surge, or erosion. Land-use policies can also support avoidance by establishing clear guidelines on where development is allowed, and by prioritizing safe, sustainable growth areas.

Increased waterfront setbacks and the implementation of buffers are other essential methods of avoidance. By requiring development projects to be set back a greater distance from the coastline, local governments can reduce the impact of coastal hazards on infrastructure and ensure that critical natural habitats remain protected. These setbacks act as buffers, providing a zone between the development and the vulnerable coastal area, which helps absorb storm surge, prevent erosion, and protect water quality.

In addition to these avoidance strategies, procedural strategies are designed to create a framework for guiding future decisions, ensuring that vulnerable areas are avoided or managed in a way that reduces risk. One of the primary procedural strategies is the development of zoning regulations that establish strict requirements for coastal development. These regulations can include building codes, minimum elevation standards, and restrictions on development types. **Tables 4** and **5** provide inventories of avoidance and procedural case studies to consider.



Figure 20. *Egans Creek Salt Marsh System (Source: Travelzoo).*

Table 4. *Avoidance Strategy Case Studies (Source: Halff).*

Project Name	Description
Historic Preservation Flood Adaptation in Apalachicola	In response to SLR and flooding risks, Apalachicola, Florida has developed a pioneering approach to protect its historic buildings, which are crucial to the City's identity and economy. The city launched a SLR vulnerability assessment in 2017, focusing on its downtown area, where many historic structures stand. The City has collaborated with architects, preservationists, and mitigation professionals to develop nonstructural mitigation plans that involve elevating structures, improving drainage, and reinforcing foundations.
Preserving Existing Open Spaces in NYC	Hunter's Point South Waterfront Park in New York City serves as an example of preserving and enhancing open spaces to improve urban resilience. Following Hurricane Sandy, the park's design was studied to assess its ability to withstand storm surges, flooding, and heavy rainfall. Using drone imagery, hydrodynamic models, and on-site data collection, researchers found that the park's elevated structures and flood-resistant materials significantly contributed to reducing storm surge impacts.
Resilience Assessment of the Jacksonville and Lower St. Johns River Watersheds	The Jacksonville and Lower St. Johns River Watersheds Coastal Resilience Assessment identifies areas for restoration and conservation that can enhance human and ecological resilience in the face of flooding and SLR. By integrating spatial data and involving local stakeholders, the assessment helps identify "Resilience Hubs"—large areas that provide both ecological and community protection.
Nature-Based Solutions for Sea-Level Rise: A Case Study in San Mateo County	A study by Stanford researchers demonstrates the effectiveness of nature-based solutions for combating sea-level rise in San Mateo County, California. By modeling various adaptation scenarios, the research shows that conserving marshlands, restoring beaches, and protecting native coastal ecosystems can provide flood protection equal to traditional concrete seawalls, while offering additional benefits such as recreational opportunities and improved water quality.

Table 5. *Procedural Strategy Case Studies (Source: Halff).*

Project Name	Description
Real-Time Flood Forecasting (RTFF)	Real-Time Flood Forecasting (RTFF) systems leverage existing watershed models and hyper-resolution data to predict flood risks and enhance flood management. Using data from sources like the National Weather Service and live rain and stream gauge measurements, these systems offer near real-time forecasting, enabling proactive flood risk management. RTFF systems have been successfully implemented in areas like Orlo Vista and Lee County, where they facilitated early detection of rising water levels, triggering timely alerts and interventions.
Smart Ponds	Smart ponds use live weather data to predict stormwater levels and adjust water levels before storms, increasing flood storage capacity. These proactive systems help manage overflows in traditional stormwater ponds. For example, during Hurricane Ian, the National Stormwater Trust managed pond systems in Southwest Florida to improve stormwater management.
Smart North Florida Initiative	The Smart North Florida Initiative applies advanced technology to address urban challenges, including flood management, road conditions, and transportation issues in the Jacksonville area. Through partnerships with organizations like StormSensor and Trainfo, the initiative collects real-time data to monitor sea-level rise, assess road maintenance needs, and track traffic at railroad crossings. The Neptune Beach Resilience Lab is a key project that uses sensors to evaluate the impact of flooding on coastal infrastructure, particularly stormwater systems.
Incentivizing Low-Impact Development (LID)	The East Central Florida Regional Planning Council (ECFRPC), in collaboration with the University of Florida IFAS and Volusia County, developed resources to support Low-Impact Development (LID). These include the LID Ordinance Recommendations and the Implementation Guidebook, which offer best practices for sustainable development and stormwater management.



Isle of Eight Flags Shrimp Festival (Source: Amelia Island, Florida).

3. Technical Resources



Figure 21. *City of Fernandina Beach City Hall (Source: City of Fernandina Beach).*

As Fernandina Beach continues to experience the effects of flooding, proactive adaptation strategies are critical to protecting the City's future, including critical facilities like City Hall (**Figure 21**). Local engagement is the foundation of these efforts. Public workshops, citizen advisory committees, and economic resilience programs are essential tools for fostering community-wide understanding and participation. By involving residents and stakeholders directly in the planning process, the City can ensure that flood mitigation strategies reflect local priorities.

Continued coordination with Nassau County further strengthens the City's approach to adaptation planning. As of July 2025, Nassau County is updating its VA and creating its first AP, both aligned with its ongoing Vision Plan and upcoming Comprehensive Plan revision. Joint initiatives—such as resilient roadway design, expanded stormwater infrastructure, and the protection of natural flood buffers—are more feasible and effective when guided by a shared understanding of risk and regional priorities.

Regional partners provide valuable technical and strategic support. The NEFRC is advancing a Regional Resilience Action Plan that aligns local actions with broader resilience goals. Through recent collaboration with **Climate Central's Flood Vision** program, high-resolution mobile LiDAR imagery was produced for Fernandina Beach, offering detailed, property-specific projections of SLR impacts. These tools can enhance public awareness and help officials and property owners prioritize investments.

At the federal and state level, support from agencies like USACE and FDEP provides essential resources. Fernandina Beach was included in the Northeast Florida focus area of the Corps' recently completed **South Atlantic Coastal Study (SACS)**, which offers data-driven strategies for mitigating coastal risk. Meanwhile, the Resilient Florida Program offers grant funding to help local governments implement adaptation measures. **Tables 6** and **7** provide inventories of partnership opportunities and technical resources.

Table 6. *Adaptation Planning Partnership Opportunities (Source: Halff).*

Organization	Description
Northeast Florida Regional Council (NEFRC)	The NEFRC supports regional resilience planning by bringing together stakeholders to develop strategies that address coastal flooding, adaptation, and infrastructure sustainability. The Resilient First Coast Collaborative fosters intergovernmental cooperation to implement practical solutions.
St. Johns River Water Management District (SJRWMD)	The SJRWMD oversees water resource management, including floodplain conservation, stormwater management, and ecosystem restoration projects. They provide scientific data and funding opportunities to support local governments in mitigating water-related hazards.
North Florida Transportation Planning Organization (NFTPO)	The NFTPO focuses on long-term transportation planning that integrates resilience measures, ensuring that roadways, bridges, and transit systems can withstand flood-related challenges such as storm surge and SLR.
National Parks Service (NPS)	The NPS supports the conservation of natural and historic resources along the coast, offering guidance and funding for shoreline stabilization, habitat restoration, and heritage site protection in response to flooding impacts.
NOAA Office of Coastal Management	NOAA provides tools, data, and technical assistance to help coastal communities plan for SLR improve coastal resilience, and implement nature-based solutions for flood mitigation.
U.S. Army Corps of Engineers (USACE) Jacksonville District	USACE is responsible for large-scale flood risk management projects, including seawall construction, dredging operations, and marsh restoration efforts.
American Flood Coalition	The AFC is a nonpartisan coalition advocates for policies and funding to strengthen flood resilience. They offer technical assistance to municipalities and promote community-driven solutions to reduce flood risks.

Table 7. *Adaptation Planning Partnership Opportunities (Source: Halff).*

Organization	Description
The Nature Conservancy	The Nature Conservancy focuses on conservation strategies such as restoring wetlands, preserving coastal ecosystems, and promoting green infrastructure to enhance natural flood defenses. They work with communities to implement sustainable solutions.
Conserve Nassau	Conserve Nassau is a local initiative that emphasizes environmental sustainability and natural resource protection. Conserve Nassau supports education and outreach programs that encourage community participation in resilience efforts.
Nassau County Chamber of Commerce	The Nassau County Chamber engages local businesses in resilience planning, ensuring that economic vitality is maintained while promoting sustainable business practices and infrastructure investments that mitigate risks.
A1A Ocean Islands Trail Scenic Byway	This corridor promotes sustainable tourism and environmental stewardship along Florida's coast. The organization collaborates on projects that enhance infrastructure resilience and protect scenic coastal areas from erosion and flooding.
St. Marys Riverkeeper	The St. Marys Riverkeeper is dedicated to protecting the St. Marys River watershed by monitoring water quality, advocating for sustainable land-use practices, and educating the community about flood risks and conservation strategies.
ULI North Florida	ULI North Florida is a regional branch of the Urban Land Institute (ULI) that supports sustainable land use and development practices. ULI North Florida provides research, training, and advocacy for resilience-focused urban planning.
Resiliency Florida	Resiliency Florida is a nonprofit organization focused on helping Florida's communities build resilience against flooding. The organization works with local governments, businesses, and community leaders to develop and implement flood resilience strategies.



Atlantic Ocean Coastline (Source: Amelia Island, Florida).

4. Needs Assessment



Figure 22. *Fernandina Beach Neighborhood Flooding (Source: Fox Weather).*

The adaptation needs for the City of Fernandina Beach were developed through a thorough analysis of the results and outcomes from the VA and through extensive input from the City staff regarding priorities and ongoing efforts. The City's goal is to address its vulnerabilities with a focused and systematic approach. By evaluating, verifying, and prioritizing the City's most vulnerable infrastructure, local officials can better allocate resources and funding more effectively to protect key assets and ensure long-term resilience. As illustrated in **Figure 22**, flooding is a real and pressing concern for local residents and business owners.

The first step in the process was identifying the City's critical assets across various focus areas. Each of these assets was evaluated based on vulnerability and overall risk scores, as determined by the VA. The project team then analyzed these focus areas independently to assess the long-term, mid-term, and immediate needs of each. This evaluation process ensured that a structured method was applied to determine where the City should concentrate its efforts and investments.

To categorize the critical assets, the project team grouped them into three need levels based on their overall risk scores. These need levels are categorized as follows:

- **Immediate Needs** – Risk Scores 14.1 < 21.0
- **Mid-Term Needs** – Risk Scores 7.1 < 14.0
- **Long-Term Needs** – Risk Scores 0 < 7.0

The need rankings above correspond to the need level ranking for the strategies contained in Section 5. With immediate needs being Level 1 strategies, mid-term being Level 2 strategies, and long-term needs being Level 3 strategies. This classification system is based on findings from the VA. This approach directly links VA results to infrastructure and community asset vulnerabilities across Fernandina Beach.

4.1 Citywide High-Priority Needs

Adaptation planning in Fernandina Beach must reflect the city's unique geography, infrastructure, and community values—recognizing that resilience is not achieved through a one-size-fits-all approach. To support this, a comprehensive matrix of adaptation strategies has been developed (**Appendix D**), offering a structured tool for evaluating options based on implementation timeline, scale, infrastructure type (green or gray), protection level, and cost magnitude. This matrix is intended to guide decision-makers in selecting strategies that are both effective and context-appropriate.

In addition to the technical framework provided by the matrix, prioritization was informed by the VA, city staff input, and community feedback. Several key projects and areas were identified during the project kickoff as critical to the City's near- and long-term resilience due to their exposure to flood risks and importance to public safety, economic continuity, and cultural preservation.

The following were designated as high-priority citywide needs:

- **Downtown Seawall** – A crucial flood barrier safeguarding the Historic District and Downtown Waterfront from tidal and storm surge impacts.
- **Historic District Improvements** – Targeted adaptations to protect this cultural and economic hub from increasing flood risk while preserving its historic integrity.
- **Atlantic Avenue and Egans Creek Intersection** – A frequently impacted area where flood mitigation is essential to maintain access and mobility.
- **North 8th Street Corridor** – A vital transportation route requiring reinforcement to withstand storm surge, SLR, and extreme rainfall.
- **Wastewater Lift Stations** – Key components of the City's utility network that must be protected to ensure continued service during and after storm events.

Integrating these priorities into the City's adaptation planning process ensures that resources are directed toward the most vulnerable and essential infrastructure. When coupled with the broader asset analysis and the recommended adaptation strategies categorized by timeframe, the result is a resilient, scalable roadmap for reducing flood risks across Fernandina Beach.

To further enhance implementation, the City should pursue opportunities to align these high-priority needs with external funding programs and regional initiatives. Leveraging state and federal resilience grants, hazard mitigation funds, and partnerships with agencies such as FDEP and FEMA can accelerate project delivery and reduce the fiscal burden on the City.

4.2 Focus Area Needs

The Historic District, Downtown Waterfront, and broader SFHA represent the most flood-vulnerable portions of Fernandina Beach. These areas contain a dense concentration of critical infrastructure, transportation corridors, historic landmarks, cultural institutions, utility networks, and community facilities—many of which are situated within the federally designated 100-year floodplain.

Assets requiring **immediate adaptation** (risk scores from 14.1 to 21.0) are those facing the most severe flood exposure and include evacuation corridors such as North 14th Street, Fletcher Avenue, Front Street, and Dade Street. Major nodes such as the Port of Fernandina and nine railroad crossings are at high risk, reflecting their importance to regional commerce and transportation. Critical infrastructure—ranging from electric power transmission facilities and solid waste sites to water utility components and wastewater lift stations—faces significant flood vulnerability, posing threats to public health and essential services. Community centers, which serve emergency and civic functions, also fall into this category. Additionally, high-value natural assets—including Egans Creek Greenway—require immediate action to prevent irreversible damage.

Mid-term adaptation needs (risk scores of 7.1 to 14.0) encompass assets with moderate but consequential exposure. These include secondary transportation routes like Atlantic Avenue, Centre Street, South Fletcher Avenue, all of which play vital roles in daily circulation and storm recovery. Important civic facilities such as Fernandina Beach City Hall and the Amelia Island Convention and Visitors Bureau highlight the need to maintain government operations and public access. Communication facilities and additional water utility infrastructure, including drainage systems and hydrants, also require mitigation. Mid-tier cultural assets—including parks and several historic landmarks—warrant proactive preservation measures to maintain community identity and tourism value.

Long-term adaptation needs (risk scores between 0 and 7.0) include lower-risk assets that nonetheless demand continuous monitoring and resilience planning to avoid future vulnerability. These primarily consist of water utility conveyance systems (e.g., drainage infrastructure, sanitary sewer laterals, hydrants), community centers like Big Brothers Big Sisters and the Knights of Columbus, disaster recovery facilities, law enforcement buildings, and local schools. Though these assets face less immediate flood threats, investment in flood-resilient design, elevation, and routine upgrades will be necessary to ensure they remain functional as conditions evolve.

Given the substantial overlap between these focus areas, the urgency for coordinated, place-based adaptation is clear. A phased strategy that integrates site-specific adaptation concepts, aligns with local planning tools, and identifies potential funding sources—while maintaining strong partnerships with local institutions and community members—will ensure that the City remains resilient in the face of future flood risks.



Main Beach Park (Source: Amelia Island, Florida).

5. Priority Strategies



Figure 23. *Fernandina Beach Downtown Waterfront (Source: Passero Associates).*

The City of Fernandina Beach is committed to taking decisive, coordinated action to reduce flood risk, safeguard public assets, and build long-term community resilience.

The remainder of this plan dives into **immediate**, **mid-term**, and **long-term** strategy recommendations designed to address known areas of risk and strengthen the City's capacity to manage future flood impacts. The immediate strategies focus on locations where timely intervention can prevent escalating damage, reduce service disruptions, and improve safety for residents, businesses, and visitors. These early actions reflect Fernandina Beach's proactive approach to adaptation and set the foundation for broader resilience-building efforts.

Specifically, the City seeks to reduce the exposure of critical infrastructure to tidal, storm surge, and rainfall-driven flooding, especially given the City's extensively developed waterfront (**Figure 23**). This includes fortifying low-lying waterfront areas, upgrading stormwater management systems, and working with transportation and utility partners to preserve access and service continuity during high water events.

Improving mobility and access throughout the City is another key priority. By upgrading flood-prone corridors and enhancing drainage in vulnerable intersections, the City aims to reduce the frequency, depth, and duration of street flooding, supporting both everyday travel and emergency evacuation or recovery operations. To sustain essential services, the City will focus on increasing the resilience of water and wastewater systems. This includes elevating and hardening vulnerable infrastructure, reducing system infiltration, and planning for temporary protective measures during severe weather events—ultimately ensuring continuity of health, sanitation, and recovery services.

Finally, the City recognizes the importance of supporting actions that reinforce long-term resilience. These include expanding stormwater storage on public lands, updating development policies and building codes, investing in public education and technical assistance, and exploring tools such as land acquisition and incentive programs.

STRATEGY #1

The City will explore nature-based and traditional infrastructure solutions to enhance flood protection, beginning with pilot site designs and regulatory engagement to support resilient implementation across public and private properties.

Policy Statement

The City will implement a comprehensive flood resilience strategy that combines nature-based and traditional infrastructure to protect the Downtown Waterfront and surrounding areas. This integrated approach will prioritize NbS where feasible, while also leveraging structural defenses such as seawalls and upland drainage improvements. Key assets include N. Front Street within the Historic District, where enhancements will incorporate pervious pavements, improved stormwater management, and roadway retrofits to reduce flood risk.

To guide these efforts, the City will develop a Nature-Based Resilience Enhancement Plan that identifies site-specific opportunities across diverse environments—waterfront, salt marsh, and residential areas. The plan will include conceptual designs for pilot projects that demonstrate effective, scalable flood protection solutions. As part of this effort, the City will evaluate the recently constructed seawall for potential integration of living shoreline elements.

The City will also incorporate smart infrastructure solutions into its adaptation efforts, including the assessment and retrofit of floating docks, boat ramps, and railroad-adjacent infrastructure. A functionality maintenance and mitigation plan will be established for railroad assets, supported by formal communication protocols.

Elements

Strategy Focus Area(s)

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)

Types of Assets

- Critical Infrastructure
- Transportation
- Natural, Cultural & Historic

Adaptation Type

- Accommodation
- Protection
- Procedural

Relative Cost

- Low to Moderate for planning and conceptual designs.
- Moderate to High for implementation of pilot projects.

Timeframe

- Short-term (0–2 years) for planning and conceptual design. Mid-term (2–5 years) for pilot project implementation.

Implementation Lead

- Department of Planning and Conservation



Figure 24. *Fernandina Beach Downtown Waterfront and Seawall (Source: Halff).*



Figure 25. *Existing Nature-Based Approaches Along Downtown Waterfront (Source: Halff).*



Figure 26. *Existing Flood Control Structure on Egans Creek (Source: Halff).*

Elements

Strategy Partners

- Public Works Department
- Parks and Recreation Department
- Nassau County
- Conserve Nassau
- NEFRC, FDEP, USACE
- Private Property Owners

Implementation Actions

- **1.1** Develop a Nature-Based Resilience Enhancement Plan.
- **1.2** Design conceptual pilot projects for priority sites.
- **1.3** Assess seawall and shoreline for living shoreline integration.
- **1.4** Prioritize locations like N. Front Street for improvements.
- **1.5** Identify opportunities on public and private properties.
- **1.6** Consult agencies on permitting and regulatory needs.

Benefits

- Expanded citywide flood protection using nature-based and traditional infrastructure.
- Demonstrated site-specific adaptation through pilot projects in diverse environments.
- Concentrated investment in high-risk areas like N. Front Street to maximize community benefits.

STRATEGY #2

The City will explore and implement phased roadway and drainage improvements on critical corridors, prioritizing elevation enhancements and coordination with key stakeholders to reduce flooding impacts and ensure continuous access.

Policy Statement

The City will strengthen the resilience of its roadway network, which plays a critical role in daily transportation, emergency response, and hurricane evacuation—particularly important given Fernandina Beach's compact layout and limited number of thoroughfares.

To minimize flooding disruptions along low-lying and frequently traveled roads, the City will prioritize drainage and roadway upgrades along key corridors such as Ash Street, Centre Street, North 8th Street, Calhoun Street, Dade Street, and Jasmine Street. These improvements will follow a structured sequence—assessment, design, and construction—with a focus on cost efficiency and measurable outcomes such as reduced road closures and improved stormwater capacity. Coordination with the Port of Fernandina will be essential to maintain access for critical freight and maritime operations.

Guided by the City's completed VA, this phased approach will first target evacuation and connectivity corridors. In locations that are currently subject to or projected to experience tidal flooding, the City may consider targeted road elevation. This strategy will be incorporated into the City's roadway resurfacing plan to ensure that adaptation measures align with long-term resilience goals.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Critical Infrastructure
- Transportation

Adaptation Type

- Accommodation
- Protection

Relative Cost

- Moderate for initial evaluation, design, and planning.
- High for phased construction and elevation.

Timeframe

- Short-term (1–3 years) for evaluations and design for priority corridors.
- Medium-term (4–7 years) for phased construction and incremental roadway elevations.

Implementation Lead

- Public Works Department



Figure 27. *Flooding Observed Near Atlantic Rec Center in April 2025 (Source: Halff).*



Figure 28. *Wooden Bridge Crossing (Source: Halff).*



Figure 29. *Flooding Observed on Atlantic Avenue in April 2025 (Source: Halff).*

Elements

Strategy Partners

- Nassau County Emergency Management
- Port of Fernandina
- FDOT, NFTPO

Implementation Actions

- **2.1** Assess and prioritize key roadways and drainage systems for flood resilience improvements.
- **2.2** Develop and follow clear project milestones: evaluation, design, and construction phases.
- **2.3** Coordinate with the Port of Fernandina to ensure continuous access during projects.
- **2.4** Incrementally elevate prioritized roads during regular improvement cycles (10 years).
- **2.5** Design improvements to exceed current standards, accounting for future rainfall and SLR.

Benefits

- Reduction of flood events and diminished use for critical roadways and evacuation.
- Enhanced public safety through improved emergency response conditions and emergency evacuation.
- Improved daily travel for residents due to reduced disruption on king tides.

STRATEGY #3

The City will implement an integrated flood resilience strategy to protect critical wastewater infrastructure from storm surge and flooding, including elevating essential facilities, hardening systems, and deploying temporary barriers.

Policy Statement

The City will implement a targeted flood resilience strategy to protect the Wastewater Treatment Plant (WWTP) and associated critical infrastructure from increasing flood risks within the SFHA near the Amelia River. Recognizing the importance of uninterrupted wastewater services, the City commits to strengthening the facility's ability to withstand storm surge and flooding events.

The City will harden and elevate key components including the WWTP, Utilities Building, lift stations, and backup generators. Temporary flood barriers, such as Tiger Dams, will be deployed proactively ahead of storms to reduce flood impacts. Additionally, the City will take actions to reduce system infiltration to improve overall operational reliability. Success will be measured by reduced service interruptions, lower repair costs, and sustained treatment capacity during flood events.

To further safeguard the site, the City will elevate essential facilities above future storm surge levels and install a deployable flood gate along the site's western boundary to block surge intrusion. Success will be measured by quantifiable reductions in service downtime, minimized physical damage costs, maintained essential service levels during and after hazard events, and verifiable decreases in infiltration rates.

Elements

Strategy Focus Area

- Special Flood Hazard Area (SFHA)

Types of Assets

- Critical Infrastructure

Adaptation Type

- Accommodation
- Protection

Relative Cost

- Moderate for installing temporary flood barriers (e.g., Tiger Dams) and deployable flood gates.
- High for hardening and elevating critical infrastructure (WWTP, Utilities Building, lift stations, generators).

Timeframe

- Near- to mid-term (1–5 years), aligned with capital improvement planning and grant funding cycles.

Implementation Lead

- Utilities Department



Figure 30. *Existing French Drain System at WWTP (Source: Halff).*



Figure 31. *Aerial View of WWTP in Close Proximity to Amelia River (Source: Google).*



Figure 32. *Existing Berm Constructed at WWTP (Source: Halff).*

Elements

Strategy Partners

- Public Works Department
- Building Department
- FDEP, FEMA

Implementation Actions

- **3.1** Elevate and harden critical infrastructure (WWTP, Utilities Building, lift stations, generators).
- **3.2** Install a deployable flood gate or other flood protection measures along the western boundary of the WWTP.
- **3.3** Pre-stage and deploy temporary flood barriers (e.g., Tiger Dams) before storm events.
- **3.4** Conduct inflow and infiltration studies and implement reduction measures.
- **3.5** Incorporate future storm surge projections into infrastructure design.

Benefits

- Reduced service disruptions and operational downtime during flood events.
- Minimized physical damage and long-term repair costs.
- Prevention of untreated wastewater discharges into the Amelia River.

STRATEGY #4

The City will redesign select park areas as floodable spaces that temporarily store stormwater during extreme weather while supporting recreational use in dry conditions.

Policy Statement

The City will enhance community resilience by integrating designated parks into its flood management strategy, using them as floodable open spaces during extreme weather events such as storm surge, king tides, and heavy rainfall. Guided by the City's completed VA, the City will evaluate sites like Atlantic Park, Egans Creek Greenway and Park, Sunrise Park, and the Fernandina Beach Golf Club for stormwater storage retrofits that relieve pressure on the drainage system and reduce neighborhood flooding.

Recreational areas will be redesigned to support dual use—serving as active public spaces in dry conditions and temporary floodplains during storms. Adaptations may include creating floodable play spaces, restoring low-lying areas to enhance storage, and improving connectivity to the broader drainage network.

Where relocation of critical infrastructure is impractical due to logistical challenges, historical significance, or community needs, the City will implement comprehensive floodproofing measures to safeguard these assets. This includes elevating mechanical and electrical systems above projected flood levels, installing watertight enclosures to prevent water intrusion, and using flood-resistant materials and construction techniques designed to withstand repeated exposure to flooding.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Critical Infrastructure
- Natural, Cultural & Historic

Adaptation Type

- Accommodation
- Protection
- Managed Relocation

Relative Cost

- Moderate to High for redesigning parks and relocating or removing critical infrastructure.
- Moderate for floodproofing existing infrastructure where removal is not feasible.

Timeframe

- Near- to mid-term (1–5 years), aligned with capital improvement planning and grant funding cycles.

Implementation Lead

- Parks and Recreation Department



Figure 33. *Example of Critical Infrastructure Located in Public Park (Source: Halff).*



Figure 34. *Sunrise Park Playground on Egans Creek (Source: Halff).*



Figure 35. *Example of Existing Open Space at Egans Creek Park (Source: Halff).*

Elements

Strategy Partners

- Planning and Conservation Department
- Public Works Department
- FDEP
- Conserve Nassau

Implementation Actions

- **4.1** Redesign selected park features to accommodate temporary flood storage.
- **4.2** Remove or relocate critical infrastructure from high-risk areas.
- **4.3** Install floodproofing measures such as elevation, watertight enclosures, and flood-resistant materials.
- **4.4** Engage the public through workshops and signage to support understanding of dual-use park functions.

Benefits

- Reduced local flood risk and stormwater system strain through floodable park design.
- Maintained recreational access during dry periods with adaptable public spaces.
- Improved resilience of public infrastructure through relocation or floodproofing.
- Expanded use of NbS for flood management in developing areas.

STRATEGY #5

The City will preserve and restore wetlands and salt marshes as natural flood buffers, integrating conservation and voluntary buyouts into long-term flood adaptation and land use planning to reduce risk, guide growth, and protect ecological functions.

Policy Statement

The City will recognize and protect its salt marsh and wetland environments as critical natural buffers that reduce the impacts of rainfall, tidal flooding, and storm surge. These ecosystems provide essential flood protection while supporting ecological health, and their preservation is key to the City's long-term flood risk management and natural resource sustainability.

To reduce development in flood-prone areas, the City will prioritize voluntary acquisition and conservation of wetlands and floodplain lands. The City will implement incentive-based buyouts to encourage property owners in vulnerable zones to participate, preventing new development in high-risk areas and preserving natural flood mitigation functions. This approach aims to reduce public costs related to emergency response, disaster recovery, and infrastructure damage over time.

As a near- to long-term strategy, the City will integrate natural infrastructure preservation into its flood adaptation planning. By guiding future growth carefully and preserving sensitive habitats, the City will enhance community resilience, protect ecological functions, and reduce flood hazards for both current and future residents, supporting sustainable development.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Natural, Culutral & Historic

Adaptation Type

- Accommodation
- Managed Relocation
- Avoidance
- Procedural

Relative Cost

- Moderate for land acquisition and incentive-based conservation programs.
- Low for maintenance and monitoring of preserved wetlands.

Timeframe

- Near- to long-term (1–10+ years), phased based on acquisition opportunities and City growth patterns.

Implementation Lead

- Department of Planning and Conservation



Figure 36. *Egans Creek Salt Marsh System (Source: Halff).*



Figure 37. *Regulatory Map Depicting 100-Year and 500-Year Floodplains (Source: FEMA).*



Figure 38. *Existing Open Space on Egans Creek (Source: Halff).*

Elements

Strategy Partners

- Parks and Recreation Department
- Nassau County
- NEFRC, FDEP, USACE
- Conserve Nassau

Implementation Actions

- **5.1** Identify and prioritize vulnerable wetland and floodplain parcels.
- **5.2** Develop and promote an incentive-based voluntary acquisition program.
- **5.3** Secure funding and partnerships to implement acquisitions and conservation easements.
- **5.4** Align zoning and land use policies to reflect preserved areas.
- **5.5** Integrate preserved areas into flood planning and long-term resilience strategies.

Benefits

- Reduced future development in flood-prone areas.
- Preserved natural buffers that reduce flood risk and support ecosystems.
- Lowered public costs for emergency response and infrastructure repair.

STRATEGY #6

The City will coordinate with the Fernandina Beach Municipal Airport (FBMA) to review and develop a Master Drainage Plan that proactively addresses future flood risks from sea level rise, storm surge, and increased rainfall.

Policy Statement

The City will actively coordinate with the Fernandina Beach Municipal Airport (FBMA) to review the existing drainage infrastructure and identify vulnerabilities related to current and future flood risks. This review will consider the impacts of SLR, storm surge, and increased rainfall events to ensure the drainage system's resilience and effectiveness. The assessment will also examine how flooding may affect flight operations, emergency access, and nearby neighborhoods.

Building on this assessment, the City will collaborate with airport officials and relevant stakeholders to develop a comprehensive Master Drainage Plan. This plan will incorporate forward-looking strategies and design standards that address projected flood impacts and enhance mitigation measures to protect airport facilities and surrounding communities. The plan will also explore opportunities to integrate nature-based solutions, such as stormwater wetlands or bioswales.

The City will prioritize implementation of the Master Drainage Plan as part of its broader Flood Adaptation Plan, securing necessary resources and coordinating across agencies to ensure timely updates, maintenance, and adaptive management.

Elements

Strategy Focus Area

- Special Flood Hazard Area (SFHA)

Types of Assets

- Transportation
- Critical Infrastructure
- Community and Emergency

Adaptation Type

- Protection
- Accommodation
- Procedural

Relative Cost

- Moderate for assessment, planning, and coordination with airport and stakeholders.
- Moderate to High for implementing recommended drainage improvements and upgrades.

Timeframe

- Near- to mid-term (1–5 years) for assessment and plan development.
- Mid- to long-term (3–10 years) for phased implementation aligned with funding.

Implementation Lead

- Public Works Department



Figure 39. *Fernandina Beach Municipal Airport (Source: City of Fernandina Beach).*



Figure 40. *Fernandina Beach Municipal Airport Runway (Source: Fernandina Observer).*

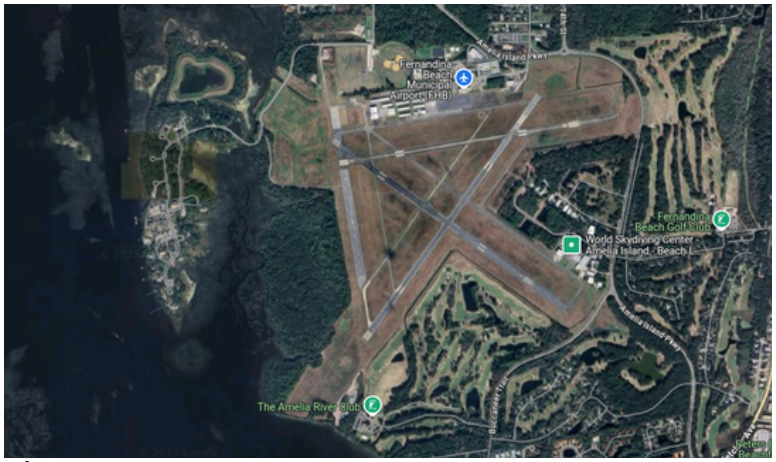

Figure 41. *Aerial Imagery Showing Proximity of Airport to Amelia River (Source: Google).*

Elements

Strategy Partners

- Fernandina Beach Municipal Airport
- Nassau County Emergency Management
- NFTPO

Implementation Actions

- **6.1** Coordinate with Fernandina Beach Municipal Airport to assess existing drainage infrastructure.
- **6.2** Evaluate flood vulnerabilities related to SLR, storm surge, and extreme rainfall.
- **6.3** Develop a Master Drainage Plan incorporating flood projections and resilient design standards.
- **6.4** Collaborate with airport officials, engineers, and external agencies during plan development.
- **6.5** Secure funding and establish a maintenance and adaptive management schedule.

Benefits

- Enhanced resilience of critical airport infrastructure to withstand current and future flood risks.
- Improved protection for surrounding neighborhoods and transportation corridors from stormwater impacts and drainage failures.

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STRATEGY #7

The City will integrate NbS into transportation and pedestrian infrastructure planning, design, and rehabilitation to enhance flood resilience, prioritize replacement of failing bridges, and promote environmental and recreation benefits.

Policy Statement

The City of Fernandina Beach will prioritize integrating NbS—such as living shorelines, bioengineered slopes, bioswales, and waterway reconnection—into the planning, design, construction, and rehabilitation of transportation and pedestrian infrastructure. These solutions will be tailored to site-specific conditions, focusing on coastal areas with significant tidal fluctuations. This approach enhances resilience while delivering co-benefits like improved stormwater management, erosion control, habitat restoration, and water quality.

To support this, the City will conduct a comprehensive citywide bridge inventory to identify NbS opportunities and prioritize replacement of failing infrastructure. Priority projects include replacing bridges on Beech Street and improving Hickory Street Greenway Bridge accesses, including the Amelia River Golf Club bridge. These efforts showcase the City's commitment to blending ecological systems with engineered design to strengthen infrastructure.

By advancing NbS in transportation, the City aims to build a more resilient, adaptable, and cost-effective network that protects critical infrastructure and promotes environmental and community benefits, supporting Fernandina Beach's long-term sustainability and flood adaptation goals.

Elements

Strategy Focus Area

- Special Flood Hazard Area (SFHA)

Types of Assets

- Transportation
- Critical Infrastructure

Adaptation Type

- Accomodation

Relative Cost

- Moderate to High associated with inventory assessments, bridge replacements, and incorporating nature-based design elements in infrastructure projects.

Timeframe

- Near- to mid-term (1–5 years) for completing citywide bridge inventory and initiating priority bridge replacement projects.

Implementation Lead

- Public Works Department



Figure 42. *Timber Bridge on Amelia River Golf Club Property (Source: Halff).*



Figure 43. *Wooden Bridge Over Egans Creek (Source: Halff).*



Figure 44. *Existing Oyster Bags Placed Along Downtown Waterfront (Source: Halff).*

Elements

Strategy Partners

- Planning and Conservation Department
- FDEP
- North Florida TPO

Implementation Actions

- **7.1** Integrate NbS into transportation projects (e.g., living shorelines, bioswales, waterway reconnection).
- **7.2** Conduct a citywide bridge inventory to identify opportunities and prioritize replacements.
- **7.3** Advance priority projects like Beech Street bridge replacement and Hickory Street Greenway Bridge access improvements.
- **7.4** Tailor NbS designs to local site conditions, especially in coastal areas with tidal impacts.

Benefits

- Increased resilience of bridges and transportation assets against flooding and erosion hazards.
- Improved stormwater management, habitat restoration, and water quality in affected areas.
- Lower long-term costs for maintenance, emergency repairs, and flood recovery.

STRATEGY #8

The City will protect vulnerable municipal and historic buildings within the SFHA by deploying temporary flood barriers during flood events while planning for permanent long-term mitigation solutions.

Policy Statement

The City of Fernandina Beach will protect its critical facilities, historic structures, and other municipal buildings located within the SFHA by deploying temporary flood barriers when adequate flood warnings are issued. These barriers provide a flexible and cost-effective short-term solution to reduce flood damage during flood events, especially in areas where permanent mitigation measures may not be feasible.

Recognizing that many of these structures are pre-FIRM buildings constructed before current floodplain management standards, and often have finished floor elevations below the base flood elevation, the City acknowledges their elevated risk to flooding. Elevation or other permanent floodproofing measures may be cost-prohibitive or incompatible with the preservation of historic or heavily used municipal buildings. Temporary flood barriers offer a practical, non-invasive means to reduce vulnerability without compromising the structural or historic integrity of these buildings.

The City will implement this temporary barrier strategy as an immediate protection measure while concurrently planning and pursuing permanent, long-term flood mitigation solutions. This dual approach ensures both near-term resilience and sustainable adaptation over time.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)

Types of Assets

- Critical Infrastructure
- Community/Emergency Facilities
- Natural, Cultural & Historic

Adaptation Type

- Protection

Relative Cost

- Low to Moderate for acquiring, maintaining, and deploying temporary flood barriers across multiple municipal and historic structures.

Timeframe

- Immediate to near-term (0–3 years) for implementation, with barriers deployable as soon as procured.
- Long-term (3+ years) for evaluating and transitioning to permanent flood mitigation strategies where feasible.

Implementation Lead

- Building Department



Figure 45. *Historic Lesesne House, Circa 1860 (Source: Halff).*



Figure 46. *Amelia Island Welcome Center (Source: Halff).*



Figure 47. *City of Fernandina Beach City Hall (Source: Halff).*

Elements

Strategy Partners

- Public Works Department
- Nassau County Emergency Management
- FEMA

Implementation Actions

- **8.1** Deploy temporary flood barriers for municipal and historic buildings in the SFHA upon flood warnings.
- **8.2** Prioritize protection of pre-FIRM, below-base flood elevation historic structures.
- **8.3** Coordinate with Facilities Maintenance and Planning to assess building vulnerabilities.
- **8.4** Integrate with broader planning for long-term flood mitigation (e.g., elevation, floodproofing where feasible).

Benefits

- Increased immediate and flexible flood protection for vulnerable public assets.
- Maintained historic integrity and functionality of key City structures.
- Reduced flood-related damage and public costs.
- Strengthened connection between short-term needs and long-term resilience planning.

STRATEGY #9

The City will expand and enhance its Stormwater Management Debris Program by increasing street sweeping and stormwater inlet maintenance to reduce debris buildup, improve drainage performance, and minimize localized flooding risks.

Policy Statement

The City will proactively manage stormwater by maintaining regular street sweeping and stormwater catch basin cleaning to prevent pollutant and debris buildup that can clog drains and cause localized flooding and water quality issues. These maintenance activities help capture sediment, trash, and organic matter before they enter the stormwater system, reducing long-term infrastructure wear and maintenance costs.

Currently, the City operates a dual approach by utilizing trash and debris screens at major stormwater inlets, which are regularly cleaned using a vacuum truck, alongside two street sweepers operating five days a week. This program has proven effective in reducing maintenance needs in the areas serviced, supporting the overall health and function of the stormwater drainage system.

To enhance this program, the City will invest in additional staff to improve cleaning and maintenance of inlets and drainage systems. The City will also use stormwater basin assessments to identify frequently flooded areas for targeted cleaning, thereby improving stormwater system performance and reducing flood risks throughout the community.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Transportation

Adaptation Type

- Accomodation
- Procedural

Relative Cost

- Low to Moderate for purchasing additional maintenance equipment (street sweeper, vacuum truck) and expanding service coverage.

Timeframe

- Immediate to near-term (0–3 years) for equipment acquisition and program expansion.

Implementation Lead

- Public Works Department



Figure 48. *Debris Removal Following Hurricane Helene (Source: Fernandina Beach News-Leader).*



Figure 49. *Picking up After Hurricane Helene (Source: Fernandina Beach News-Leader).*



Figure 50. *Fernandina Beach Yard Waste Pick Up Service (Source: City of Fernandina Beach).*

Elements

Strategy Partners

- Maintenance Department

Implementation Actions

- **9.1** Maintain routine street sweeping and catch basin cleaning, especially at key stormwater inlets.
- **9.2** Utilize and expand use of trash and debris screening.
- **9.3** Invest in additional staff to increase service reach and consider scheduling staff to operate street sweeping 7 days a week, at least during peak season.
- **9.4** Conduct basin-level assessments to prioritize maintenance in frequently flooded or underserved areas.

Benefits

- Reduced localized flooding and stormwater backups in vulnerable areas.
- Improved water quality through enhanced pollutant removal before reaching waterways.
- Extended lifespan of drainage infrastructure with lowered long-term maintenance costs.
- Increased equitable service delivery by expanding coverage to additional neighborhoods.

STRATEGY #10

The City will pursue a Class 4 CRS rating by updating its floodplain ordinance and developing a comprehensive Watershed Master Plan to reduce flood insurance premiums, enhance flood preparedness, and support flood risk management.

Policy Statement

The City of Fernandina Beach will maintain active participation in the National Flood Insurance Program's (NFIP) Community Rating System (CRS) to promote flood resilience and provide financial savings to residents by exceeding federal floodplain management standards. Currently classified as a Class 5 community, the City offers a 25% discount on flood insurance premiums within SFHA.

To advance its flood risk management efforts and pursue a Class 4 rating, the City will review and update its floodplain ordinance and develop a comprehensive Watershed Master Plan (WMP). This plan will integrate future flood risk scenarios from the City's Vulnerability Assessment into a citywide watershed model to guide strategic infrastructure investments and land use planning.

Completion of the WMP will generate additional CRS credits, leading to greater flood insurance premium reductions while strengthening the City's flood preparedness. The plan will also prioritize nature-based solutions, improved stormwater management, and enhanced protection of vulnerable areas, reinforcing the City's leadership in flood adaptation and delivering long-term resilience and economic benefits to the community.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Transportation
- Critical Infrastructure
- Community/Emergency
- Natural, Cultural & Historic

Adaptation Type

- Procedural

Relative Cost

- Moderate associated with developing a comprehensive Watershed Master Plan and updating the floodplain ordinance;
- Low for ongoing CRS program participation and administrative support relative to the benefits it provides.

Timeframe

- Near- to mid-term (1–5 years) to complete the Watershed Master Plan, revise policies, and pursue a Class 4 CRS rating.

Implementation Lead

- Building Department



Figure 51. *National Flood Insurance Program (Source: WFLA).*



Figure 52. *Flooding from Amelia River in Downtown Fernandina (Source: Florida Politics).*



Figure 53. *FEMA's CRS Program Provides City With Direct Opportunity to Support Private Property Owners (Source: UF).*

Elements

Strategy Partners

- Public Works Department
- Planning and Conservation Department
- City Manager's Office
- Nassau County Stormwater Management Department

Implementation Actions

- **10.1** Maintain active participation in FEMA's CRS program.
- **10.2** Update the floodplain ordinance to align with higher standards.
- **10.3** Develop a Watershed Master Plan incorporating vulnerability assessment findings.
- **10.4** Integrate nature-based solutions and improved stormwater practices into planning.

Benefits

- Increased flood insurance discounts by improving the CRS rating from Class 5 to Class 4.
- Enhanced citywide flood risk management and infrastructure investment decision-making.
- Promoted flood resilience and reduced long-term disaster recovery costs.
- Strengthened protection of vulnerable areas through data-driven planning and analysis.

STRATEGY #11

The City will develop and distribute comprehensive flood resilience guides for businesses and homeowners, emphasizing hazardous materials management and practical preparedness to reduce flood risks and enhance community safety.

Policy Statement

The City will enhance community resilience to flooding and SLR by developing and distributing two key educational resources: SLR Best Practices for Businesses; and a Homeowner's Flood Resilience Guide. The business guide will focus on educating local businesses, especially those handling hazardous materials, on flood risk assessment, emergency planning, proper storage, spill prevention, and continuity strategies to reduce environmental and public health risks.

The City will implement this strategy through stakeholder collaboration, training workshops, on-site risk audits, and communication toolkits to ensure effective outreach and compliance. The homeowner guide will provide practical advice on property protection, chemical management, home retrofitting, and evacuation planning, supported by community outreach and incentive programs to encourage adoption and preparedness.

Both guides will include a specialized hazardous materials module detailing containment, emergency response, and legal responsibilities. This approach will reduce toxic spill risks, promote safety, and empower residents and businesses to proactively prepare for climate-related flooding, thereby strengthening the City's overall adaptation and resilience efforts.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Not Applicable

Adaptation Type

- Procedural

Relative Cost

- Low to Moderate to develop, publish, and distribute educational materials, conduct outreach activities, and provide training and site audits—especially when leveraging partnerships and in-kind support.

Timeframe

- Near-term (1–2 years) for initial development, stakeholder engagement, and rollout of both guides and accompanying programs.

Implementation Lead

- Planning and Conservation Department



Figure 54. *ULI "Business Case for Resilience in Southeast Florida" Report (Source: ULI).*



Figure 55. *Elevation as a Tool for Flood Mitigation (Source: FloodList). Not in Fernandina Beach.*



Figure 56. *Sandbags for Flooding (Source: Ultra Tech International). Not in Fernandina Beach.*

Elements

Strategy Partners

- Public Works Department
- City Manager's Office
- Nassau County Emergency Management

Implementation Actions

- **11.1** Develop and distribute: Sea Level Rise Best Practices for Businesses; and Homeowner's Flood Resilience Guide.
- **11.2** Conduct workshops, audits, and outreach to support resource adoption.
- **11.3** Include hazardous materials guidance in both resources.
- **11.4** Offer training and incentives to encourage community preparedness.

Benefits

- Reduced toxic spill risks and improved public safety in flood-prone areas.
- Increased resilience of businesses and homeowners to flooding and sea level rise impacts.
- Enhanced community awareness, planning, and preparedness for flood events.
- Supported citywide adaptation goals and strengthened environmental protection efforts.

STRATEGY #12

The City will develop and implement a flood resilience micro-grant program to financially assist residents with flood adaptation improvements, prioritizing vulnerable households to promote equitable, proactive flood risk reduction.

Policy Statement

The City will establish a flood resilience micro-grant program to assist residents in preparing their homes and properties for flood impacts, particularly rainfall, storm surge, and tidal flooding. This program will provide financial support for flood adaptation projects such as installing green infrastructure, elevating structures or utilities, using permeable surfaces, installing flood vents, or constructing flood barriers.

Grants will cover up to 50% of eligible project costs, with property owners required to match the funding dollar-for-dollar. To promote equity, the City will implement a tiered grant structure that offers higher coverage percentages for low-income households or those demonstrating financial need. Grant awards will range from $3,000 to $6,000, supporting projects up to $12,000 in total costs.

The City will prioritize funding for properties with documented flood history, followed by those located in high-risk flood zones, and then for proactive applicants in lower-risk areas. This program encourages early investment in protective measures, reduces long-term damage and maintenance costs, and strengthens neighborhood resilience through public-private collaboration.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Private Assets

Adaptation Type

- Protection
- Accommodation
- Procedural

Relative Cost

- Low to Moderate to establish and administer the micro-grant program, depending on annual funding levels and the number of awards disbursed. Costs may be offset through external grants or resilience funding sources.

Timeframe

- Near- to mid-term (1–3 years) for program development, pilot launch, and refinement based on community feedback and uptake.

Implementation Lead

- City Commission

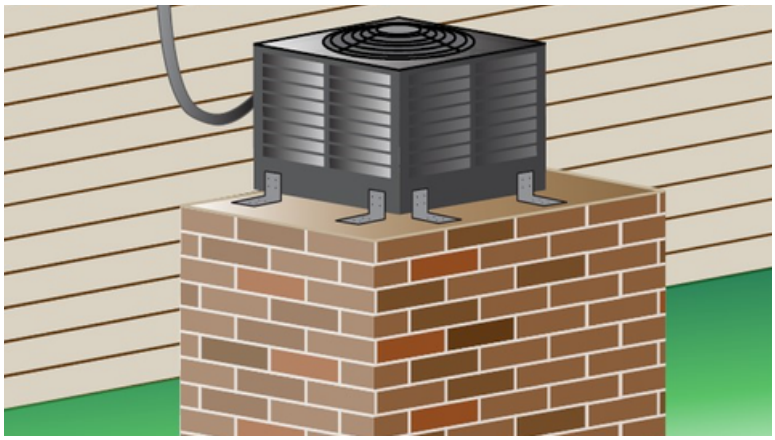

Figure 57. *HVAC Structural Elevation (Source: City of Madeira Beach).*



Figure 58. *Smart Vents (Source: Central Florida Steel Buildings and Supply).*



Figure 59. *Dry Floodproofing (Source: Resilient Design Institute).*

Elements

Strategy Partners

- City Manager's Office
- Planning and Conservation Department
- Building Department
- Public Works Department

Implementation Actions

- **12.1** Establish and administer a micro-grant program offering financial support for home and property flood adaptation projects.
- **12.2** Provide grants covering up to 50% of project costs, with property owner matching required.
- **12.3** Implement a tiered grant structure to offer higher coverage for low-income or financially vulnerable households.
- **12.4** Prioritize funding based on flood history, flood zone risk, and proactive applications.

Benefits

- Increased residential adaptation and flood preparedness across communities.
- Promoted equity by providing targeted support to vulnerable households.
- Reduced long-term flood damage and associated maintenance costs.

STRATEGY #13

The City will establish Historic Building Flood Protection Guidelines to guide sensitive flood adaptation strategies that preserve the historic character of buildings while improving their resilience to flood risks.

Policy Statement

The City of Fernandina Beach will develop Historic Building Flood Protection Guidelines to balance the preservation of its historic architectural legacy with the need to enhance resilience to current and future flood risks. These guidelines will serve as an extension of the Downtown Historic District Design Guidelines and provide a framework for selecting flood adaptation strategies that protect historic buildings while maintaining their character-defining features.

The guidelines will recommend sensitive adaptation measures such as elevating mechanical systems, installing flood vents, utilizing water-resistant materials, and incorporating landscape features like permeable pavers. These approaches will be designed to minimize visual and structural impacts on historic properties, ensuring compatibility with the City's historic aesthetics.

Development and implementation of the guidelines will involve collaboration with the Historic District Council, community stakeholders, and technical experts, alongside providing property owners with guidance and assistance. This strategy will preserve Fernandina Beach's historic identity while enhancing the flood resilience of its valued buildings.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront

Types of Assets

- Natural, Cultural & Historic

Adaptation Type

- Protection
- Accommodation
- Procedural

Relative Cost

- Low to Moderate to develop guidelines, conduct stakeholder engagement, and provide technical assistance. Costs may increase with the inclusion of expert consultants or design workshops.

Timeframe

- Near-term (1–2 years) for guideline development, review, and adoption as an extension of existing Historic District standards.

Implementation Lead

- Historic District Council



Figure 60. *Historic Centre Street Businesses (Source: Creative Commons).*



Figure 61. *Historic Lesesne House (Source: Creative Commons).*



Figure 62. *Historic Post Office (Source: Creative Commons).*

Elements

Strategy Partners

- Planning and Conservation Department
- Building Department
- Florida Division of Historical Resources

Implementation Actions

- **13.1** Develop guidelines integrating flood protection with historic preservation standards.
- **13.2** Recommend sensitive adaptation measures like elevating mechanical systems, flood vents, water-resistant materials, and permeable landscaping.
- **13.3** Collaborate with the Historic District Council, technical experts, and community stakeholders.
- **13.4** Provide guidance and assistance to historic property owners for implementation.

Benefits

- Preserved the historic character and architectural legacy of buildings.
- Enhanced flood resilience while maintaining aesthetic and structural integrity.
- Supported informed decision-making for property owners in flood-prone historic areas.

STRATEGY #14

The City will develop and support customized disaster preparation plans for key community centers to enhance their capacity to respond effectively during climate-related emergencies and strengthen community resilience.

Policy Statement

The City will develop Community Center Disaster Preparation Plans to ensure that essential community hubs—including churches, schools, civic centers, and nonprofit facilities—are equipped to effectively support residents during climate-related emergencies such as flooding, hurricanes, and natural weather events. These plans will focus on enhancing the resilience and operational readiness of these critical buildings.

The process will begin with stakeholder coordination and comprehensive site assessments to identify vulnerabilities, available resources, and potential emergency roles for each facility. Customized disaster preparation plans will then be created, addressing evacuation procedures, communication protocols, supply needs, and continuity of operations tailored to each location's unique context.

The City will facilitate this effort by providing planning templates, training sessions, and technical assistance, while ensuring all plans are coordinated with local emergency management systems. This strategy will protect public well-being, safeguard vital community spaces such as City Hall, American Legion Post 54, the Women's Club, and Atlantic Recreation Center, and strengthen the City's overall flood resilience.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Community/Emergency Facilities

Adaptation Type

- Procedural

Relative Cost

- Low for plan development, stakeholder engagement, training sessions, and technical assistance; potential for cost-sharing with participating facilities or through grant funding.

Timeframe

- Near-term (1–2 years) for site assessments, plan development, and integration into local emergency preparedness frameworks.

Implementation Lead

- Planning and Conservation Department



Figure 63. *American Legion Post 54 (Source: Halff).*



Figure 64. *City of Fernandina Beach City Hall (Source: Halff).*



Figure 65. *GFWC Woman's Club of Fernandina Beach (Source: Halff).*

Elements

Strategy Partners

- Police Department
- Fire Department
- Nassau County Emergency Management

Implementation Actions

- **14.1** Coordinate with stakeholders and conduct site assessments for community centers.
- **14.2** Develop customized disaster preparation plans addressing evacuation, communication, supplies, and continuity of operations.
- **14.3** Provide planning templates, training, and technical assistance.
- **14.4** Ensure integration with local emergency management systems.

Benefits

- Increased operational readiness and resilience of community hubs during emergencies.
- Improved protection of public safety and wellbeing.
- Maintained safeguarding of critical community facilities and services.
- Strengthened overall community resilience and emergency response capacity.

STRATEGY #15

The City will implement a phased Repetitive Loss Property Buyout and Conservation Program to reduce flood risks by converting high-risk properties into natural floodplain areas, supported by community engagement and external funding.

Policy Statement

The City will establish a Repetitive Loss Property (RLP) Buyout and Conservation Program to address structures that have experienced multiple flood events and pose ongoing flood risks and public costs. This program will prioritize voluntary buyouts of high-risk and unprotectable properties, including vulnerable historic sites, to reduce flood exposure and long-term damage. It will also help the City meet its floodplain management goals and improve eligibility for future mitigation funding.

Acquired properties will be removed from development and converted into open space, stormwater management areas, or conservation land, thereby restoring natural floodplain functions and enhancing community resilience. The program will be implemented in phases and seek funding from state and federal sources, including FEMA Hazard Mitigation Assistance grants.

Community engagement and equitable relocation support for affected residents will be central to the program's success. This strategy will integrate with broader floodplain and stormwater management efforts to reduce future flood damage, protect ecosystems, and foster safer, more resilient neighborhoods throughout Fernandina Beach.

Elements

Strategy Focus Area

- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Private Assets

Adaptation Type

- Managed Relocation
- Procedural

Relative Cost

- High due to property acquisition, demolition, and potential relocation assistance; largely dependent on securing federal and state mitigation funding (e.g., FEMA HMA).

Timeframe

- Mid- to long-term (3–10 years) for phased implementation, including planning, community outreach, funding acquisition, and property conversion.

Implementation Lead

- Planning and Conservation Department



Figure 66. *Substantially Damaged Property in Louisiana (Source: WRKF).*



Figure 67. *Impacts from Hurricane Michael in Mexico Beach (Source: The New York Times).*



Figure 68. *Hurricane Ian Flooding in SW Florida (Source: WUSF).*

Elements

Strategy Partners

- Building Department
- Nassau County Emergency Management
- FEMA

Implementation Actions

- **15.1** Prioritize voluntary buyouts of high-risk and unprotectable properties, including vulnerable historic sites.
- **15.2** Remove acquired properties from development and convert them to open space, stormwater management, or conservation land.
- **15.3** Implement the program in phases and pursue funding from state and federal sources (e.g., FEMA Hazard Mitigation Assistance grants).

Benefits

- Reduced flood exposure and public costs associated with repetitive loss properties.
- Restored natural floodplain functions and enhanced ecosystem health.
- Decreased future flood damage and disaster recovery expenses.
- Promoted safer, more resilient neighborhoods through strategic land conservation.

STRATEGY #16

The City will integrate SLR considerations into planning, zoning, and building standards by updating regulations, conducting elevation surveys, and engaging the public to promote resilient development and reduce future flood risks.

Policy Statement

The City will integrate SLR considerations into planning, zoning, and construction standards to build long-term resilience against increasing flood risks. This effort will begin with a comprehensive survey of Finished Floor Elevations (FFEs) for existing buildings, particularly critical infrastructure, with data managed through a centralized GIS system and analyzed alongside SLR projections from the City's VA.

The City will update planning and zoning regulations to limit or restrict development in vulnerable areas, and revise building codes to require minimum freeboard elevations that account for both base flood levels and anticipated sea level rise for all new construction and major renovations. Development review processes will incorporate SLR risk assessments and FFE documentation as part of permit applications.

Public engagement will be prioritized through workshops and outreach to educate developers, architects, and property owners on the updated standards and incentives for resilient design. This integrated approach will ensure that public and private developments are better protected against future flood risks, safeguarding infrastructure, property, and public safety while advancing the City's flood resilience goals.

Elements

Strategy Focus Area

- Historic Downtown & Waterfront
- Special Flood Hazard Area (SFHA)
- Citywide

Types of Assets

- Private Assets
- Critical Infrastructure
- Community/Emergency Facilities
- Natural, Cultural & Historic

Adaptation Type

- Procedural

Relative Cost

- Low to Moderate for data collection, regulatory updates, GIS integration, and outreach, with potential cost savings through avoided future flood damage.

Timeframe

- Near- to mid-term (1–5 years) for FFE survey, policy development, and code updates, with ongoing implementation and enforcement.

Implementation Lead

- Building Department



Figure 69. *Establishing Finished Floor Elevation (Source: FBI Buildings).*

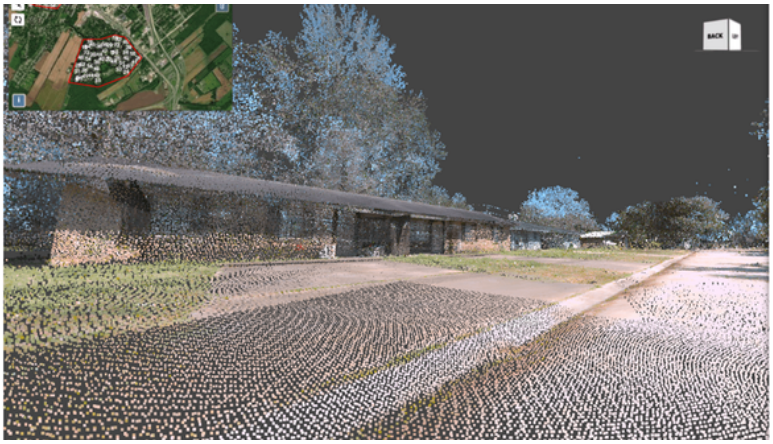

Figure 70. *Using Mobile LiDAR to Identify Finished Floor Elevations (Source: Halff).*

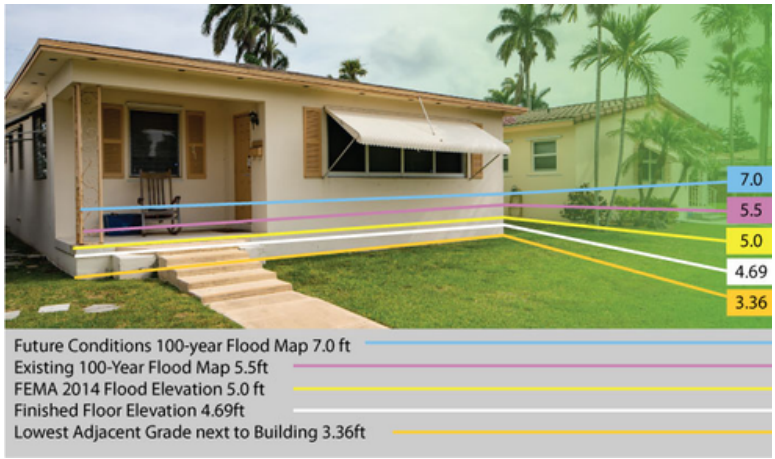

Figure 71. *Comparing Finished Floor Elevations to Flood Scenarios (Source: Broward County).*

Elements

Strategy Partners

- Public Works Department
- Planning and Conservation Department

Implementation Actions

- **16.1** Conduct a comprehensive survey of Finished Floor Elevations (FFEs) for existing buildings, focusing on critical infrastructure.
- **16.2** Manage FFE data within a centralized GIS system and analyze alongside sea level rise (SLR) projections.
- **16.3** Update planning and zoning regulations to limit or restrict development in vulnerable areas.
- **16.4** Revise building codes to require minimum freeboard elevations considering base flood levels plus anticipated SLR for new construction and major renovations.
- **16.5** Incorporate SLR risk assessments and FFE documentation into development review and permitting processes.

Benefits

- Reduced vulnerability of public and private developments to future flood and sea level rise risks.
- Protected critical infrastructure, preserved property values, and enhanced public safety.

STRATEGY #17

The City will implement comprehensive structural and non-structural flood mitigation measures to protect essential solid waste and hazardous waste facilities, ensuring their resilience and safeguarding public health and the environment.

Policy Statement

The City will prioritize flood mitigation efforts for essential infrastructure, especially solid waste and hazardous waste facilities, which pose significant public health and environmental risks if compromised during flood events. Recognizing that many of these facilities are located in flood-prone areas, the City will implement both structural and non-structural mitigation measures to reduce vulnerability and enhance resilience.

Structural measures will include elevating critical systems and equipment, constructing protective barriers, waterproofing vulnerable areas, and upgrading drainage and containment infrastructure. Non-structural actions will focus on updating emergency response plans, providing staff training, relocating hazardous materials before storms, and installing water-level monitoring systems to ensure early warning and rapid response capabilities.

This comprehensive strategy will ensure continuity of operations during extreme weather events, protect neighboring communities, and minimize long-term financial and legal risks associated with contamination and emergency response. By investing in these protections, the City reaffirms its commitment to public safety, environmental stewardship, and resilience.

Elements

Strategy Focus Area

- Citywide

Types of Assets

- Critical Infrastructure

Adaptation Type

- Protection
- Accommodation
- Procedural

Relative Cost

- Moderate to High depending on the scale of structural improvements, equipment elevation, and containment upgrades; non-structural measures such as planning, training, and monitoring systems are relatively low-cost.

Timeframe

- Short- to mid-term (1–5 years) for planning, retrofitting, and implementing emergency procedures, with some measures deployable immediately.

Implementation Lead

- Public Works Department



Figure 72. *Port of Fernandina (Source: Florida Ports Council).*



Figure 73. *Rayonier Advanced Materials (Source: EVOLVE Magazine).*



Figure 74. *Fernandina Beach Maritime Economy (Source: Metro Jacksonville).*

Elements

Strategy Partners

- Port of Fernandina
- Rayonier
- Nassau County Emergency Management
- Private Businesses Dealing with Hazardous Waste

Implementation Actions

- **17.1** Elevate critical systems and equipment at waste management facilities.
- **17.2** Construct protective barriers and waterproof vulnerable areas.
- **17.3** Upgrade drainage and containment infrastructure.
- **17.4** Update emergency response plans and provide staff training.
- **17.5** Relocate hazardous materials ahead of storms.
- **17.6** Install water-level monitoring systems for early warning and rapid response.

Benefits

- Ensured continuity of essential waste management operations during flood events.
- Protected public health and maintained environmental quality.
- Minimized financial and legal risks from contamination and emergency incidents.



Amelia Island Welcome Center (Source: Amelia Island, Florida).

6. Next Steps



Figure 75. *Trail in Fort Clinch State Park (Source: Florida Hikes).*

The City of Fernandina Beach has taken a critical step toward building long-term resilience through the development of its Flood Adaptation Plan. Moving forward, the City will focus on implementing prioritized strategies that reduce flood risk, strengthen natural and built systems, and protect vulnerable populations. The next phase will emphasize early action on high-impact, low-regret projects while laying the groundwork for more complex, longer-term initiatives. These projects will be sequenced based on technical feasibility, funding availability, and community benefit.

To support implementation, the City will establish a coordinated internal team responsible for advancing adaptation actions across departments. A designated staff lead will serve as the central point of contact, ensuring alignment with regional and state efforts and maintaining momentum over time. Policy updates will be pursued to embed flood resilience into local development practices, including revisions to zoning, building codes, and land use regulations that promote adaptive design and risk reduction.

Public engagement will remain a cornerstone of the plan's success. The City will continue to involve residents, businesses, and civic groups through transparent communication, participatory design, and regular progress updates. Tools such as online dashboards and community workshops will help build understanding and accountability.

Monitoring and evaluation will be integrated into the implementation process to track progress, measure outcomes, and adjust strategies as conditions evolve. By aligning the plan with existing planning and budgeting cycles, the City will institutionalize resilience and ensure long-term commitment. Through these coordinated actions, Fernandina Beach will strengthen its ability to adapt to changing conditions, safeguard its assets and communities, and preserve its unique coastal identity for generations to come.



Downtown Fernandina Beach Sunset (Source: The Florida Times-Union).

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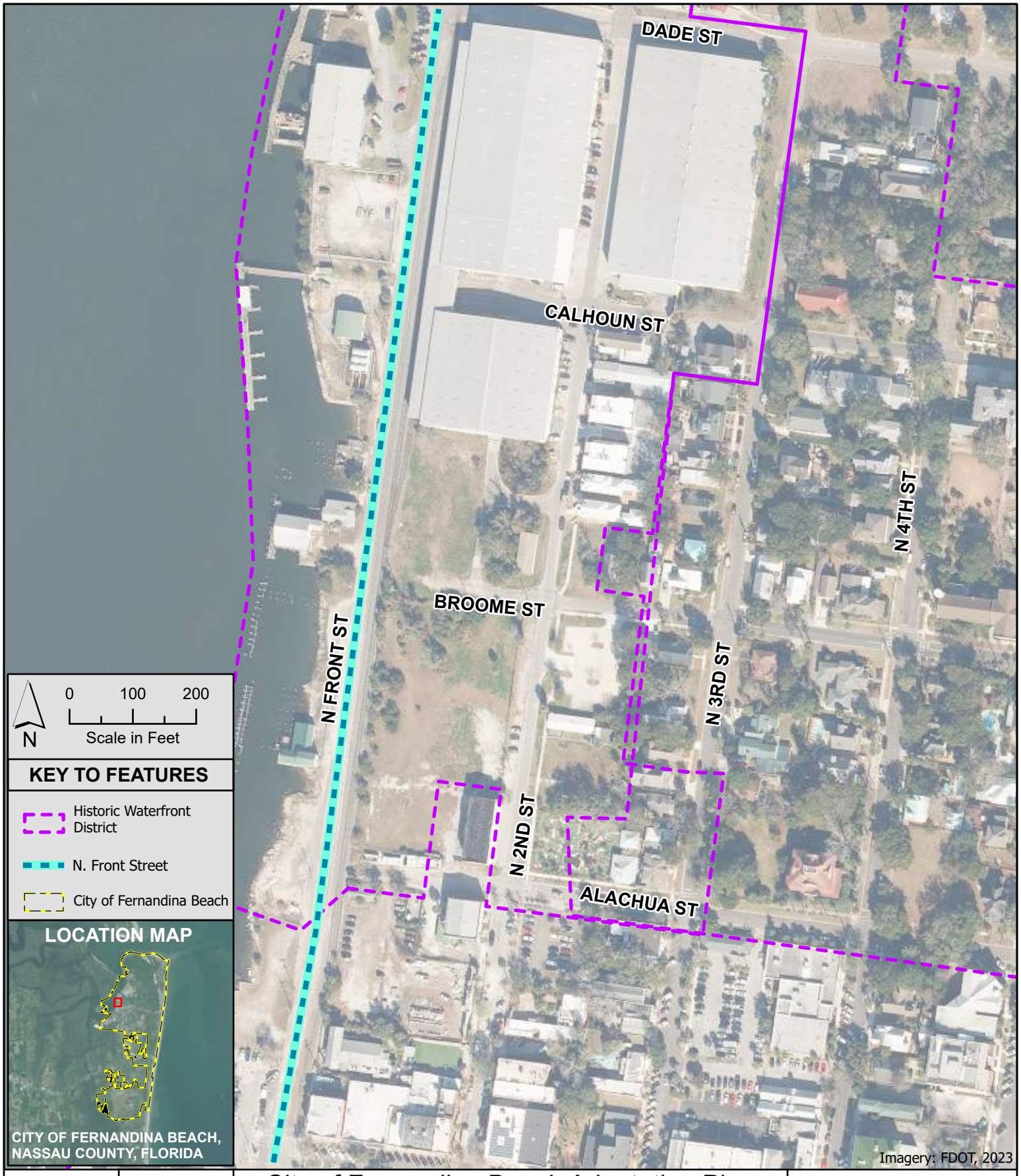
Appendix A

Priority Strategies Map Exhibits



City of Fernandina Beach Adaptation Plan

STRATEGY 1: Integrated Nature Based Solutions (NbS) & Grey Infrastructure Plan

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPES: Critical Infrastructure, Transportation, & Natural Resources

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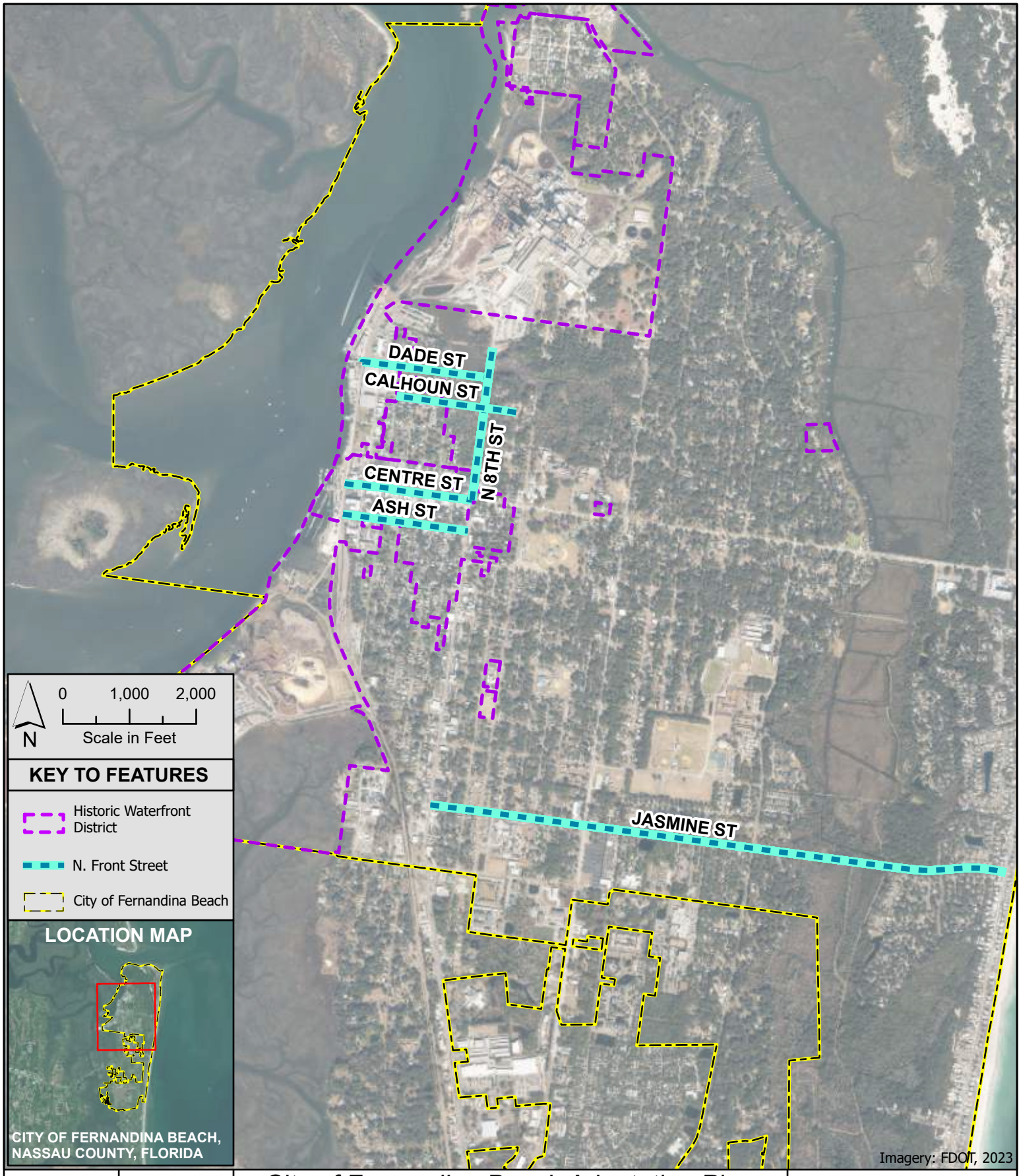

City of Fernandina Beach Adaptation Plan

STRATEGY 2: Transportation & Drainage Resilience Improvements

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPE: Transportation

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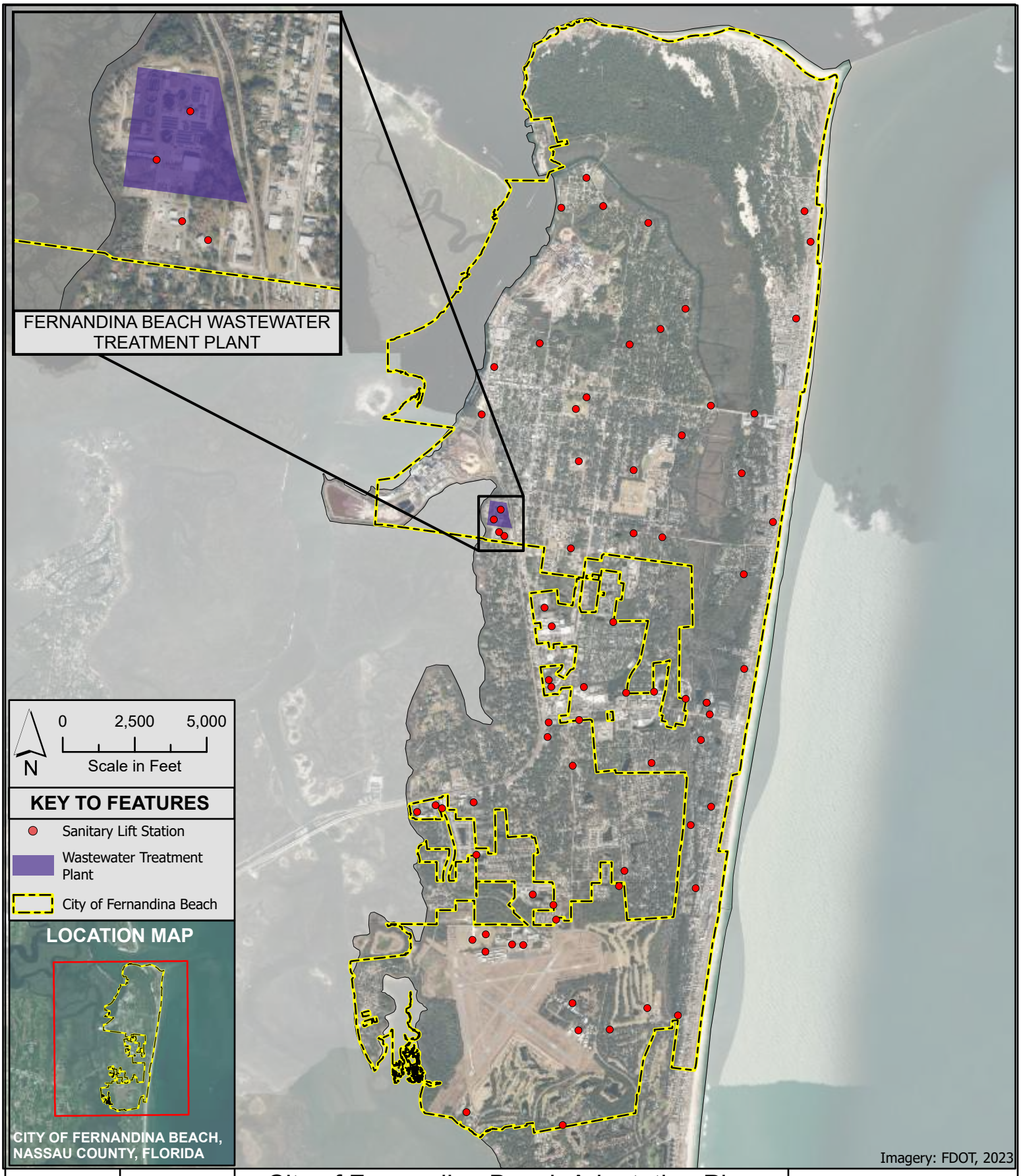

City of Fernandina Beach Adaptation Plan

STRATEGY 3: Water and Wastewater Systems Resilience Enhancement

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPE: Critical Infrastructure



City of Fernandina Beach Adaptation Plan

STRATEGY 4: Park Drainage/Stormwater Resilience Improvements

ADAPTATION TYPE: Accommodate

ASSET TYPE: Natural Resources & Stormwater Management

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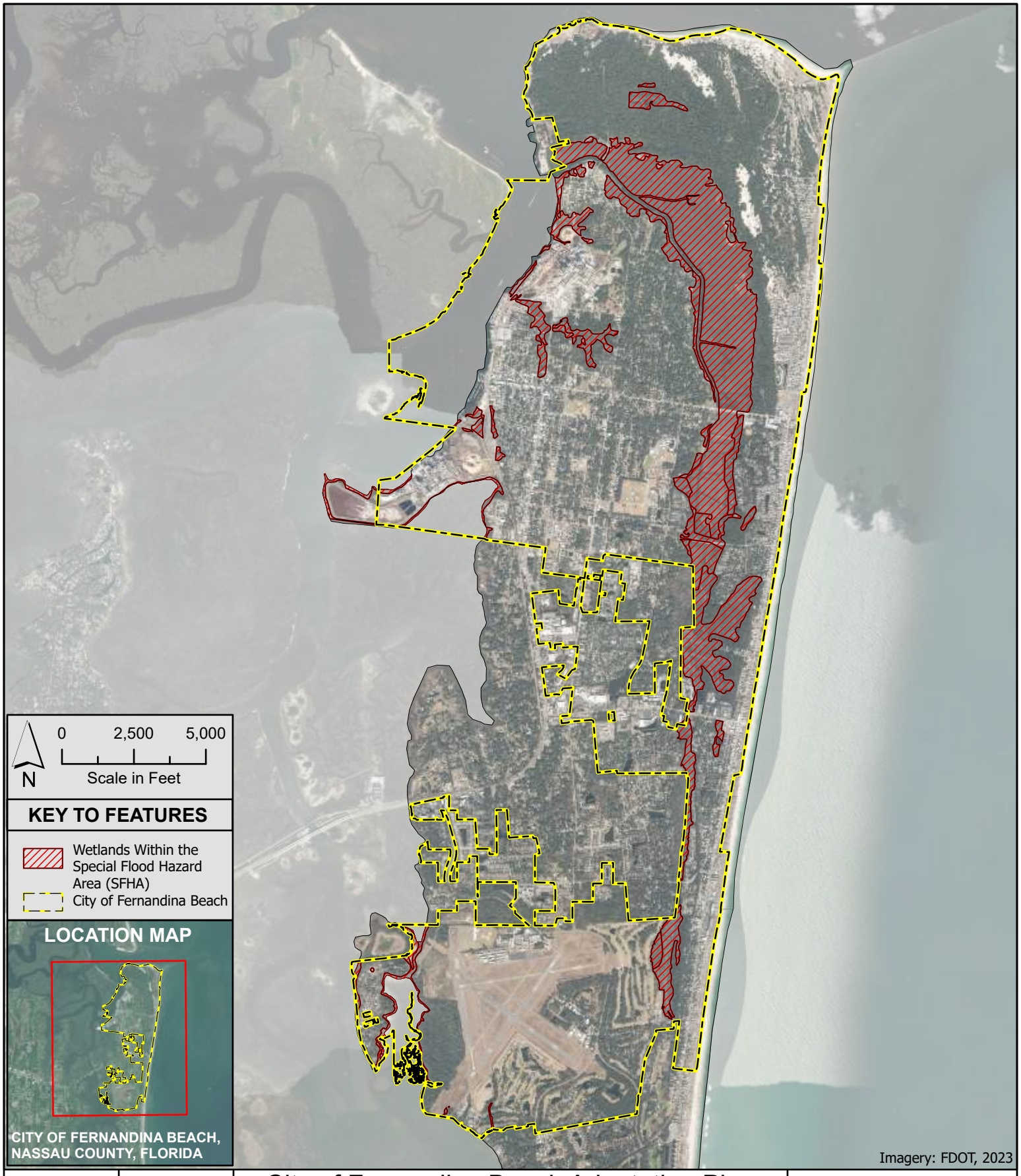

City of Fernandina Beach Adaptation Plan

STRATEGY 5: SFHA/Wetland Buy Out Program

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPE: Natural Resources & Stormwater Management

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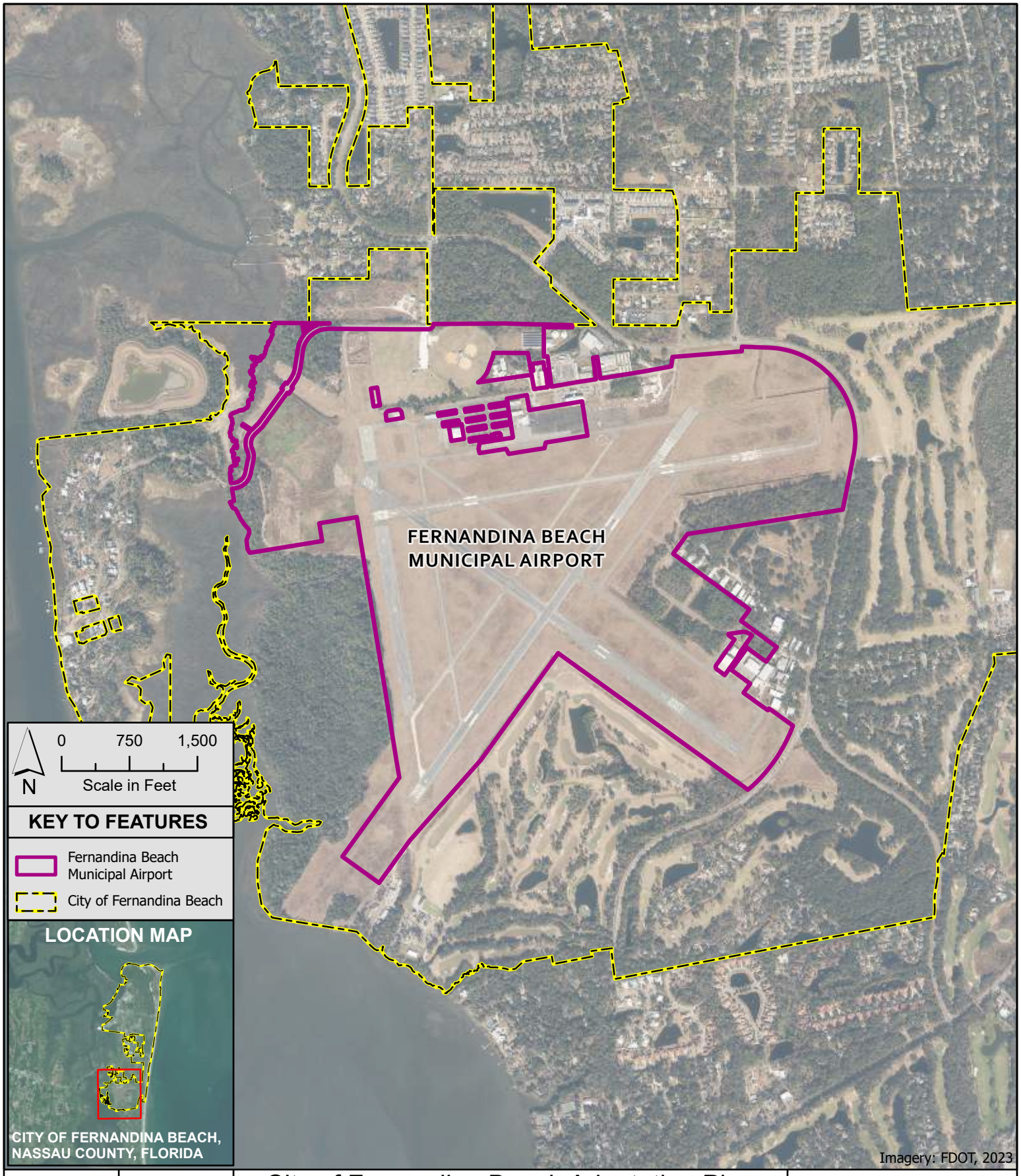

City of Fernandina Beach Adaptation Plan

STRATEGY 6: Flood Ready Airport Master Stormwater Plan

ADAPTATION TYPE: Accommodate, Protect, Procedural

ASSET TYPE: Critical Community & Emergency Facilities

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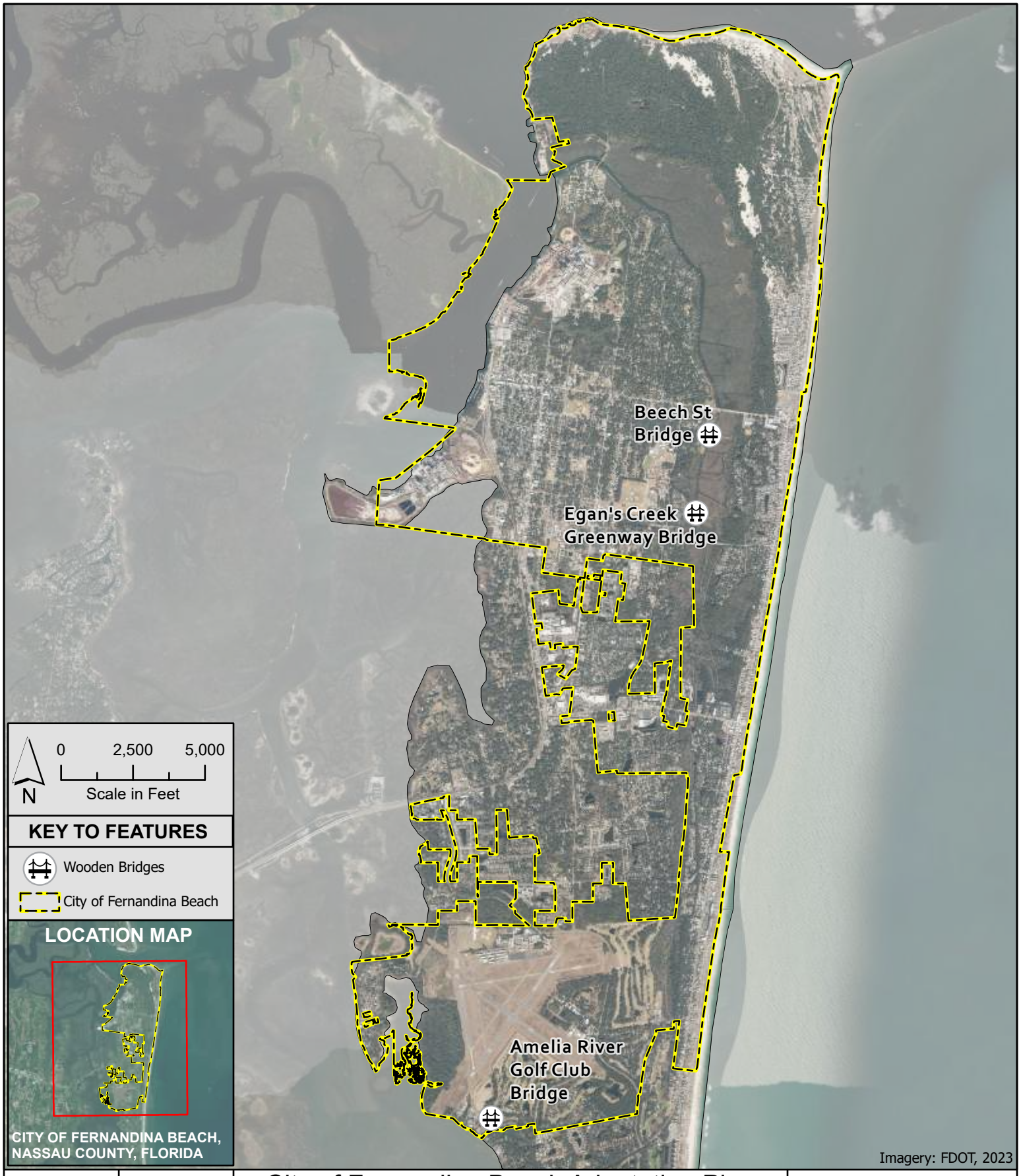
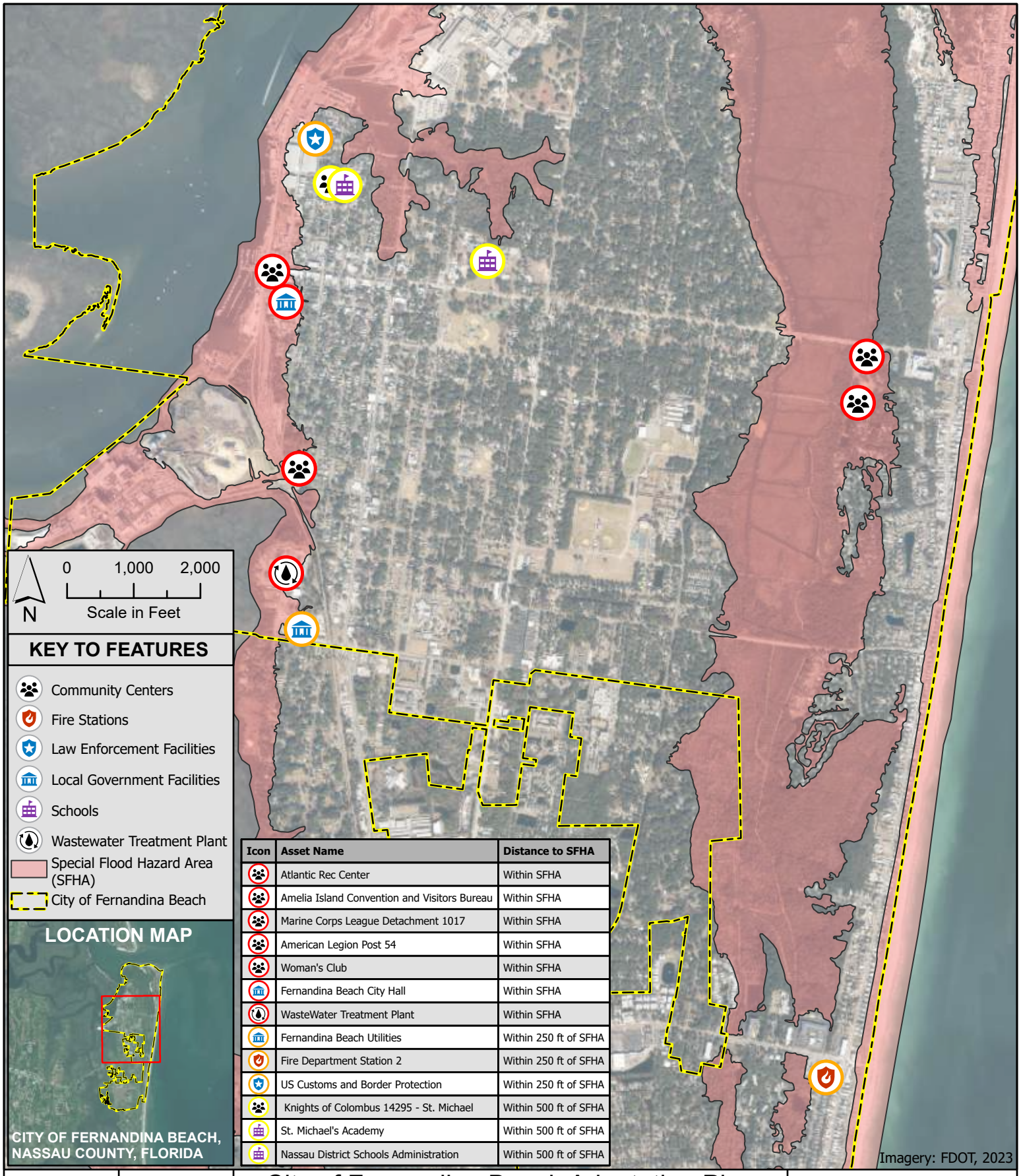


City of Fernandina Beach Adaptation Plan

STRATEGY 7: Nature Based Infrastructure Improvement

ADAPTATION TYPE: Accommodate & Protect

ASSET TYPE: Transportation



Icon	Asset Name	Distance to SFHA
	Atlantic Rec Center	Within SFHA
	Amelia Island Convention and Visitors Bureau	Within SFHA
	Marine Corps League Detachment 1017	Within SFHA
	American Legion Post 54	Within SFHA
	Woman's Club	Within SFHA
	Fernandina Beach City Hall	Within SFHA
	WasteWater Treatment Plant	Within SFHA
	Fernandina Beach Utilities	Within 250 ft of SFHA
	Fire Department Station 2	Within 250 ft of SFHA
	US Customs and Border Protection	Within 250 ft of SFHA
	Knights of Colombus 14295 - St. Michael	Within 500 ft of SFHA
	St. Michael's Academy	Within 500 ft of SFHA
	Nassau District Schools Administration	Within 500 ft of SFHA

City of Fernandina Beach Adaptation Plan

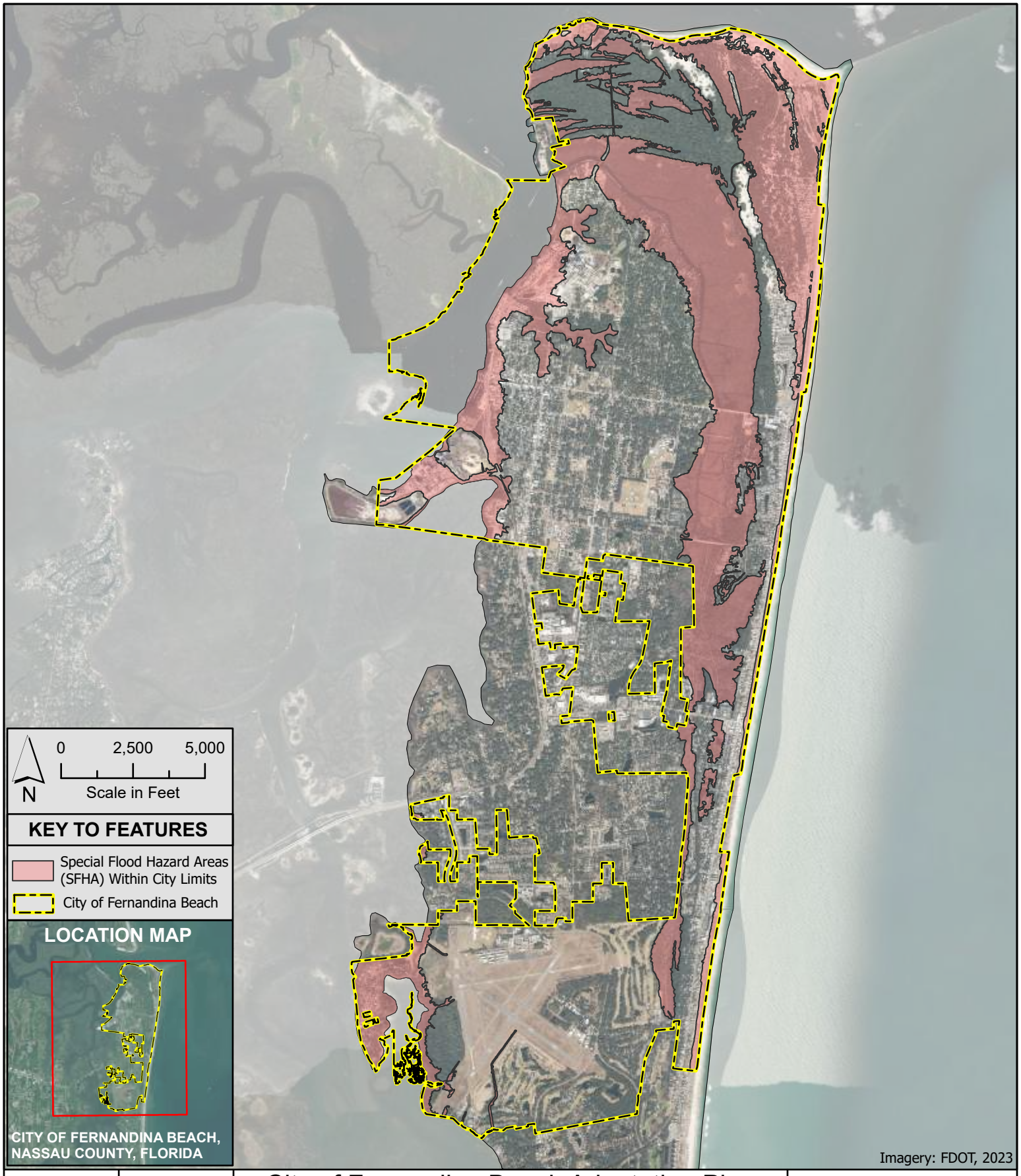
STRATEGY 8: Temporary Flood Control Measures for City Facilities

ADAPTATION TYPE: Protect

ASSET TYPE: Critical Community & Emergency Facilities

halff

TAYLOR ENGINEERING, INC.



City of Fernandina Beach Adaptation Plan

STRATEGY 10: Floodplain Ordinance & CRS Review

ADAPTATION TYPE: Procedural

ASSET TYPE: Policy

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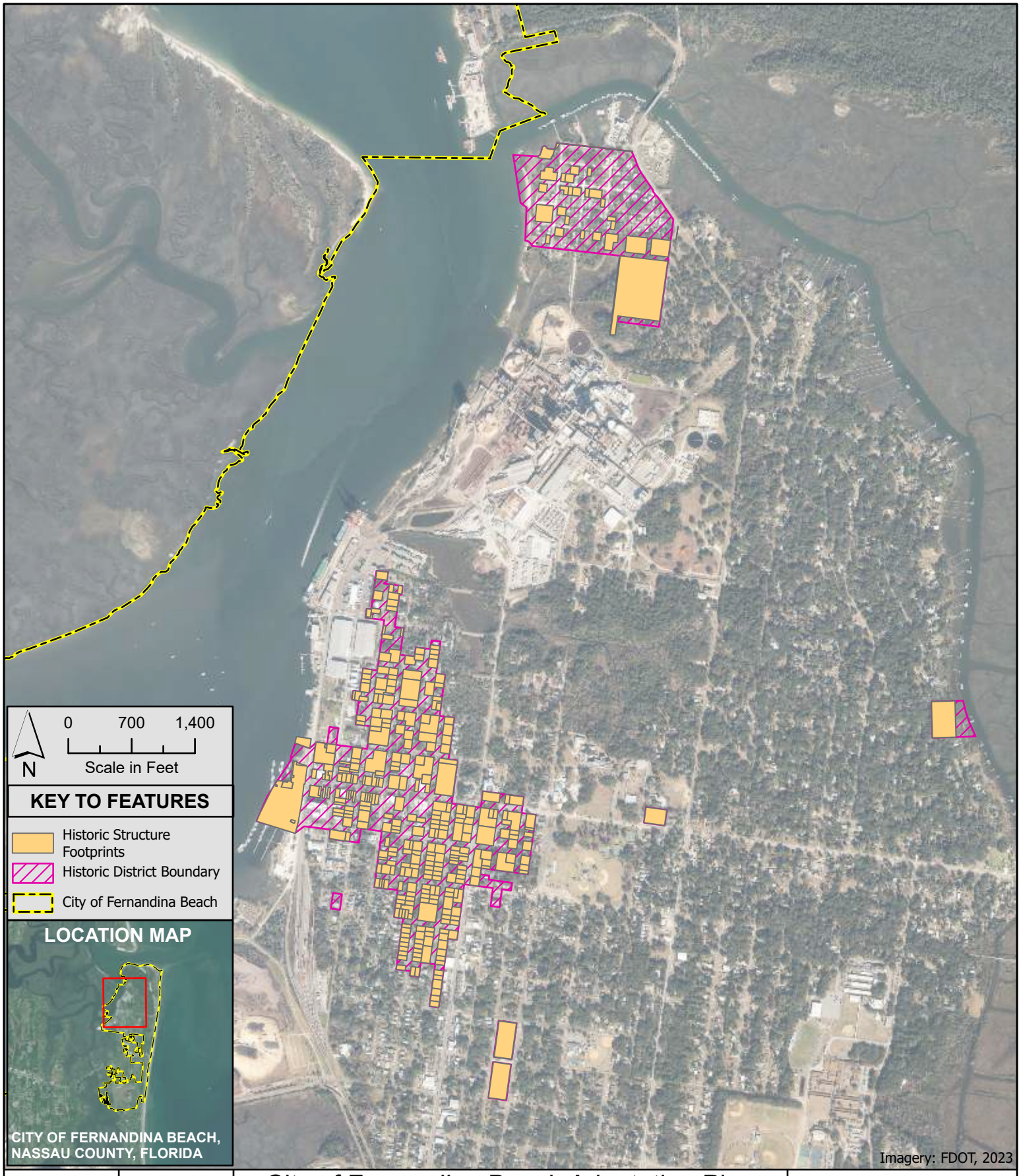
TAYLOR ENGINEERING, INC.



City of Fernandina Beach Adaptation Plan

STRATEGY 13: Historic Structure Flood Protection Guidelines

ADAPTATION TYPE: Procedural

ASSET TYPE: Policy

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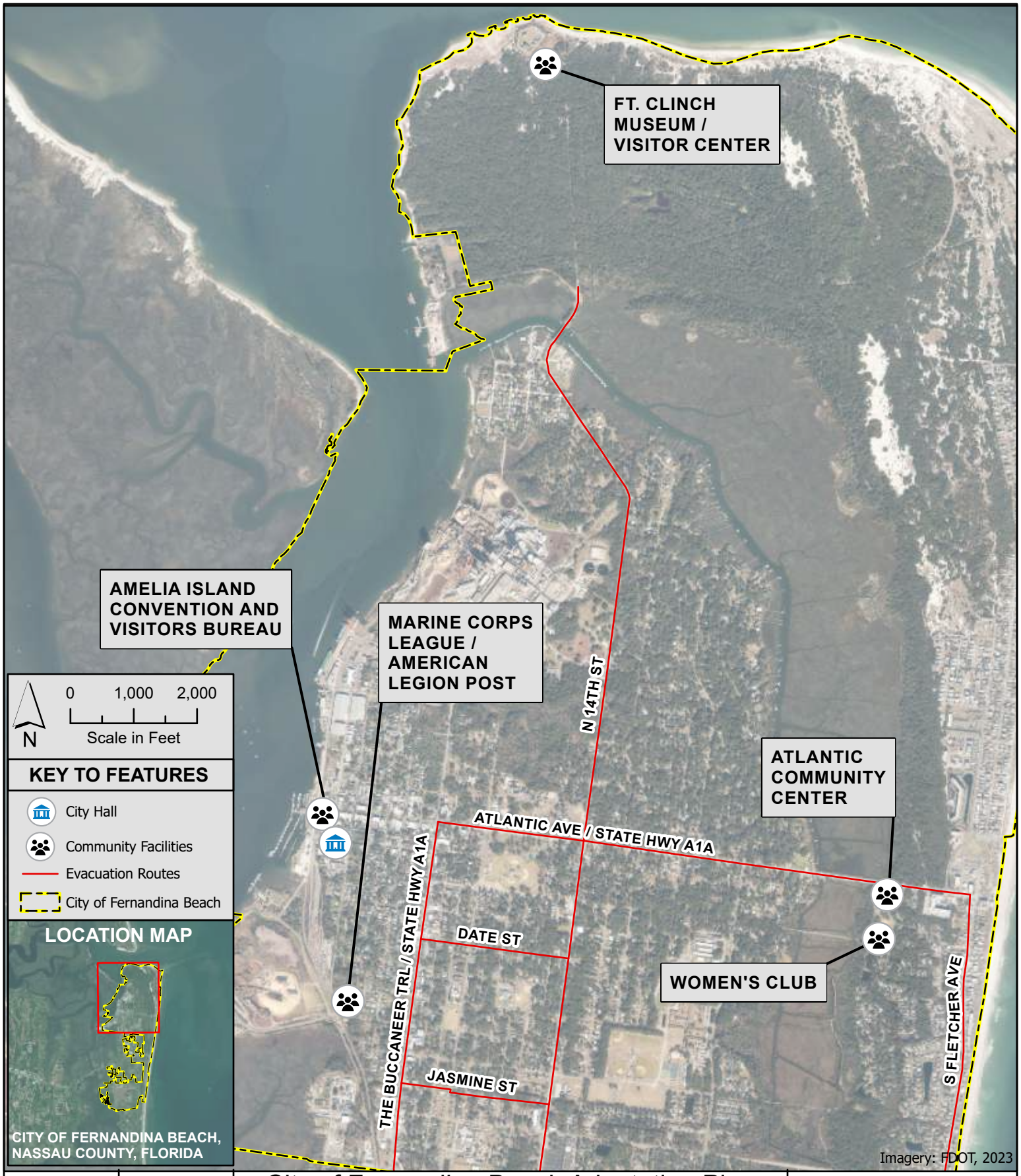
TAYLOR ENGINEERING, INC.



City of Fernandina Beach Adaptation Plan

STRATEGY 14: Local Disaster Preparedness Plans

ADAPTATION TYPE: Accommodate, Protect, Procedural

ASSET TYPE: Critical Community & Emergency Facilities

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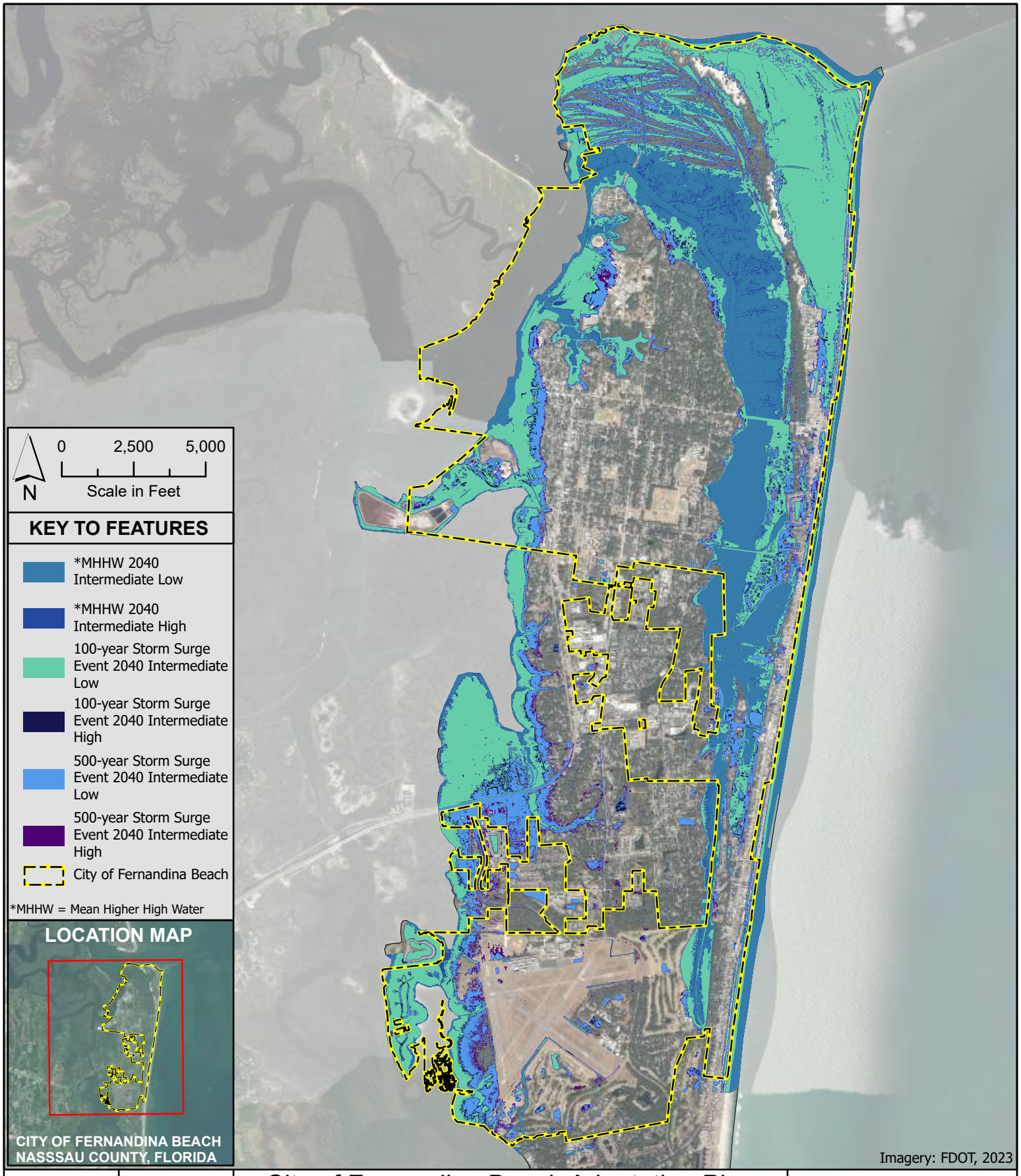
TAYLOR ENGINEERING, INC.



City of Fernandina Beach Adaptation Plan

STRATEGY 16: Local Sea Level Rise (SLR) Planning Considerations

ADAPTATION TYPE: Accommodate, Protect Procedural

ASSET TYPE: Critical Community & Emergency Facilities & Policy

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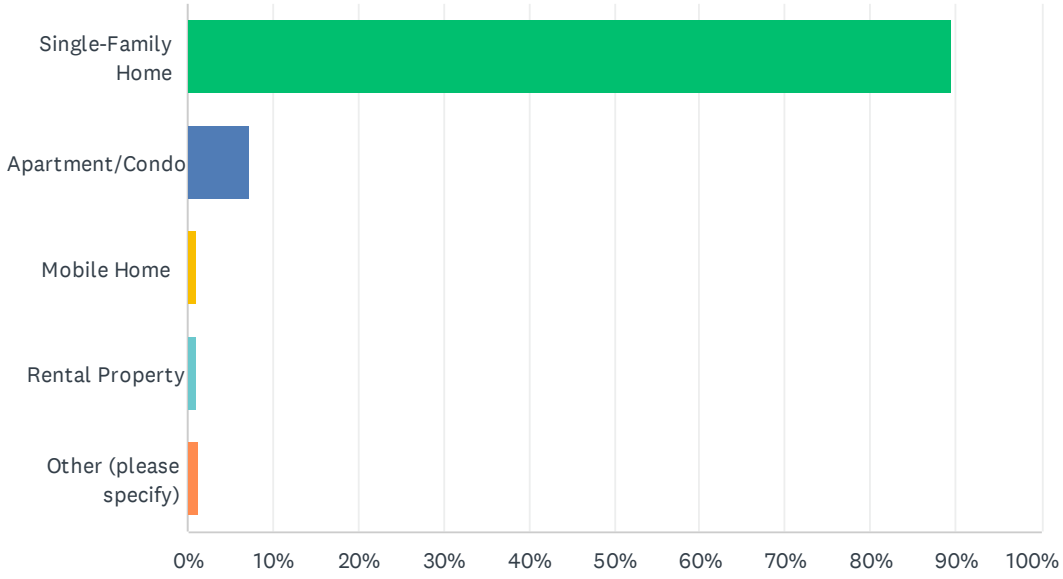
Appendix B

Community Resilience Survey Results

Q1 What is your primary residence type in Fernandina Beach?

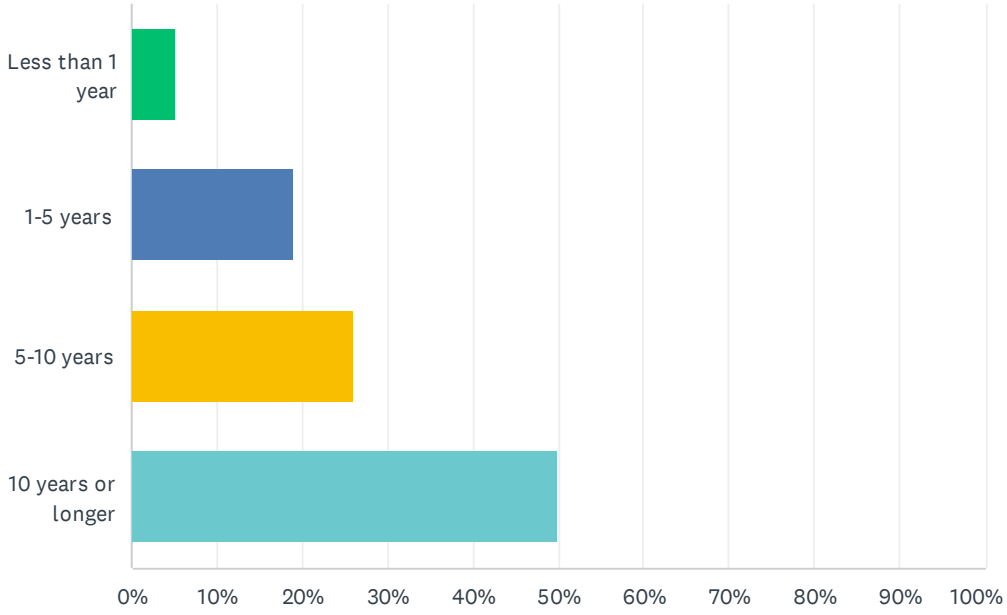
Answered: 306 Skipped: 3



ANSWER CHOICES	RESPONSES	
Single-Family Home	89.54%	274
Apartment/Condo	7.19%	22
Mobile Home	0.98%	3
Rental Property	0.98%	3
Other (please specify)	1.31%	4
TOTAL		306

Q2 How long have you lived in Fernandina Beach?

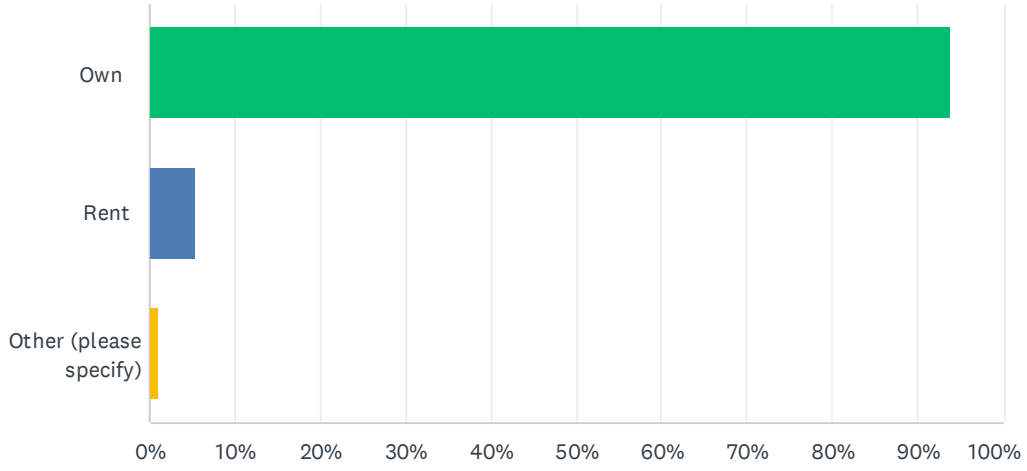
Answered: 307 Skipped: 2



ANSWER CHOICES	RESPONSES	
Less than 1 year	5.21%	16
1-5 years	18.89%	58
5-10 years	26.06%	80
10 years or longer	49.84%	153
TOTAL		307

Q3 Do you own or rent your home?

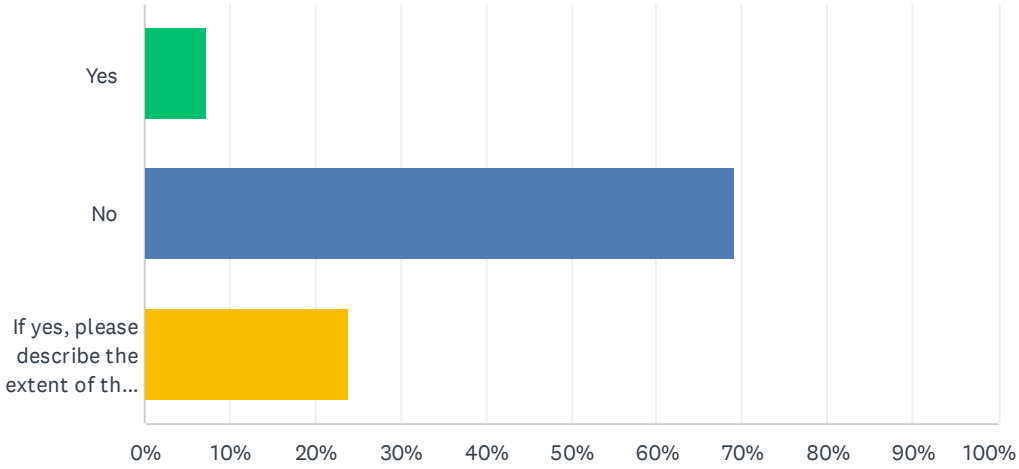
Answered: 306 Skipped: 3



ANSWER CHOICES	RESPONSES	
Own	93.79%	287
Rent	5.23%	16
Other (please specify)	0.98%	3
TOTAL		306

Q4 Flooding can occur due to various factors, including heavy rainfall, storm surge, tidal events, or localized drainage issues. In the past 5 years, have you experienced any flooding on your property or in your home?

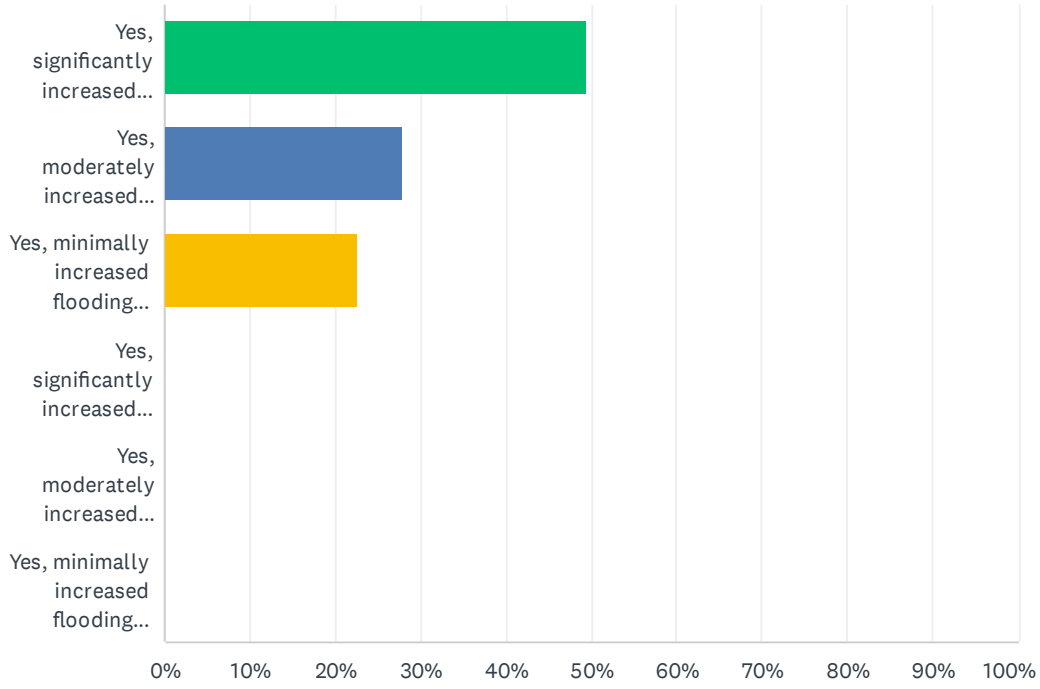
Answered: 307 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	7.17%	22
No	69.06%	212
If yes, please describe the extent of the flooding.	23.78%	73
TOTAL		307

Q5 If you answered "Yes" to Question 4, do you feel your property has experienced increased frequency or increasingly severe flooding during the past 5 years?

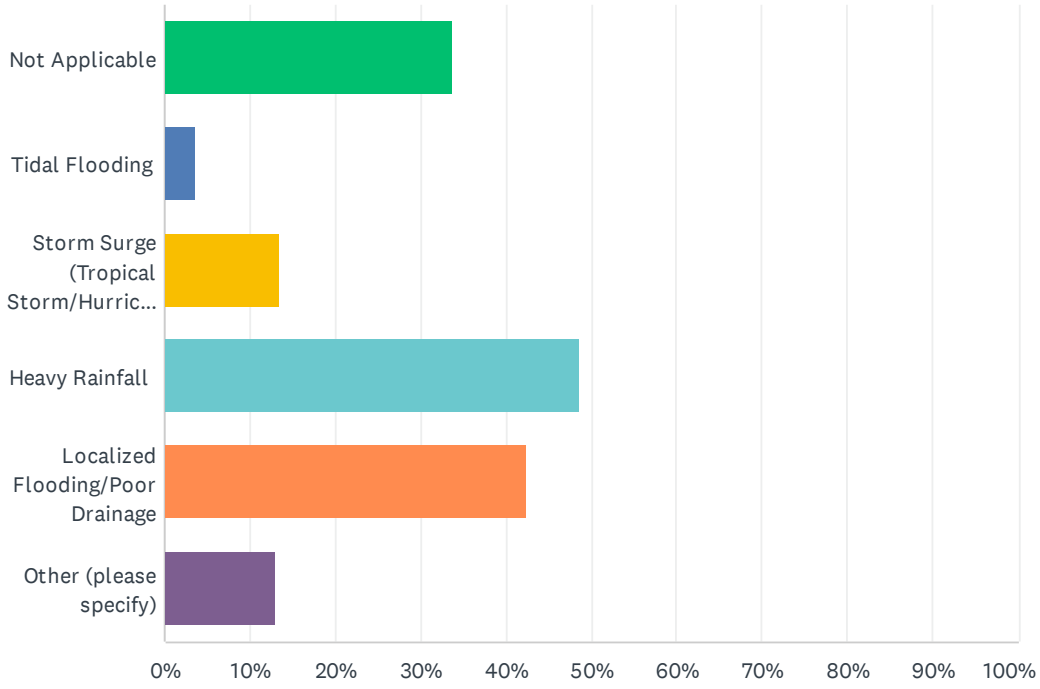
Answered: 93 Skipped: 216



ANSWER CHOICES	RESPONSES	
Yes, significantly increased flooding frequency	49.46%	46
Yes, moderately increased flooding frequency	27.96%	26
Yes, minimally increased flooding frequency	22.58%	21
Yes, significantly increased flooding severity	0.00%	0
Yes, moderately increased flooding severity	0.00%	0
Yes, minimally increased flooding severity	0.00%	0
Total Respondents: 93		

Q6 What do you believe were the primary causes of flooding on your property? (select all that apply)

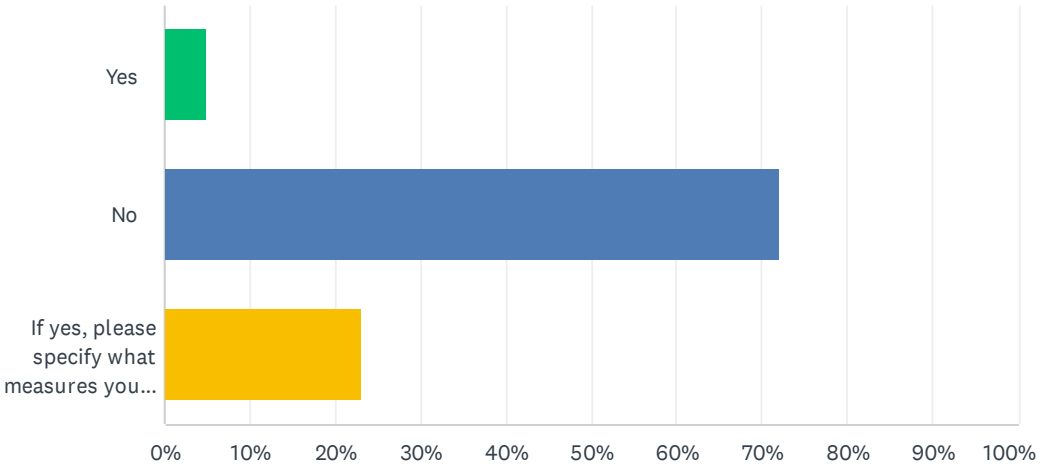
Answered: 193 Skipped: 116



ANSWER CHOICES	RESPONSES	
Not Applicable	33.68%	65
Tidal Flooding	3.63%	7
Storm Surge (Tropical Storm/Hurricane/Nor'easter)	13.47%	26
Heavy Rainfall	48.70%	94
Localized Flooding/Poor Drainage	42.49%	82
Other (please specify)	12.95%	25
Total Respondents: 193		

Q7 Floodproofing measures can help protect your home from water damage during flooding events. These may include installing flood barriers, elevating utilities, using water-resistant materials, or improving drainage around your property. Have you made any floodproofing improvements to your home in the past 1 year, 5 years, ever?

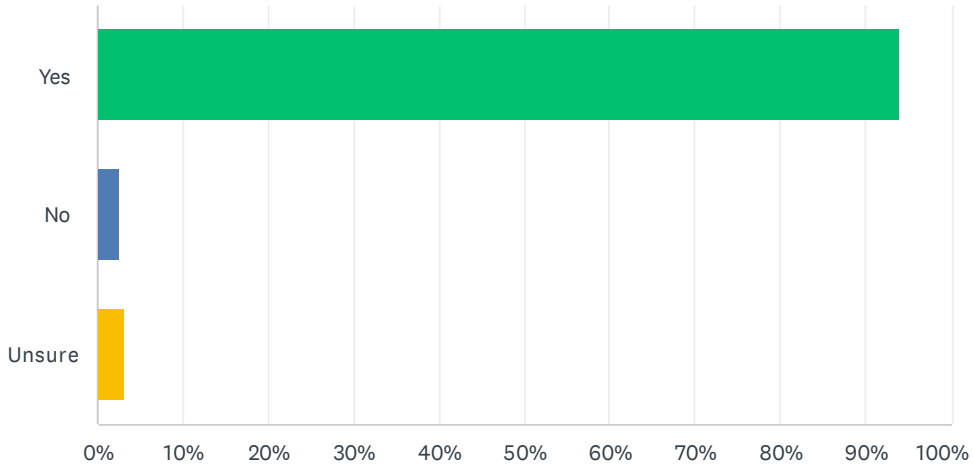
Answered: 283 Skipped: 26



ANSWER CHOICES	RESPONSES	
Yes	4.95%	14
No	72.08%	204
If yes, please specify what measures you have taken.	22.97%	65
TOTAL		283

Q8 Understanding your flood zone and flood risk can help you make informed decisions about flood insurance, preparedness, and mitigation measures. Flood zones are designated by the Federal Emergency Management Agency (FEMA) based on factors like elevation, proximity to water bodies, and flood history. Are you aware of your property's flood zone and your level of flood risk?

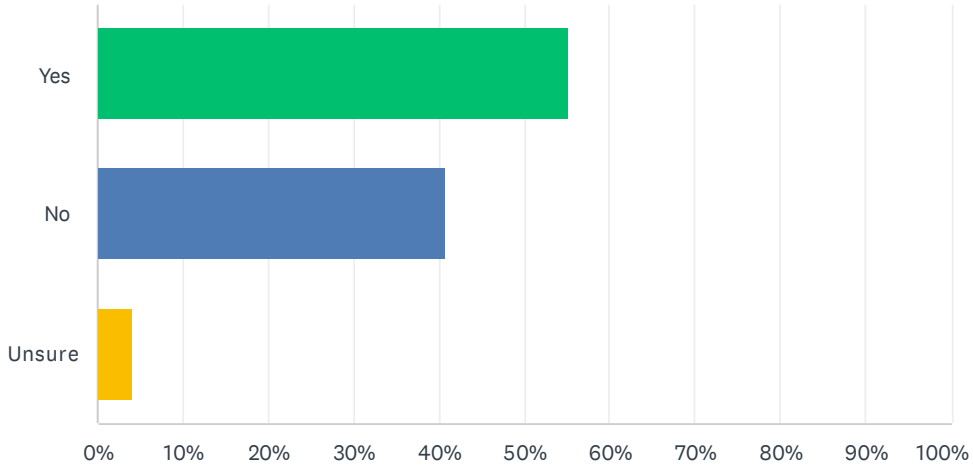
Answered: 304 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	94.08%	286
No	2.63%	8
Unsure	3.29%	10
TOTAL		304

Q9 Flood insurance can provide financial protection against flood damage to your home and its contents, which is not typically covered by standard homeowners' insurance. Do you currently have flood insurance?

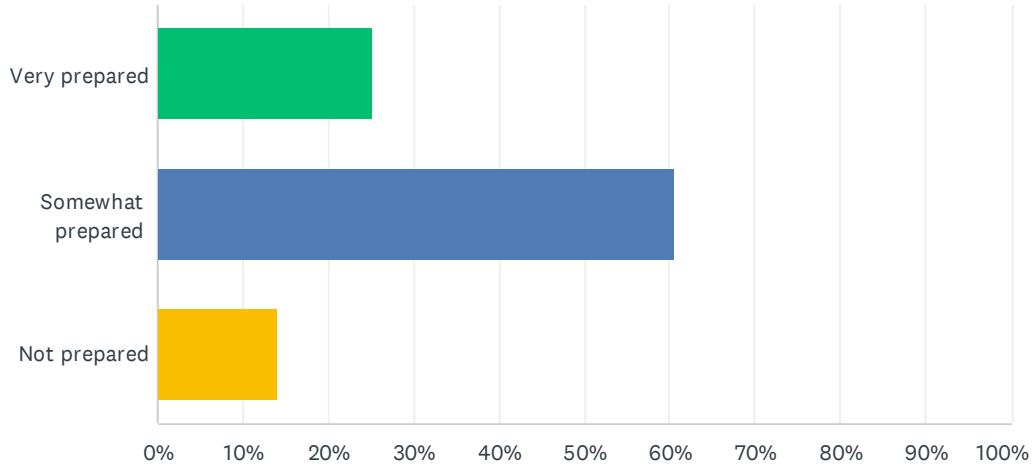
Answered: 304 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	55.26%	168
No	40.79%	124
Unsure	3.95%	12
TOTAL		304

Q10 Being prepared for a flood event can help reduce damage and ensure your safety. How would you rate your level of preparedness for a flood?

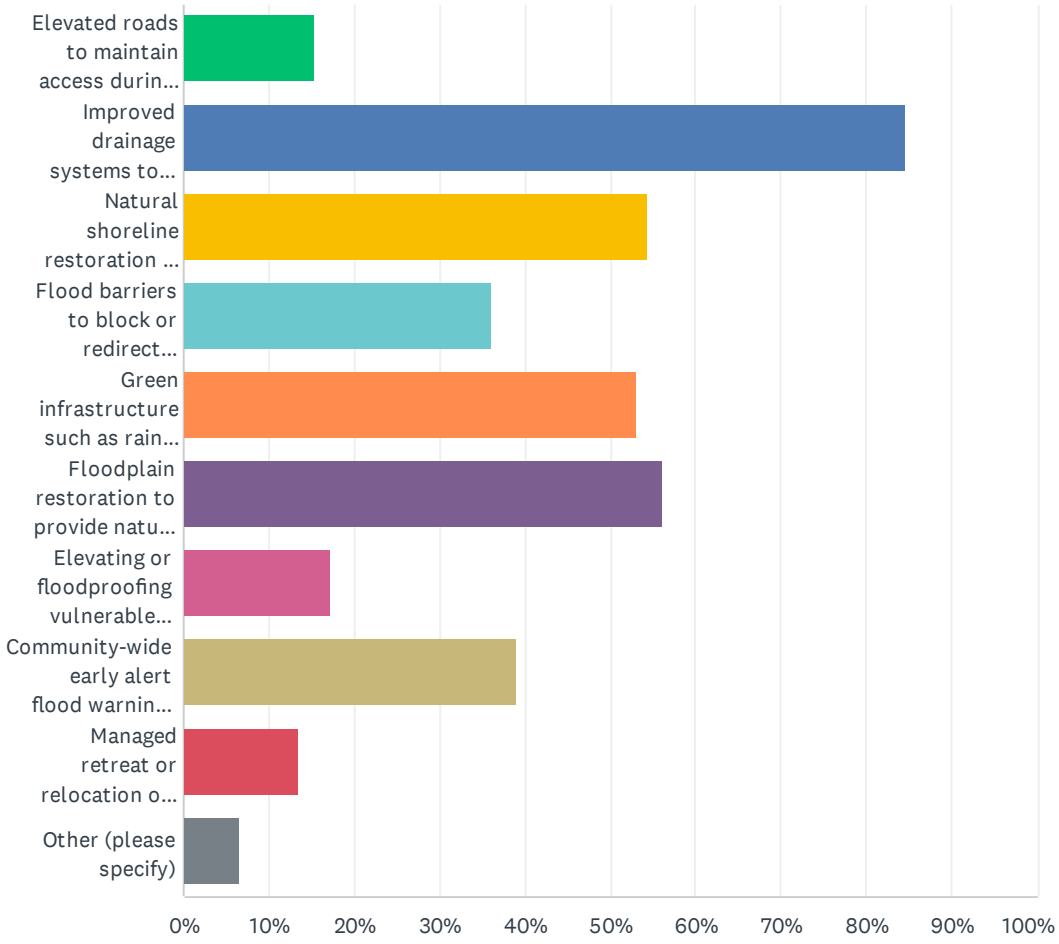
Answered: 305 Skipped: 4



ANSWER CHOICES	RESPONSES	
Very prepared	25.25%	77
Somewhat prepared	60.66%	185
Not prepared	14.10%	43
TOTAL		305

Q11 Flood adaptation measures can help protect communities from the impacts of flooding. Which of the following strategies would you support to reduce flood risk in your neighborhood? (Select all that apply)

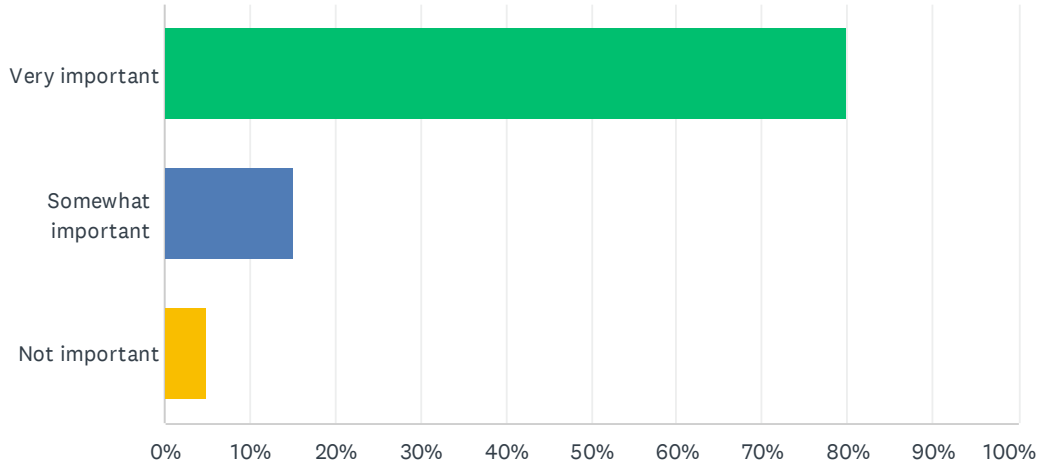
Answered: 300 Skipped: 9



ANSWER CHOICES	RESPONSES	
Elevated roads to maintain access during floods	15.33%	46
Improved drainage systems to better manage stormwater and reduce flooding	84.67%	254
Natural shoreline restoration to absorb wave energy and reduce erosion	54.33%	163
Flood barriers to block or redirect floodwaters	36.00%	108
Green infrastructure such as rain gardens to reduce runoff	53.00%	159
Floodplain restoration to provide natural flood storage	56.00%	168
Elevating or floodproofing vulnerable structures	17.33%	52
Community-wide early alert flood warning systems	39.00%	117
Managed retreat or relocation of at-risk properties	13.33%	40
Other (please specify)	6.67%	20
Total Respondents: 300		

Q12 Nature-based flood adaptation strategies, such as restoring wetlands, creating living shorelines, and preserving natural floodplains, can help reduce flooding while providing environmental and recreational benefits. How important is it to you that the City invests in these types of solutions?

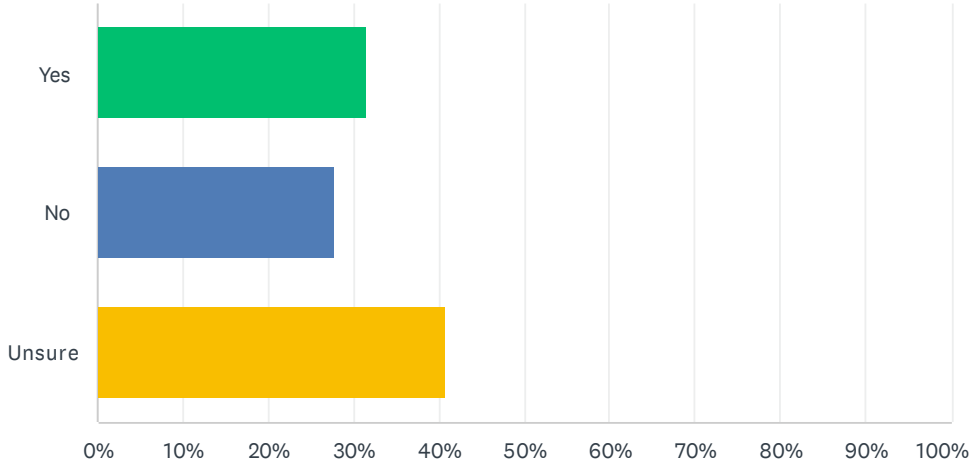
Answered: 304 Skipped: 5



ANSWER CHOICES	RESPONSES	
Very important	79.93%	243
Somewhat important	15.13%	46
Not important	4.93%	15
TOTAL		304

Q13 Property buyouts and relocation programs are voluntary measures that help homeowners move away from areas at high risk of flooding. These programs can reduce future flood damage, create open space for floodwater storage, and restore natural floodplains. Would you support the use of property buyouts or relocation programs for properties at high risk of flooding?

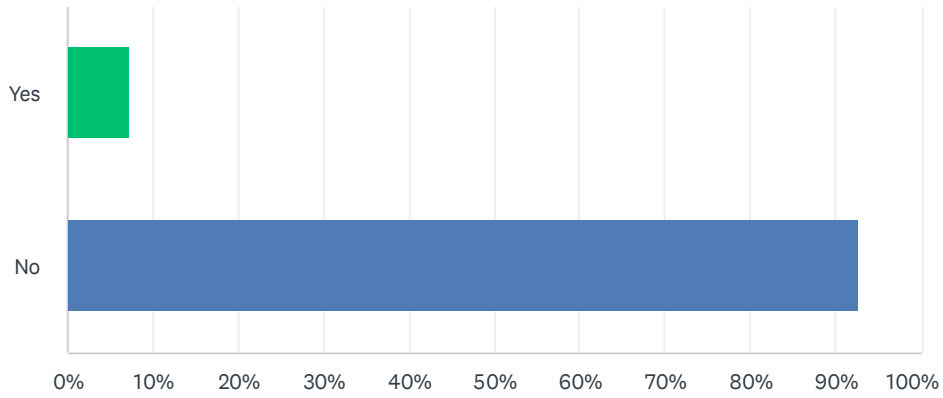
Answered: 304 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	31.58%	96
No	27.63%	84
Unsure	40.79%	124
TOTAL		304

Q14 Have you participated in any previous city floodplain planning efforts?

Answered: 305 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	7.21%	22
No	92.79%	283
TOTAL		305

Appendix C

Grant Funding Opportunities Analysis

Grant Inventory | **Fernandina Beach**

Halff reviewed Federal and State of Florida grant programs for Fernandina Beach, Florida that relate to resilience and sustainability. This comprehensive inventory also includes funding opportunities that may address the City's Vision 2045 Key Themes and Goals: Environmental Sustainability and Resilience; Preservation of Character; Livability; Future Ready Infrastructure, Utilities, and Public Facilities; and Mobility and Transportation.

The following table provides an overview of the programs included in this report and the relevant topics aligned to that program. Details on these programs are provided in Table 2 starting on page 4. This report also includes Foundations that could potentially fund projects that align with the Key Themes and Goals above.

A note on Federal funding: On January 20, 2025, the Office of Management and Budget (OMB) issued a memo regarding the review of discretionary grant programs. While the memo was rescinded, the task of ensuring that funding programs align with Executive Orders issued under the Trump Administration has caused several of the grant programs to pause their ongoing or otherwise anticipated funding cycles. The Halff Funding Resources team continues to monitor these programs for updates and will continue to provide additional information as it becomes available.

Table 1. Grant Program Overview

Program	Next Anticipated Deadline	Priorities				
		Resilience & Sustainability	Preservation of Character	Livability	Infrastructure, Utilities, Public Facilities	Mobility & Transportation
Active Transportation Infrastructure Investment Program (US DOT)	June 2025*			✓		✓
Alternative Water Supply Grants (FDEP with Water Mgt Districts)	December 2024 – February 2025	✓			✓	
Broad Agency Announcement (NOAA)	Rolling through September 30, 2026	✓		✓		
Better Utilizing Investments to Leverage Development (USDOT)	Winter 2026	✓		✓		✓

Program	Next Anticipated Deadline	Priorities				
		Resilience & Sustainability	Preservation of Character	Livability	Infrastructure, Utilities, Public Facilities	Mobility & Transportation
Building Resilient Infrastructure and Communities (FEMA/FDEM)[1]	LOI August 2025	✓			✓	✓
Clean Water State Revolving Fund (FDEP)	*Rolling*	✓		✓	✓	
Coastal Partnership Initiatives Grants (FDEP)	Late summer/early fall 2025*	✓	✓	✓		
Community Development Block Grant Disaster Recovery (FloridaCommerce)	TBD – Spring/summer 2025	✓		✓	✓	✓
Community Development Block Grant Mitigation (FloridaCommerce)	Late 2025/early 2026*	✓		✓	✓	✓
Community Science Partner (Center for Collaborative Heat Monitoring)	TBA	✓		✓		
Cultural Facilities (FDAC)	June 1, 2025*		✓	✓		
Five Star and Urban Waters Restoration Grant Program (NFWF)	January 2026*	✓		✓		
Flood Mitigation Assistance (FEMA/FDEM)[1]	LOI August 2025*	✓		✓		✓
Florida's Future Forest Program	Summer 2025	✓		✓		
General Program Support (DAC)	June 1, 2025*			✓		
Hazard Mitigation Grant Program (FEMA/FDEM)	July 25, 2025	✓		✓		✓
Hurricane Loss Mitigation Program (FDEM)	April 14, 2025	✓		✓	✓	
Low or No Emissions Grants for Buses and Bus Facilities (US DOT)	Summer 2025*	✓				✓
National Coastal Resilience Fund (NFWF)	May 6, 2025	✓		✓		
National Culverts Removal, Replacement, and Restoration Grant (US DOT)	August 25, 2025	✓				✓
Port Infrastructure Development Program (USDOT, MARIAD)	April 30, 2025	✓				✓

[1] As of April 4, 2024, news outlets are reporting that a FEMA memo indicates that this program may be canceled. Halff continues to monitor the situation.

Program	Next Anticipated Deadline	Priorities				
		Resilience & Sustainability	Preservation of Character	Livability	Infrastructure, Utilities, Public Facilities	Mobility & Transportation
PROTECT Grant (US DOT)[2]	February 24, 2026	✓		✓		✓
Public Works and Economic Adjustment Assistance (Commerce/EDA)	*Rolling*			✓		✓
Recreational Trails Program (FDEP)	February 1 – March 1, 2025			✓		
Resilient Florida – Implementation Grants (FDEP)	September 1, 2025	✓		✓		
Small Matching Grant (FDHR)	June 1, 2025*		✓	✓		
Specific Cultural Projects (FDAC)	June 1, 2025*		✓	✓		
Thriving Communities Subgrants (EPA)	April 30, 2025 (Multiple deadlines)	✓		✓	✓	
Urban Forestry Capacity Grant – Plantings Preservation, and Invasive Control (FDACS)	Spring 2025*	✓		✓		
Water Quality Improvement Program (FDEP)	Anticipate mid-summer 2025	✓			✓	
Wetlands Restoration and Protection Grant Program (FDEP)	Anticipate early summer 2025	✓		✓		

**Denotes best anticipated deadline based on historical program activities or most recent information*

[2] This program is impacted by the Federal grant review and was canceled and/or paused for compliance with Executive Orders.

Detailed Grant Program Information

The following table outlines the details for each identified grant program that aligns with Fernandina Beach's priorities. This table includes information regarding the Grant Program and Agency, Funding Amounts and Cost-Share or Match Requirements, Eligibility, Program Description and Eligible Activities, Relevant Priorities, and the Deadline.

Table 2. Grant Programs Detail

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Active Transportation Infrastructure Investment Program (ATIIP) *US Department of Transportation (US DOT)*	Award: • Planning grants between $100,000 and $2,000,000 • Construction grants between $7,500,000 and $15,000,000 *Cost share: Required 80% Federal, 20% non-Federal*	Local or regional governmental organization, including MPOs or regional planning organization/ council, a multi-county special district, state, multi-state group of governments, or Indian Tribe	The program will help communities plan, design, and construct safe and connected active transportation networks such as sidewalks, bikeways, and trails that connect destinations such as schools, workplaces, residences, businesses, recreation areas, and medical facilities within a community or metropolitan region. Grants are either for design/planning or construction.	Livability Mobility & Transportation	Anticipate June 2025
Alternative Water Supply Grants *Florida Department of Environmental Protection (FDEP), Water Management Districts*	Award: Range from $233,630 to $17 million in FY24 *Cost share: Not required*	Local cooperators must work with the regional Water Management District to develop a proposal. WMD deadlines vary. While applicants can bypass the WMD process, ranking on WMD project list is highly evaluated.	Projects funded through this program are intended to prioritize regional projects in the areas of greatest need as well as projects that provide the greatest benefit. Examples of projects funded include reclaimed water, aquifer recharge, water conservation, etc.	Resilience & Sustainability	Work through Water Management District to apply for funding. St. Johns River Water Management District holds its call for applications in early January.

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Broad Agency Announcement *National Oceanic & Atmospheric Administration*	Award: Not specified *Cost share: Not required unless funded another authority*	Higher education, nonprofits, commercial organizations, international or foreign organizations or governments, individuals, state, local, and Indian Tribal governments.	The Broad Agency Announcement is a mechanism to encourage research, education and outreach, innovative projects, or sponsorships that are not addressed through NOAA's competitive discretionary programs. Program priorities include Climate Adaptation and Mitigation, Weather-Ready Nation, Healthy Oceans, and Resilient Coastal Communities and Economies Coastal	Resilience & Sustainability Livability	Rolling, through September 30, 2026
Better Utilizing Investments to Leverage Development (BUILD) *U.S. Department of Transportation (US DOT)*	Award: • Urban areas: $5 million • Rural areas: $1 million • Planning grants: no minimum, $25 million maximum *Cost share: Required 80% Federal and 20% non-Federal*	States, local governments, special district/public authority with a transportation function, tribes, multi-state or multijurisdictional groups that are separately eligible	Surface transportation infrastructure projects that will improve safety; environmental sustainability; quality of life; mobility and community connectivity; economic competitiveness and opportunity including tourism; state of good repair; partnership and collaboration; and innovation. *BUILD replaces the program previous called Rebuilding American Infrastructure with Sustainability and Equity (RAISE).*	Livability Mobility & Transportation	January 13, 2026 (Date previously published in the RAISE NOFO)
Building Resilient Infrastructure and Communities (BRIC) *Florida Division of Emergency Management (FDEM)*	Award: $1 billion available for 2024 *Cost share required: 75% Federal, 25% non-Federal*	Communities, including local governments, cities, townships, counties, special district governments, and tribal governments	Capability and capacity building, mitigation projects, management costs Projects must: be cost effective, reduce or eliminate risk and damage from natural hazards, align with HMP, meet all environmental and historic preservation requirements	Resilience & Sustainability Infrastructure, Utilities, Public Facilities Mobility & Transportation	Notice of interest form typically due to FDEM in August; Application typically due in November *Note: This program is currently under Federal review and a recently issued internal memo indicates that FEMA may be canceling BRIC.*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Clean Water State Revolving Fund (CWSRF) *Florida Department of Environmental Protection (FDEP)*	Loan *Cost share: N/A*	Local governments (city and county) and special districts are eligible loan sponsors	The Clean Water State Revolving Fund (CWSRF) program provides low-interest loans to local governments to plan, design, and build or upgrade wastewater, stormwater, and nonpoint source pollution prevention projects. Certain agricultural best management practices may also qualify for funding.	Resilience & Sustainability Infrastructure, Utilities, Public Facilities	Request for Inclusion is accepted on a rolling basis
Coastal Partnership Initiative Grants *Florida Department of Environmental Protection (FDEP)*	Award: • $30,000 for planning, design, and coordination activities • $60,000 for construction projects, habitat restoration, invasive exotic plant removal and land acquisition *Cost share: Required 50% non-Federal*	Florida's 35 coastal counties and the local governments within their boundaries that are required to include a coastal element in their comprehensive plan. Florida public colleges and universities, regional planning councils, national estuary programs and nonprofit groups may also apply for CPI funds if an eligible local government is a signatory partner in the project	The purpose of the Coastal Partnership Initiative is to promote the protection and effective management of Florida's coastal resources in four priority areas: Resilient Communities, Coastal Resource Stewardship, Access to Coastal Resources, and Working Waterfronts.	Resilience & Sustainability Livability Infrastructure, Utilities, Public Facilities Mobility & Transportation	Late summer/Early fall 2025*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Community Development Block Grant Disaster Recovery (CDBG-DR) Program *FloridaCommerce*	Award: Varies *Cost share: Not required, may be scored*	Cities, counties, Indian Tribes, and State eligible for CDBG funding and meeting national priorities. *For the CDBG-DR cycle in response to FY23 and FY24 disasters, FloridaCommerce is currently vetting its Action Plan.*	After a Presidential Disaster Declaration, Housing and Urban Development (HUD) may provide a CDBG-DR allocation to a state for eligible disaster recovery activities. **Eligible Activities:** • *Housing Recovery:* New construction, rehabilitation and reconstruction, single or multifamily or owner and rental projects • *Restoration of Infrastructure:* Road and bridge repair, water and wastewater facilities, public facilities • *Economic Revitalization:* Activities that address job loss such as job training and workforce development, loans and grants to business, improvement to commercial and rental districts • *Mitigation:* Activities that increase resilience to disasters, lessen the impact of future disasters, and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship.	Resilience & Sustainability Preservation of Character Livability Mobility & Transportation	Florida is currently completing its Action Plan, which will need to be approved by U.S. Department of Housing and Urban Development. Any competitive elements will be

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Community Development Block Grant Mitigation (CDBG-MIT) program *FloridaCommerce*	Award: Varies *Cost share: Not required, may be scored*	Cities, counties, Indian Tribes, and State eligible for CDBG funding and meeting national priorities.	The Community Development Block Grant Mitigation (CDBG-MIT) Program funds pose a unique opportunity for eligible grantees to use this assistance in areas impacted by recent disasters to carry out strategic and high-impact activities to mitigate disaster risks and reduce future losses. **Eligible Activities:** • *Housing Recovery:* New construction, rehabilitation and reconstruction, single or multifamily or owner and rental projects • *Restoration of Infrastructure:* Road and bridge repair, water and wastewater facilities, public facilities • *Economic Revitalization:* Activities that address job loss such as job training and workforce development, loans and grants to business, improvement to commercial and rental districts • *Mitigation:* Activities that increase resilience to disasters, lessen the impact of future disasters, and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship.	Resilience & Sustainability Preservation of Character Livability Mobility & Transportation	Funding cycle is announced after a Presidential Disaster Declaration – Halff anticipates a competition in response to Hurricanes Helene and Milton.
Community Science Partner - Technical Support *Center for Collaborative Heat Monitoring*	Award: Up to $10,000 stipend and technical support *Cost Share: N/A*	Any community in the United States that is interested in learning more about heat is eligible to apply for this opportunity. Rural communities, territories, and Tribal communities are especially encouraged to apply.	The Center for Collaborative Heat Monitoring provides communities with technical support and a $10,000 stipend for the co-development of a community-based heat data collection campaign.	Resilience & Sustainability Livability	Winter 2026

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Cultural Facilities *Florida Department of State, Division of Arts and Culture*	Award: $200,000 - $500,000 *Cost share: Required 50%, with at least 25% of the matching funds being "cash on hand" and the remaining 75% non-monetary/in-kind contributions*	Public entities (A Florida local government, entity of state government, school district, community college, college, or university) or a Florida nonprofit, tax-exempt corporation. Additional eligibility criteria apply.	The Cultural Facilities Program coordinates and guides the State of Florida's support and funding of renovation, new construction, or acquisition of cultural facilities. A cultural facility is a building which shall be used for the programming, production, presentation, exhibition of any of the arts and cultural disciplines. These disciplines include music, dance, theatre, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, and programs of museums. The Program is intended for: bricks and mortar construction; renovation; or for acquisition. Projects must fall squarely into one category, not any combination of the three. State funding shall not be used for parking facilities, sidewalks, walkways, and trails that are the entire scope of work; landscaping; fabrication or design of exhibits (not permanently affixed to the building); nor commercial projects	Preservation of Character Livability	June 1, 2025*
Flood Mitigation Assistance (FMA) *Florida Division of Emergency Management (FDEM)*	Award: Varies *Cost share: Required 0-25% non-Federal cost share, depending on project type*	Political subdivisions, including federally recognized tribes, that participate in the National Flood Insurance Program (NFIP)	Goals of the FMA program include reducing or eliminating: (1) repeated claims under the NFIP, and (2) the dependence on taxpayer-funded federal disaster assistance for disaster recovery. Projects are either for "Capability and Capacity Building" or Localized Flood Risk Reduction Projects.	Resilience & Sustainability Mobility & Transportation	Notice of interest form typically due to FDEM in August; Application typically due in November *Note: This program is currently under Federal review. Changes to the program may be pending.*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Florida's Future Forest Program *Florida Department of Agriculture and Consumer Services (FDACS)*	Award: Maximum $118,387 in the FY24 competition. *Cost share: Required; varies by activities*	Non-industrial private landowners; a county or local government; or a legally organized and registered non-profit organization, entity, or institution	The primary objective of the Florida's Future Forests Program is to promote tree planting and site preparation practices to ensure the long-term viability of Florida's forest lands and their associated ecological and economic value. Eligible activities include: site preparation, planting, and seedlings	Resilience & Sustainability Preservation of Character Livability	Summer 2025*
Five Star and Urban Waters Restoration Grant Program 2025 *National Fish and Wildlife Foundation (NFWF) with Wildlife Habitat Council (WHC)*	Award: Funding amounts vary by source, but the average is $45,000 *Cost share: Required, with a match ratio of 1:¾ (e.g. a grant request of $60,000 requires a match of $45,000)*	Non-profit 501(c) organizations, state government agencies, local governments, municipal governments, Tribal Governments and Organizations, and educational institutions	The Five Star and Urban Waters Restoration grant program seeks to develop community capacity to sustain local natural resources for future generations by providing modest financial assistance to diverse local partnerships focused on improving water quality, watersheds, and the species and habitats they support. Projects include a variety of ecological improvements along with targeted community outreach, education, and stewardship. Ecological improvements may include one or more of the following: wetland, riparian, forest and coastal habitat restoration, wildlife conservation, community tree canopy enhancement, wildlife habitat, urban agriculture and community gardens, wildlife and water quality monitoring, and green infrastructure best management practices for managing run-off. There is one application for a number of sources of funding under this program. Refer to the Request for Proposal for additional details	Resilience & Sustainability Livability	Winter 2026*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
General Program Support *Florida Department of State, Division of Arts and Culture*	Award: Up to $150,000 if qualified (Up to $25,000 for first-time awardees) *Cost share: Required*	Eligibility varies by project category and includes private and public entities, depending on the funding category. Organizations must comply with required basic eligibility criteria as specified in the Program Guidelines.	The General Program Support (GPS) grant program provides funding for Florida public and private non-profit arts and cultural organizations; including museums, local arts organizations, state service organizations, and organizations that have cultural program activities in any of the art and cultural disciplines. The organization's mission must directly support arts and cultural programming. The Division offers four types of General Program Support. • Arts in Education program support to cultivate the learning and artistic development of all students and teachers by promoting, encouraging, and supporting arts and culture as an integral part of education and lifelong learning for residents and visitors; • Discipline-Based program support for conducting, creating, producing, staging, or presenting cultural exhibits, performances, educational programs, or events; • Local Arts Agency program support for designated Local Arts Agencies providing professional services to a county or counties; and • State Service Organization program support for cultural organizations providing professional services to at least 40 counties	Preservation of Character Livability	June 1, 2025*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Hazard Mitigation Grant Program (HMGP) *Florida Division of Emergency Management (FDEM)*	Award: Funding is based on the estimated total federal assistance, subject to a sliding scale formula. *Cost share: Required 75% Federal, 25% non-Federal* *A note on the current HMGP Cycles for Helene and Milton and June Storms and Debby:* Nassau County has a small estimate funding amount (est. $27,930) so this may not be a strong round for Fernandina Beach to apply, but the City should consider this program for future opportunities.	State, territory, tribe, local government, or certain type of private nonprofit organization. In Florida, communities that are identified as "Tier 1" communities are most likely to receive funding. Communities that were not directly impacted by the event may apply but are unlikely to receive funding.	The Hazard Mitigation Grant Program (HMGP) provides funds to help communities implement measures to reduce or eliminate long-term risk to people and property from natural hazards and their effects. • Acquisition (demolition or relocation) of existing at-risk structures • Aquifer (recharge, storage, and recovery) serve primarily as a drought management tool and reduce flood risk • Dry floodproofing structures by sealing the structure to keep floodwaters out • Elevation of flood prone structures • Flood risk reduction • Generator for critical facilities • Infrastructure retrofit modifications to the existing infrastructure to reduce or eliminate the risk of future damage and increase protection • Mitigation reconstruction of properties that cannot be elevated • Safe room to provide immediate life-safety protection from severe wind events • Secondary power source to increase power system resilience • Stabilization to reduce risk to structures/infrastructure from erosion • Structural retrofit modifications addressing the structural element of a building/facility that are essential to increase protection • Wildfire mitigation - at-risk structures and associated loss of life from the threat of future wildfires • Wind retrofit modifications to the existing structure to reduce or eliminate the risk of future damage and increase protection	Resilience & Sustainability Mobility & Transportation	Determined by disaster declaration Florida has two simultaneous cycles (June storms/Debby and Helene/Milton). Applications are due July 25, 2025

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Hurricane Loss Mitigation Program (HLMP) *Florida Division of Emergency Management (FDEM)*	Award: Funding levels calculated from the disaster event. *Cost share: Required 75% Federal, 25% non-Federal*	Government entities, nonprofit organizations, and public and private education institutions.	The Hurricane Loss Mitigation Program (HLMP) funds activities including facility retrofits, inspections, and construction/modification of building components to increase a structure's ability to withstand hurricane-force winds.	Resilience & Sustainability	Recent: June 24, 2024 – July 17, 2024
Low or No Emission Grants for Buses and Bus Facilities *U.S. Department of Transportation, Federal Transit Administration (US DOT, FTA)*	Award: • Low or No Emission Grant Program (Low-No Program): $1,221,350,117 • Grants for Buses and Bus Facilities Competitive Program: $469,445,424 *Cost share: 10-15% non-Federal cost share required*	States, local governmental authorities, and Indian Tribes	The Low or No Emission competitive program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. Eligible projects include: • Purchasing or leasing low- or no-emission buses. • Acquiring low- or no-emission buses with a leased power source. • Constructing or leasing facilities and related equipment (including intelligent technology and software) for low- or no-emission buses. • Constructing new public transportation facilities to accommodate low- or no-emission buses. • Rehabilitating or improving existing public transportation facilities to accommodate low- or no-emission buses. • Additionally, 0.5% of a request may be for workforce development training and an additional 0.5% may be for training at the National Transit Institute (NTI). Applicants proposing any project related to zero-emission vehicles must also spend 5% of their award on workforce development and training as outlined in their Zero-Emission Transition Plan, unless the applicant certifies that their financial need is less.	Mobility & Transportation	Anticipate early spring 2025 *Note: This program is currently under Federal review. Changes to the program may be pending.*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
National Coastal Resilience Fund (NCRF) *National Fish and Wildlife Foundation (NFWF)*	Award: • Projects involving Community Capacity Building and Planning, Site Assessment and Preliminary Design, and Final Design and Permitting: $100,000 to $1,000,000. • For Restoration Implementation Projects: $1,000,000 to $10,000,000 *Cost share: Not required but encouraged*	Non-profit 501(c) organizations, state and territorial government agencies, local governments, municipal governments, Tribal governments and organizations, educational institutions, or commercial (for-profit) organizations.	NFWF makes investments in planning, design, and implementation of natural and nature-based solutions. The goal is to enhance protection for coastal communities from the impacts of storms, floods, and other natural coastal hazards and to improve habitats for fish and wildlife. The NCRF is a national program focused on enhancement of resilience for coastal communities. Projects must be located within the coastal areas of U.S. coastal states, including the Great Lakes states, and U.S. territories and tribal lands.	Resilience & Sustainability Livability	Recent Cycle dates: Pre-proposals were due May 6, 2025. Invited Applications due July 17, 2025
National Culverts Removal, Replacement and Restoration Grant Program *US Department of Transportation (US DOT)*	Award: $200,000 - $5 million *Cost share: Required 80% Federal, 20% non-Federal*	States, units of local government, and Indian Tribes.	The primary objective of the Culvert Aquatic Organism Passage (AOP) Program is to meaningfully improve or restore anadromous fish passage through the replacement, removal, or repair of culverts or weirs, which may include infrastructure to facilitate fish passage around or over the weir and weir improvements. Project Eligibility: 1. Projects to replace, remove, or repair culverts that would meaningfully improve or restore fish passage for anadromous fish. 2. Projects to replace, remove, or repair weirs that would meaningfully improve or restore fish passage for anadromous fish. With respect to weirs, the project may include: 1) infrastructure to facilitate fish passage around or over the weir; and 2) weir improvements.	Resilience & Sustainability Mobility & Transportation	August 25, 2025 August 24, 2026 August 23, 2027 *Note: This program is currently under Federal review. Changes to the program may be pending.*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Port Infrastructure Development Program (PIDP) *U.S. Department of Transportation, Maritime Administration*	Award: $1 million minimum (no maximum) *Cost share: Required 80% Federal, 20% non-Federal*	City or township governments, state governments, Native American tribal governments, county governments, special district government	PIDP grants support efforts by ports and industry stakeholders to improve port and related freight infrastructure to meet the nation's freight transportation needs and ensure our port infrastructure can meet anticipated growth in freight volumes. Eligible projects include projects within the boundary of a port, or outside the boundary of a port and directly related to port operations or to intermodal connection to a port that improve the safety, efficiency, or reliability of: • The loading and unloading of goods at a port • The movement of goods into, out of, around, and within a port • Operational improvements at a port • Environmental and emission mitigation measures • Infrastructure that supports seafood and seafood-related businesses	Resilience & Sustainability Livability Mobility & Transportation	Anticipate spring 2025 *Note: This program is currently under Federal review. Changes to the program may be pending.*
PROTECT (Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation) Program *US Department of Transportation (US DOT)*	Award: • Planning grants: $100,000 minimum (no maximum) • All other grant types: $500,000 minimum (no maximum) *Cost share:* • *Planning grants - not required* • *Other grant types, required cost share: 80% Federal, 20% non-Federal*	A variety of applicants are eligible for PROTECT funding.	The Bipartisan Infrastructure Law (BIL) established the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program to help make surface transportation more resilient to natural hazards, including climate change, sea level rise, flooding, extreme weather events, and other natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure.	Resilience & Sustainability Livability Mobility & Transportation	February 24, 2026 *Note: This program is currently under Federal review. Changes to the program may be pending.*

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Public Works and Economic Adjustment Assistance (PW EAA) *US Department of Commerce, Economic Development Administration (EDA)*	Award: Discuss competitive request with regional EDA office. *Cost share: Required 50% Federal and 50% non-Federal cost share*	Economic development district, tribes, political subdivisions, higher education, nonprofits acting with a political subdivision Within Fernandina Beach, only a select few Census Tracts are eligible. Most tracts are non-contiguous, which could make a project more difficult to implement. Tracts: 502.03, 504.03, 503.08, 503.09, 504.01, 505.05, 505.09	Leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities.	Livability Infrastructure, Utilities, and Public Facilities Mobility & Transportation	Rolling
Recreational Trails Program *Florida Department of Environmental Protection (FDEP)*	Award: • Non-motorized, single-use trail: $350,000 • Non-motorized, diverse-use (mixed) trail: $450,000 • Motorized trail: $2,500,000 *Cost-share: Required 80% Federal, 20% non-Federal*	Local governmental entities and state or federal agencies, federally or state recognized Indian tribal governments that have the legal responsibility for the provision of outdoor recreational sites and facilities for the use and benefit of the public, and active Florida nonprofit corporations that have an agreement with a governmental agency to develop public lands	Development of recreational trails, trailheads and trailside facilities. Trails may be non-motorized, mixed-use, or motorized.	Livability Mobility & Transportation	February 1 – March 1, 2026* (FY 2026-2027 cycle)

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Resilient Florida Grants *Florida Department of Environmental Protection (FDEP)*	Award: Up to 10% for amounts between $2 billion and $10 billion *Cost share: Implementation grants 50% required*	Counties, municipalities, water management districts, and flood control districts in Florida	The program enhances Florida's efforts to protect our inland waterways, coastlines and shores, which serve as invaluable natural defenses against sea level rise. The legislation will yield the largest investment in Florida's history to prepare communities for the impacts of sea level rise, intensified storms and flooding.	Resilience & Sustainability Livability Infrastructure, Utilities, and Public Facilities	September 1, 2025
Specific Cultural Projects *Florida Department of State, Division of Arts and Culture*	Award: $25,000 *Cost share: Required, 50% cost from non-state, non-federal sources*	Eligibility varies by project category and may include solo professional artists or companies or organizations and must comply with required basic eligibility criteria as specified in the Program Guidelines.	The Specific Cultural Project (SCP) grant provides up to $25,000 to fund a specific cultural project, program, exhibition or series. The Division offers four proposal types: • Arts in Education projects promote arts and culture in education; • Discipline-Based cultural or artistic projects; • Underserved Cultural Community Development projects assist with the development of underserved cultural organizations; • Artist Projects provide public benefit through the creation or presentation of new artistic work.	Preservation of Character Livability	June 1, 2025*
Small Matching Grant *Florida Department of State, Division of Historical Resources (DHR)*	Award: $50,000 *Cost share: Required 50%, with at least 25% of the matching funds being "cash on hand" and the remaining 75% non-monetary/in-kind contributions*	State agencies, state universities, non-profit organizations, units of local government, cities, towns, and counties	The purpose of the Small Matching Grant program is to provide funding to assist local, regional and state-wide efforts to preserve significant historic and archaeological resources, and to promote knowledge and appreciation of the history of Florida. The program does not fund operational support for historic preservation organizations.	Preservation of Character Livability	April 1 - June 1, 2025

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Special Category Grant *Florida Department of State, Division of Historical Resources (DHR)*	Award: $1 million maximum *Cost Share: Required 50%, with at least 25% of the matching funds being "cash on hand" and the remaining 75% non-monetary/in-kind contributions*	State agencies, state universities, non-profit organizations, units of local government, cities, towns, and counties	The purpose of this program is to provide funding to assist major local, regional and state-wide efforts to preserve significant historic and archaeological resources, to assist major archaeological excavations or research projects and assist in the development and fabrication of major museum exhibits that will promote knowledge and appreciation of the history of Florida. The program does not fund operational support for historic preservation organizations.	Preservation of Character Livability	April 1 - June 1, 2025
Thriving Communities Subgrants program *U.S. Environmental Protection Agency (EPA)*	Award: Tier 1: Up to $150,000 Tier 2: Up to $250,000 Tier 2: Up to $350,000 *Cost share: Not required*	Nonprofit organizations, Tribal governments, local governments, institutions of higher education, Native American Organizations, Puerto Rico, and U.S. Territories Florida is part of EPA Region 4	EPA Region 4's Thriving Communities sub-grant program is called "Cultivating Healthy Environments." The program aims to issue sub-grants to community-based nonprofit organizations and other eligible organizations representing disadvantage communities to support Assessment (Tier 1), Planning Projects (Tier 2), and Development of Projects (Tier 3). Projects can address a number of environmental issues that impact health outcomes. Topics of most relevance to Fernandina Beach include water quality and sampling, small cleanup projects, improving food access to reduce vehicle miles traveled, stormwater issues and green infrastructure, reducing illegal dumping activities, and emergency preparedness and disaster resiliency. NOFO is available here.	Resilience & Sustainability Livability Infrastructure, Utilities, and Public Facilities	April 30, 2025 July 31, 2025 October 31, 2025 Last date for 2-year projects) January 31, 2026 April 30, 2026 July 31, 2026 October 31, 2026 (Last date for 1-year projects) January 31, 2027 April 30, 2027 (Last date for 6-month projects)
Urban and Community Forestry Capacity Grant Program *Florida Department of Agriculture and Consumer Services (FDACS)*	Award: $50,000 *Cost share: Required, 50% grantee cost-share required*	Local governments, educational institutions, Native-American tribal governments, and legally organized nonprofit (volunteer) organizations	The Urban and Community Forestry Capacity Grant Program provides funds for Public Tree Canopy Improvement Projects (tree planting), Public Tree Inventory or Urban Tree Canopy Assessment, Urban Forest Management Planning, and Urban Forestry Information and Education.	Resilience & Sustainability Livability	Anticipate deadline winter 2026

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Urban and Community Forestry Capacity Grant Program – Plantings, Preservation, and Invasive Control (UCF-PPIC) *Florida Department of Agriculture and Consumer Services (FDACS)*	Award: $75,000 *Cost share: Waived*	Local governments, educational institutions, Native-American tribal governments, and legally organized nonprofit (volunteer) organizations	UCF-PPIC funds invasive species control and reforestation, along with improving stormwater retention through urban forestry, and tree preservation through construction.	Resilience & Sustainability Livability	Anticipate deadline summer 2025
Water Quality Improvement Grant Program (WQIP) *Florida Department of Environmental Protection (FDEP)*	Award: Funding amounts vary (2023-2024 ranges from $424,250 – 30 million) *Cost share: Scored, not required*	To be eligible for funding, a project must improve the quality of waters that: • Are not attaining nutrient or nutrient-related standards; • Have an established total maximum daily load; or, • Are located within a basin management action plan (BMAP) area, a reasonable assurance plan area adopted by final order, an accepted alternative restoration plan area or located within a rural area of opportunity.	Eligible projects include: • Septic to sewer projects • Upgrades to domestic wastewater treatment facilities • Repair, upgrade, expand, or construct stormwater treatment facilities that result in water quality improvements • Projects identified in wastewater treatment plan or onsite sewage treatment and disposal system remediation plan • Projects listed in city or county capital improvement plan • Retrofitting Onsite Sewage Treatment Disposal Systems (OSTDS) to upgrade systems to enhance OSTDS, where central sewerage is not available	Resilience & Sustainability Infrastructure, Utilities, and Public Facilities	July 31, 2025

Grant Program *Agency*	Funding Amounts *Match*	Eligibility	Program Description Eligible Activities	Relevant Priorities	Deadline
Wetlands Restoration and Protection Grant Program *Florida Department of Environmental Protection (FDEP)*	Award: Funding amount is not specified *Cost share: Required, 50% grantee cost-share required*	Local governments and nonstate entities for wetlands restoration and protection. To be eligible, the applicant must identify at least 50% cost-share (non-state funds).	Funds may be used for land acquisition, design/permitting, construction, project management and construction oversight, land management activities, and studies. Priority will be given to projects that benefit fish and wildlife habitat, water quality, water storage, water conservation, or flood attenuation and to projects where at least $200,000 in non-state funds will be provided.	Resilience & Sustainability	June 30, 2025

Private & Corporate Foundations

The following private and corporate foundations fund **art, cultural,** and **quality of life** activities and programs in Florida. These foundations may also fund other relevant potential projects. Foundations often only award to nonprofit organizations so a partnership between the Pasco County and eligible organizations may be required to acquire grants and awards from foundations. Seeking funding from private foundations often requires a different approach from seeking funding opportunities available through the Federal and state programs. Applicants should consider the necessary pre-positioning planning involved with grant-seeking with private foundations.

Table 3. Relevant Private & Corporate Foundations

Foundation	Description	Contact
Ann K & Doug S Brown Family Foundation	Based in Juniper Florida, the foundation has an interest in academics, children/youth, and students. “Arts and culture” is considered the foundation's second highest category in terms of grants.	Telephone: (561)743-5669
Anne Embree Charitable Foundation	Top three categories: environment, arts and culture, and health.	Telephone: (239)261-1400 E-mail: greg@stoiafiancial.com
BBX Capital Foundation, Inc.	The foundation supports organizations involved with arts and culture, education, human services, and community development. Initial approach is by proposal, which should include: (1) Copy of IRS Determination Letter; (2) Brief history of organization and description of its mission; (3) Name, address and phone number of organization; (4) Statement of problem project will address (5) Signature and title of chief executive officer; (6) Detailed description of project and amount of funding requested; (7) Listing of additional sources and amount of support; (8) Copy of current year's organizational budget and/or project budget; (9) Contact person; (10) Listing of board of directors, trustees, officers and other key people and their affiliations.	Contact: Lois Marino Executive Director (954) 940-5369 https://www.bbxcapital.com/about-us/bbx-capital-foundation/
Bloomberg Philanthropies	The Asphalt Art Initiative grant program is designed to fund visual art interventions on roadways, pedestrian spaces, and public infrastructure in U.S. cities with the goal of: Improving street and pedestrian safety; Revitalizing and activating underutilized public space; and Promoting collaboration and civic engagement in local communities.	https://asphaltart.bloomberg.org/grants/
The Cresswell Family Foundation, Inc.	Giving primarily for education, health, and human services, but art and culture has received a significant amount of funding over the past five years. Applicants should provide a detailed description of the project and amount of funding requested by letter.	Contact: Susan Mary Brice 26061 Humber St. Huntington Woods, MI 48070 Telephone: (348)398-5108

Foundation	Description	Contact
Dennis Edwards & Mark Steinberg Foundation	Top three funding interests include: arts and culture, education, and human rights. Initial approach by letter.	2907 Seminole St., Miami, FL 33133-3235 Telephone: (305) 856-1119
Gross Foundation	“Arts and culture” is the primary interest of this private foundation, with some funding to religion, philanthropy and human rights. Initial approach should be a letter including descriptive literature about organization, and detailed description of project and amount of funding requested:	1600 Mayacoo Lakes Blvd., West Palm Beach, FL 33411 Telephone: (561)242-8844
Hallene Family Foundation Inc	Top three categories of projects funded include: human services, education, and arts and culture	Contact: Phyllis W Hallene Telephone: (309) 762-3595
Ideal Foundation	The Ideal Foundation supports projects in arts and culture, higher education, and youth services.	Telephone: (814) 371-0660
Joseph J. & Bernice H. Negley Foundation, Inc.	“Arts and culture” is the primary interest of this private foundation. Initial approach is by letter including 1) Brief history of organization and description of its mission, and 2) Detailed description of project and amount of funding requested.	8 Sabre Cay Naples, FL 34102-7937 Telephone: (239)213-9252
Leonard C. & Mildred F. Ferguson Foundation	The foundation's primary focus is to make a difference in young people's lives and in the environment in which they live, however "arts and culture" projects and activities are considered and have been funded.	6325 S Rainbow Blvd, 300 Las Vegas, NV 89118 Telephone: (330) 258-2360
Live Oak Foundation	Top three funding interests include: health, education, and arts and culture.	Telephone: (215) 973-3143
Morris Family Foundation	Based in Coconut Grove, the Morris Family Foundation supports arts and culture, education, religion, and human services	Telephone: (305)710-2400 E-mail: achase@chasemiami.com
Paula Levine Foundation	Arts and culture, community development, and education are the top three categories for funding with the Paula Levine Foundation. Applicants should provide a letter with a detailed description of the project and amount of funding requested.	Contact: Fred Bacher 24 Dockside Ln., Ste. 101 Key Largo, FL 33037-5267 Telephone: (305) 367-4400

Foundation	Description	Contact
Penniman Family Foundation	Top three funding interests include: environment, science, and arts and culture. Initial approach is by letter (send one copy of proposal).	Contact: Nicholas G. Penniman IV 300 Park Shore Dr, 6A Naples, FL 34103-3442 Telephone: (239) 262-7292
Philip E. and Carole R. Ratcliffe Foundation, Inc.	Top three funding interests include education, arts and culture, and community and economic development. Initial approach should be by letter, which includes detailed project description and amount of funding request.	Contact: James D Wright 275 West Street No 109 Annapolis, MD 21401 Telephone: (667) 458-7991
Regenstein Foundation	Grants are considered for a variety of purposes including health, environment, and education, which are the top three categories. Arts and culture projects received approximately $1.3 million in funding over the last five years.	Telephone: (312)917-1833
Ruth Anderson Foundation	Human services, health, and arts and culture are the top three funding interests for this foundation. Initial approach is by letter.	Application address: Sullivan Admire Sullivan, PA 2555 Ponce de Leon Blvd. Coral Gables, FL 33134 Telephone: (888) 730-4933
The Axelrod Family Foundation, Inc.	Top three categories of projects funded include: education, arts and culture, and health. Initial approach is a proposal sent to contact information provided.	200 Park Avenue South Suite 1700 New York, NY Telephone: (212)315-5575
The Cowles Charitable Trust	Top three categories of projects funded include: human services, education, and arts and culture	Contact: Mary Croft Telephone: (732) 936-9826
The Cross Foundation	The majority of the Cross Foundation's grants are made in the areas of education, mental health, and the arts. Applications should be submitted by letter describing the organization requesting the grants and the purpose of the grant. Proposals may be address to contact information provided.	Michael R. Cross 300 Carolina Avenue, Apt. 403 Winter Park, FL 32789 (816) 591-7939 Telephone: (407) 360-4584
The Floyd C. Johnson & Flo Singer Johnson Foundation	Top three categories of projects funded include: environment, human services, and arts and culture. Initial approach is by letter.	Contact: Floyd Johnson and Flo Singer Johnson Telephone: (770) 655-3570

Foundation	Description	Contact
The Hagen Family Foundation	THFF favors creative and innovative proposals in the areas of: The Arts, Education, Environment, Religion, and Social Services. THFF does not consider contributions to annual drives, capital campaigns, research, or the support of on-going programs. THFF supports organizations nationwide, with special interest in Colorado, Michigan and Florida.	https://www.hagenfamilyfoundation.org/about
The John H. and Elenor H. Maxheim Foundation, Inc.	Top three categories include education, human services, and arts and culture. Initial approach is a proposal.	Contact: John H. Maxheim Telephone: (704)285-730
The Tillie, Jennie, and Harold Schwartz Family Foundation	Human services, education, and arts and culture are the primary interests of this private foundation. Initial approach is to approach contact at The Tillie, Jennie, and Harold Schwartz Family Foundation.	Contact: David S Band Telephone: (941) 366-8010
The Wood Foundation of Chambersburg, PA	Interest in giving to arts and human services predominantly. Initial approach is a proposal with a detailed description of the project and amount of funding requested.	Contact: Charles O Wood III Telephone: (617) 864-1420
Truist Foundation (Corporate foundation for BB&T and SunTrust Bank)	The foundation supports programs designed to promote opportunities for people to thrive. Special emphasis is directed toward leadership development; economic mobility; thriving communities; and education equity. Under "thriving communities" arts and culture projects would be relevant.	https://www.truist.com/purpose/truist-foundation
Valentino & Lillian Miotto Charitable Foundation Inc.	Grants are considered for a variety of purposes including arts and culture, education, religion, and health. A letter is the initial approach sent to the contact information provided.	Valentino & Lillian Miotto Charitable Foundation Inc. 348 Chambord Terrace Palm Beach Gardens, FL 33410 Telephone: (561)557-1427
Winn Foundation Trust	Projects in environment, arts and culture, and education are the top three interests for this foundation. Initial approach is through a letter.	12318 NE CR, 1471 Waldo, FL 32694 Telephone: (352) 468-1669

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2025-144
Five-Year Capital Improvement Plan Approval

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2025-144.

SYNOPSIS: The Capital Improvement Plan is a requirement of Sec 29 of the City Charter and is a five-year plan that is submitted with the proposed annual budget. The Capital Improvement Plan is a comprehensive document that identifies projects and purchases and serves as a linking program between the annual budget and strategic plans.

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

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2025-144.

Jeremiah Glisson, Deputy City Manager	08/05/2025
Glenn Akramoff, Capital Project Manager	08/06/2025
Kimberly Elliott-Briley, Deputy City Clerk	08/06/2025
Sarah Campbell, City Manager	08/12/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025

Caroline Best

Date: December 26, 2024

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Adopt

RESOLUTION 2025-144

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2025/2026 THROUGH 2029/2030; AUTHORIZING THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Capital Improvement Plan's ("CIP") are strategic, long-term plans which outline how local governments intend to prioritize, plan, and fund long range infrastructure projects for maintaining, improving, and expanding essential public infrastructure such as roads, water systems, and public facilities; and

WHEREAS, Charter Section 29(g) requires the City Manager submit a five-year CIP, in concert with the annual budget, for City Commission consideration; and

WHEREAS, the City Manager's Office subsequently prepared the five-year CIP for Fiscal Years 2025/2026 through 2029/2030, attached hereto as Exhibit A.

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

SECTION 1. The City Commission hereby adopts the Capital Improvement Plan for Fiscal Years 2025/2026 through 2029/2030, attached hereto as Exhibit A.

SECTION 2. The City Commission offers its direction and support to complete and execute the CIP as presented, with the understanding that the projects contained therein may change due to new competing priorities, cost overruns, unforeseen discoveries and general economic factors.

SECTION 3. The City Commission retains the ability, by subsequent Resolution, to amend or otherwise revise the CIP in the best interests of the health, safety, and welfare of the City of Fernandina Beach.

SECTION 4. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

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

ADOPTED this 19th day of August 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2025-144
Exhibit "A"







5 YEAR CAPITAL IMPROVEMENT PLAN

2026-2030











CITY COMMISSION



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



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



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



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



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



MESSAGE FROM THE CITY MANAGER

Mayor, Vice-Mayor & Commissioners:

I am pleased to submit this 5-year Capital Improvement Plan (CIP) for consideration, pursuant to Section 77 of the City Charter. This plan is intended to provide for the continuation of current City services along with steps to achieve new goals as established by the Commission for the upcoming year.

Staff submitted items for consideration to maintain or enhance the facilities and equipment of their respective departments over the next five years. Project descriptions included references to the Comprehensive Plan, where appropriate. A multi-departmental team then devised a scoring system and ranked each project on a scale from 0-8, with 0 not being considered, and 8 being active, ongoing projects. Year one projects were included based on expected funding availability and high project scoring.

This plan is limited in two ways – funding options and staff capacity. Even if funds are unlimited, staff has a reasonable expectation for projects that can be completed in one year based on our municipal engagement, design, procurement, and construction processes.

We look forward to reviewing this plan with you in the coming weeks as we work toward finalizing the 2025-2026 Fiscal Year Budget.

Very truly yours,

Sarah Campbell
City Manager

CIP PREPARED BY:

Sarah Campbell, City Manager
Jeremiah Glisson, Deputy City Manager
Alisha Brown, Budget Analyst
Juan Brown, Deputy Utilities Director
Susan Carless, Comptroller
Nathan Coyle, Airport Contractor
Andre Desilet, Public Works- Utilities Director
Kelly Gibson, Planning & Conservation Director
Mary Hamburg, Communications Manager
Lorelei Jacobs, Grants Administrator
Scott Mikelson, Parks and Recreation Director
Jacob Platt, Project Coordinator
Cathy Sabattini, Public Works- Operations Director

COMPLETED PROJECTS (REFERENCED)





















YEAR IN REVIEW

The FY24/25 budget provided for nearly $30 million in capital projects. Projects reflected priorities set by City leadership with several projects coming to fruition after years of planning.

The restoration of the Peck Administration Building (Ref #1) marked a breath of life into the 1928 Rosenwald School Building. This grant funded project provided for the restoration to the brick façade and several roof systems. The construction of a new fire station (Ref #2) was the result of a joint venture with the FAA and is fittingly built at our municipal airport. This new station replaced the tired facility that was constructed in the 1970s. The final design and planning of the Amelia Waterfront Park(Ref #3) was completed and construction has begun. This long discussed project will mark the finishing touch of the first segment of the completed seawall. The park is scheduled to open in 2026. The opening of the Alachua Street crossing (Ref #4) is another long planned project that involved extensive collaboration with the railroad and area property owners. This project improves circulation and accessibility within the Downtown area and addressed infrastructure deficiencies. Improvements to the Amelia Island Trail network (Ref #5) and Street Resurfacing (Ref #6) were made. Both trail and road improvements will continue to be a priority and is reflected in this 5-year plan. The restoration of Florida's iconic lighthouse (Ref #7) finally got underway. This grant funded project provides for restoration of both the exterior and interior of this 1838 structure. The redevelopment of the Ybor Alvarez Complex (Ref #8) is a joint venture with Nassau County and will provide for the purchase and redevelopment of the existing fields and facilities. With six miles of beachfront in the City limits, the maintenance of beach accesses is a priority. This year marked the restoration of several beach boardwalks (Ref #9) which improves accessibility to the beach.

The emphasis over the next couple of years will be the Downtown as we work towards rebuilding infrastructure and preserving our waterfront. We look forward to reviewing this plan with you in the coming weeks as we work toward finalizing the FY25/26 Fiscal Year Budget.

Best regards,

Jeremiah Glisson
Deputy-City Manager

CAPITAL IMPROVEMENTS ELEMENT

GOAL 8.0

The city shall provide and maintain, in a timely fashion, public facilities that are reliable, equitable, efficient and environmentally sound. Capital improvements shall be financially feasible, maximize the use of and protect investments in existing facilities, promote orderly compact urban growth, and meet the present and future needs of the city.

OBJECTIVE 8.01 CAPITAL IMPROVEMENTS.

Capital improvements shall be provided to achieve and maintain level of service standards identified in the Comprehensive Plan, to correc1: existing deficiencies, to accommodate future growth, and to provide for necessary replacements, as required.

POLICIES 8.01.01 + 8.01.02

Capital improvements projects are those projects with a cost of $25,000or more and all projects needed to maintain adopted level of service standards, to correct: existing deficiencies, to provide for necessary replacements, and to accommodate future growth .

The City shall rank proposed capital improvements according to the following criteria:

Priority A

1. Capital improvements needed to protect public health and safety.
2. Capital improvements needed to fulfill a State or federal mandate .
3. Capital improvements needed to fulfill a legal or regulatory requirement.
4. Capital improvements needed to complete an ongoing project .
5. Capital improvements that are shovel ready (funding, permits, etc. are in place).
6. Capital improvements needed to correct existing deficiencies or maintenance issues.

Priority B

1. Capital improvements needed to meet or maintain adopted level of service standards.
2. Capital improvements needed to implement adopted plans or studies.
3. Capital improvements that are eligible for grant funding .
4. Capital improvements that will promote economic development.
5. Capital improvements that will reduce operating and/or maintenance costs.

Priority C

1. Capital improvements that will increase efficient use of existing public facilities where the economic benefit that results from the improvement exceeds the economic cost of making the improvement.
2. Capital improvements that will promote redevelopment and/or infill development.

Priority D

1. Capital improvements needed to accommodate projected new development, that are consistent with the FLUM, and which represent a logical extension of public facilities.

2.Capital improvements needed to serve developments that were approved prior to the adoption of the Fernandina Beach Comprehensive Plan.

Priority E
1. Capital improvements that will further the plans of the SJRWMD and/ or other State agencies that may provide public facilities within the City.

POLICIES 8.01.03.–8.01.05

All capital projects shall seek to increase energy efficiency and sustainability.

The City's Planning Department shall review the Capital Improvements Plan annually to ensure that all needs identified in the Comprehensive Plan and/or development agreements are included.

The City shall consider financial feasibility when determining which of theproposed capital improvements will be funded by the City.

OBJECTIVE 8.02
FEES FOR FUTURE DEVELOPMENT

Future development will bear a proportionate cost of facility improvements necessitated by the development in order to meet or maintain the adopted level of service standards .

POLICIES 8.02.01.–8.02.03

Impact fees will be adopted to assess new development a pro rata share of the costs required to finance transportation improvements necessitated by such development.

The City will continue to collect impact fees for fire protection, police protection, parks and recreation, and public facilities.

The City shall continue to use mandatory dedications or fees in lieu of dedication as a condition of plat approval for the provision of parks, recreation and open space.

OBJECTIVE 8.03
DEVELOPMENT REQUIREMENTS

Decisions regarding the issuance of development orders will be based upon coordination of the development requirements included in the Fernandina Beach Comprehensive Plan, the City's Land Development Code and the availability of necessary public facilities needed to support such development at the time needed.

Design/Construct New Hangars - Phase 1



PROJECT DESCRIPTION

This project will design and construct new aircraft storage hangars. The airport currently has a waiting list of 90 indviduals awaiting access to aircraft storage hangars, and this project will provide additional storage to meet that need while generating new revenue for the airport.

PROJECT NUMBER:	**23031**
STATUS:	**New Project**
DEPARTMENT:	**Airport**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**8/15/2025**
COMPLETION DATE:	**5/15/2027**
ESTIMATED PROJECT COST:	**$1,800,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
420 Fund - Airport	900,000					$ 900,000
FDOT Grant	900,000					$ 900,000
						$ -
TOTAL	**$ 1,800,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,800,000**

DRAFT

Hangar B Roof Replacement



PROJECT DESCRIPTION

The metal roof on Hangar B, a hangar owned by the airport, has exceeded its useful life and requires replacement. This project will replace the roof on this hangar and extend the life of the hangar.

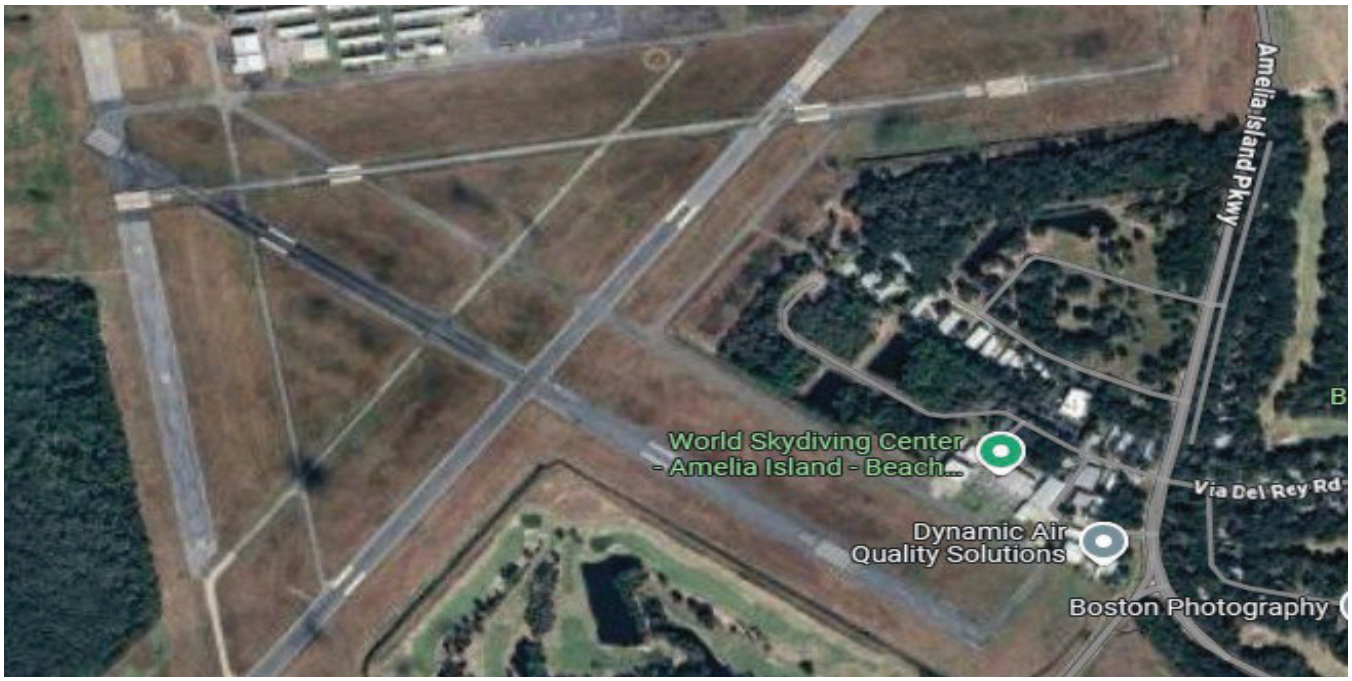
PROJECT NUMBER:	**42026094**
STATUS:	**New Project**
DEPARTMENT:	**Airport**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**4/1/2026**
COMPLETION DATE:	**5/1/2026**
ESTIMATED PROJECT COST:	**$95,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
420 Fund - Airport	95,000					$ 95,000
						$ -
						$ -
TOTAL	**$ 95,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 95,000**

DRAFT

Airport Culvert Install - Drainage Improvements



PROJECT DESCRIPTION

This project will place a culvert and cover an existing open ditch at the south-end of Runway 13/31. A portion of this ditch transverses the runway safety area and is inconsistent with FAA design criteria requiring that it be covered. In addition to covering this ditch, this project will rehabilitate failing stormwater infrastructure across the airport.

PROJECT NUMBER:	**42026092**
STATUS:	**New Project**
DEPARTMENT:	**Airport Department**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**8/1/2025**
COMPLETION DATE:	**10/1/2026**
ESTIMATED PROJECT COST:	**$500,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
FDOT Grant	500,000					$ 500,000
						$ -
						$ -
TOTAL	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 500,000**

DRAFT

Runway 13/31 Rehabilitation



PROJECT DESCRIPTION

During the most recent pavement management plan update, the pavement on Runway 13/31 received a pavement condition rating of fair with a recommendation for rehabilation. This project will design and construct rehabilitation of Runway 13/31 pavement, lighting, and stormwater. This project will also rehabilitate or reconstruct additional airfield taxiway/runway components required to meet FAA airport design standards.

PROJECT NUMBER:	**42026096**
STATUS:	**New Project**
DEPARTMENT:	**Airport Department**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**4/5/2026**
COMPLETION DATE:	**10/1/2028**
ESTIMATED PROJECT COST:	**$6,175,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
420 Fund - Airport	175,000					$ 175,000
FAA Grant		4,000,000				$ 4,000,000
FDOT Grant		2,000,000				$ 2,000,000
TOTAL	**$ 175,000**	**$ 6,000,000**	**$ -**	**$ -**	**$ -**	**$ 6,175,000**

DRAFT

T-Hangar Taxilane and Entrance Road Rehabilitation - Construction Phase



PROJECT DESCRIPTION

This project will rehabilitate pavement for existing t-hangar taxilanes that have reached the end of their useful life. The age of these existing taxilanes range from twenty to thirty years old and require rehabilitation for safe continued use. Additionally, the entrance road from Gate 3 on Airport Road to the t-hangar area is in disrepair and requires rehabilitation for continued used. The design phase of this project was completed in the current fiscal year.

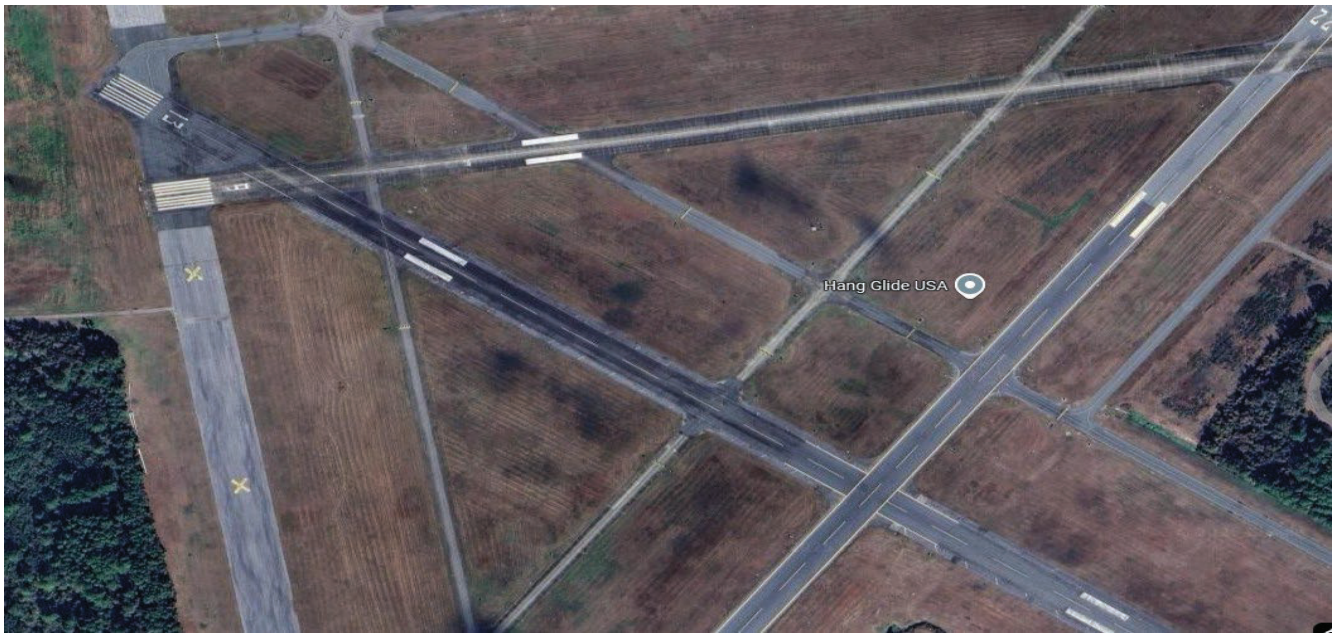
PROJECT NUMBER:	**25027**
STATUS:	**New Project**
DEPARTMENT:	**Airport Department**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**10/1/2024**
COMPLETION DATE:	**5/1/2026**
ESTIMATED PROJECT COST:	**$724,831**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1

DRAFT

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
420 Fund - Airport	73,831					$ 73,831
FAA Grant	513,000					$ 513,000
FDOT Grant	138,000					$ 138,000
TOTAL	**$ 724,831**	$ -	$ -	$ -	$ -	**$ 724,831**

Taxiway D Extension



PROJECT DESCRIPTION

This project will extend Taxiway D from the t-hangar area to the current-day soccer fields within the Ybor Alvarez complex. By extending this taxiway the airport and other entities will then be able to utilize the soccer field area as part of the Ybor Alvarez redevelopment plan.

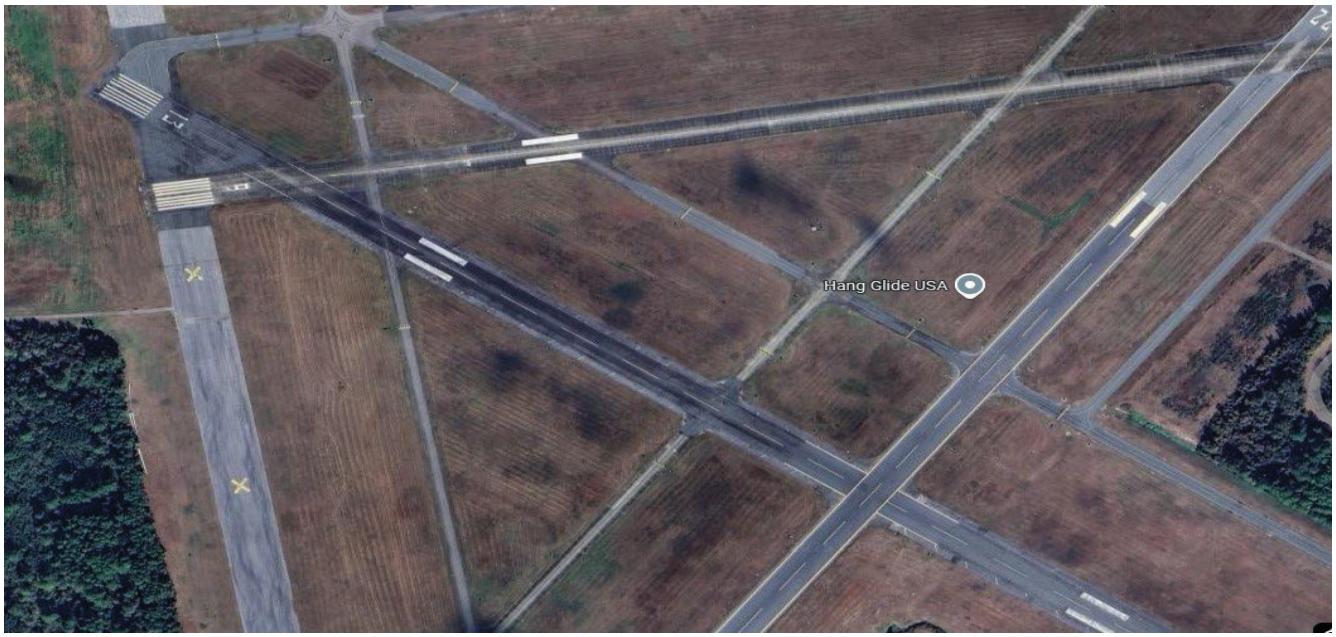
PROJECT NUMBER:	**42026098B**
STATUS:	**New Project**
DEPARTMENT:	**Airport Department**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**8/15/2025**
COMPLETION DATE:	**5/15/2027**
ESTIMATED PROJECT COST:	**$1,000,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
420 Fund - Airport	500,000					$ 500,000
FAA Grant	500,000					$ 500,000
						$ -
TOTAL	**$ 1,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**

DRAFT

Taxiway B Rehabilitation



PROJECT DESCRIPTION

During the most recent pavement managemet plan update, the pavement on Taxiway B received a pavement condition index of fair and the plan recommended rehabilitation of this pavement as it has reached the end of its useful life. This project will rehabilitate Taxiway B pavement, lighting, and stormwater. Design phase services will be accomplished in FY28 and construction phase services will be completed in FY29. Federal Aviation Administration (FAA) and Florida Department of Transportation grant funding has been requested to support this project.

PROJECT NUMBER:	**42026098**
STATUS:	**New Project**
DEPARTMENT:	**Airport Department**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**5/1/2028**
COMPLETION DATE:	**12/1/2029**
ESTIMATED PROJECT COST:	**$2,000,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
420 Fund - Airport			3,200	36,800		$ 40,000
FAA Grant			144,000	1,656,000		$ 1,800,000
FDOT Grant			12,800	147,200		$ 160,000
TOTAL	**$ -**	**$ -**	**$ 160,000**	**$ 1,840,000**	**$ -**	**$ 2,000,000**

DRAFT

Airport Road Rehabilitation



PROJECT DESCRIPTION

This project will rehabilitate asphalt on Airport Road, which provides access to the airport. The asphalt on Airport Road has reached the end of its useful life and requires rehabilitation.

PROJECT NUMBER:	**42026100**
STATUS:	**New Project**
DEPARTMENT:	**Airport Department**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**1/1/2030**
COMPLETION DATE:	**10/15/2030**
ESTIMATED PROJECT COST:	**$1,000,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1

DRAFT

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
FDOT Grant					1,000,000	$ 1,000,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**	**$ 1,000,000**

Design/Construct New Hangars Phase 2



PROJECT DESCRIPTION

This project will design and construct new aircraft storage hangars. The airport currently has a waiting list of 90 indviduals awaiting access to aircraft storage hangars, and this project will provide additional storage to meet that need while generating new revenue for the airport.

PROJECT NUMBER:	**42026099**
STATUS:	**New Project**
DEPARTMENT:	**Airport Department**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**3/1/2028**
COMPLETION DATE:	**3/1/2029**
ESTIMATED PROJECT COST:	**$1,500,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
420 Fund - Airport			60,000	690,000		$ 750,000
FDOT Grant			60,000	690,000		$ 750,000
						$ -
TOTAL	**$ -**	**$ -**	**$ 120,000**	**$ 1,380,000**	**$ -**	**$ 1,500,000**

DRAFT

Airport Fire Fighting Vehicle Acquisition



PROJECT DESCRIPTION

This project will purchase an airport fire fighting response vehicle to be stored within the new fire station (Fire Station 2) on airport property. The vehicle will be used to respond to airport-related incidents and will provide improved response capability for the Fernandina Beach Fire Department.

PROJECT NUMBER:	**42026093**
STATUS:	**New Project**
DEPARTMENT:	**Airport**
PROJECT MANAGER:	**Nate Coyle**
START DATE:	**10/1/2025**
COMPLETION DATE:	**10/1/2026**
ESTIMATED PROJECT COST:	**$530,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1

DRAFT

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
420 Fund - Airport	180,000					$ 180,000
FDOT Grant	350,000					$ 350,000
						$ -
TOTAL	**$ 530,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 530,000**

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle & equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Airport (enterprise fund) budget. Vehicles & equipment are used in the maintenance of Airport grounds.

PROJECT NUMBER:	**42026106**
STATUS:	**New Project**
DEPARTMENT:	**Airport**
PROJECT MANAGER:	**J. Glisson/C.Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$215,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B5, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
420 Fund - Airport	50,000	60,000	10,000	70,000	25,000	$ 215,000
						$ -
						$ -
TOTAL	**$ 50,000**	**$ 60,000**	**$ 10,000**	**$ 70,000**	**$ 25,000**	**$ 215,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle & equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Building Department (special fund) budget. Vehicles are used for departmental duties including all site inspections.

PROJECT NUMBER:	**14026107**
STATUS:	**New Project**
DEPARTMENT:	**Building**
PROJECT MANAGER:	**J.Glisson/C.Sabattini**
START DATE:	**10/1/2027**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$150,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
140 Fund - Building			100,000	50,000		$ 150,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 100,000**	**$ 50,000**	**$ -**	**$ 150,000**

DRAFT

Seawall Design



PROJECT DESCRIPTION

Project involves the design of a seawall along the City's 1.1 miles of waterfront. Design is currently being performed by Kimley Horn. One segment (Parking Lot C & D) has been designed and construction is complete. Funding in the amount of $1,000,000 has been provided by state grant (LPA0286) for design. Costs are estimated and subject to final design elements.

PROJECT NUMBER:	**23036, 23038, 23039, 23040**
STATUS:	**In Progress - Design**
DEPARTMENT:	**City Manager's Office**
PROJECT MANAGER:	**Glenn Akramoff**
START DATE:	**1/1/2024**
COMPLETION DATE:	**12/31/2025**
ESTIMATED PROJECT COST:	**$374,609**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement	374,609					$ 374,609
						$ -
						$ -
TOTAL	**$ 374,609**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 374,609**

DRAFT

Seawall Construction



PROJECT DESCRIPTION

Project involves the construction of a seawall along the City's 1.1 miles of waterfront. Design is currently being performed by Kimley Horn. One segment (Parking Lot C & D) has been constructed. Funding in the amount of $6,000,000 has been provided by state grant (L0036) for the next segment of construction. Costs are estimated and subject to final design elements.

PROJECT NUMBER:	**23036, 23038, 23039, 23040**
STATUS:	**In Progress - Design**
DEPARTMENT:	**City Manager's Office**
PROJECT MANAGER:	**Glenn Akramoff**
START DATE:	**1/1/2026**
COMPLETION DATE:	**12/1/2029**
ESTIMATED PROJECT COST:	**$22,000,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
State Funds	6,000,000	3,000,000	4,000,000	4,000,000	5,000,000	$ 22,000,000
						$ -
						$ -
TOTAL	**$ 6,000,000**	**$ 3,000,000**	**$ 4,000,000**	**$ 4,000,000**	**$ 5,000,000**	**$ 22,000,000**

DRAFT

North 2nd St. Streetscape Redevelopment



PROJECT DESCRIPTION

This project involves the redevelopment of the North 2nd Street Streetscape and will consist of the undergrounding of utilities, the replacement and installation of new sidwalks, upgrade of stormwater infrastructure, installation of landscaping, and asphalt paving. Part of this redevelopment will include the conversion to one-way traffic between Alachua and Broome St. This project will commence in FY24/25 with portions "rolling over" to FY25/26.

PROJECT NUMBER:	**25073**
STATUS:	**New Project**
DEPARTMENT:	**City Manager's Office**
PROJECT MANAGER:	**Glenn Akramoff**
START DATE:	**8/1/2025**
COMPLETION DATE:	**12/1/2025**
ESTIMATED PROJECT COST:	**$350,000.00**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, C1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement	77,221					$ 77,221
						$ -
						$ -
TOTAL	**$ 77,221**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 77,221**

Beach Harmonization



PROJECT DESCRIPTION

This project involves the rehabilitation of beach parks. This project is currently in the design phase. Phase 1 of construction will be the rehabilitation and improvements to Seaside Park. This project is funded through Nassau County Tourism Development funds with the City sharing a small costs related in sub surface utility improvements.

PROJECT NUMBER:	**25074**
STATUS:	**New Project**
DEPARTMENT:	**City Manager's Office**
PROJECT MANAGER:	**Jeremiah Glisson**
START DATE:	**7/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$500,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B4

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		250,000	150,000	100,000		$ 500,000
						$ -
						$ -
TOTAL	**$ -**	**$ 250,000**	**$ 150,000**	**$ 100,000**	**$ -**	**$ 500,000**

DRAFT

City Hall Construction



PROJECT DESCRIPTION

This project involves the design and construction of a new City Hall. City Hall was constructed in 1904 and has been through several renovations. City staff has outgrown this facility and extensive repairs are needed which exceed the value of the structure. Pricing includes design and construction costs as provided by Silling Architects. Project is highly dependent upon financing.

PROJECT NUMBER:	**30026104**
STATUS:	**New Project**
DEPARTMENT:	**City Manager's Office**
PROJECT MANAGER:	**S. Campbell/J. Glisson**
START DATE:	**10/1/2029**
COMPLETION DATE:	**9/30/2031**
ESTIMATED PROJECT COST:	**$14,300,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement				1,300,000	13,000,000	$ 14,300,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ 1,300,000**	**$ 13,000,000**	**$ 14,300,000**

DRAFT

Downtown Revitalization



PROJECT DESCRIPTION

Project involves the overhaul of hardscape, electrical infrastructure, lighting, and landscaping in the Downtown core. The last major renovation occured in 1978 with a partial refresh in the 2000's. The project is currently in design with Kimley Horn. This update will ensure pedestrian safety, ADA compliance, and upgraded infrastructure for the 1 million plus visitors and pedestrians alike.

PROJECT NUMBER:	**24011**
STATUS:	**In Progress - Design**
DEPARTMENT:	**Downtown**
PROJECT MANAGER:	**Lisa Finkelstein**
START DATE:	**10/1/2024**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$15,200,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement	200,000					$ 200,000
Bank Financing		5,000,000	6,000,000	4,000,000		$ 15,000,000
						$ -
TOTAL	**$ 200,000**	**$ 5,000,000**	**$ 6,000,000**	**$ 4,000,000**	**$ -**	**$ 15,200,000**

DRAFT

Nassau County Public Library Repointing



PROJECT DESCRIPTION

This project involved the restoration of the masonry and concrete façade of the Library (Original Section, est 1977) to include brick repointing, crack repair, and elastomeric sealant. Pricing of work under cooperative contract pricing. Work to be completed in three phases starting at the front of the library and working around the building.

PROJECT NUMBER:	**30026059**
STATUS:	**New Project**
DEPARTMENT:	**Library**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$193,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		23,000	170,000			$ 193,000
						$ -
						$ -
TOTAL	**$ -**	**$ 23,000**	**$ 170,000**	**$ -**	**$ -**	**$ 193,000**

DRAFT

Nassau County Public Library - Fernandina Branch Roof Replacement



PROJECT DESCRIPTION

Reroofing of the Downtown Library. This will ensure the roof of our library is structurally sound protecting the interior/structure of the building.

PROJECT NUMBER:	**30026060**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2029**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$200,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B5

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement					200,000	$ 200,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200,000**	**$ 200,000**

DRAFT

Training Tower Addition



PROJECT DESCRIPTION

This project involves the expansion of the training tower at Fire Station 2, incorporating the Volunteer 2 addition from Fire Facilities. The expansion is essential to enhancing firefighter training, improving operational readiness, and ensuring compliance with modern training standards. The additional structure will provide more realistic training scenarios, enabling firefighters to practice critical skills in a controlled yet challenging environment. Firefighter training requirements continue to evolve, necessitating modernized facilities to meet NFPA 1403 Live Fire Training Standards and other industry regulations. The additional module will allow for meeting compliance requirements and reducing liability risks. This project includes purchase of the Volunteer 2 training tower module, site preparation and construction, installation and integration with the existing tower, safety features and fire-resistant materials, and certification and compliance evaluations.

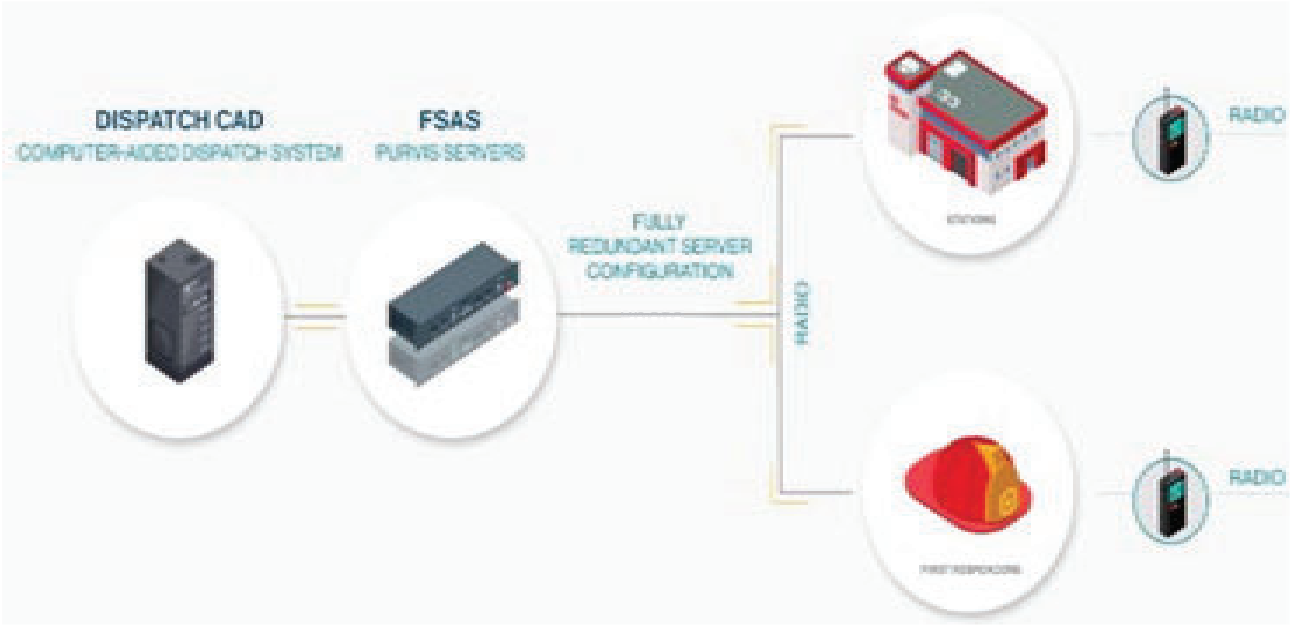
PROJECT NUMBER:	**30026120**
STATUS:	**New Project**
DEPARTMENT:	**Fire**
PROJECT MANAGER:	**Jeremy Holmes**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$165,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement		165,000				$ 165,000
						$ -
						$ -
TOTAL	**$ -**	**$ 165,000**	**$ -**	**$ -**	**$ -**	**$ 165,000**

DRAFT

Purvis-Station Alerting System



PROJECT DESCRIPTION

This project involves the implementation of a new Purvis Station Alerting System at Station 1 which is a vital upgrade to improve emergency response efficiency, firefighter safety, and station alerting capabilities. The current system is outdated, lacking modern technology for rapid dispatch. The Purvis system integrates with Computer-Aided Dispatch (CAD), automates voice alerts for clear communication, and offers customizable features to meet operational needs. Additionally, it reduces reliance on manual radio transmissions and can open bay doors to speed up response times, ultimately enhancing overall efficiency.

PROJECT NUMBER:	**30026121**
STATUS:	**New Project**
DEPARTMENT:	**Fire**
PROJECT MANAGER:	**Jeremy Holmes**
START DATE:	**10/1/2026**
COMPLETION DATE:	**1/31/2027**
ESTIMATED PROJECT COST:	**$50,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement	-	50,000				$ 50,000
						$ -
						$ -
TOTAL	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 50,000**

DRAFT

Fire Station 1 Bay Remodel (Phase 1)



PROJECT DESCRIPTION

This project involves remodeling the bay at Station 1 to include the installation of a vehicle exhaust removal solution designed to improve air quality and safety in fire stations by effectively capturing and removing diesel exhaust from emergency vehicles. This project is essential to ensuring compliance with occupational safety standards and enhancing the health and well-being of personnel working in the station.
This system will significantly reduce exposure to these hazardous emissions, ensuring a safer work environment and compliance with OSHA and NFPA 1500 standards. This project is grant dependent.

PROJECT NUMBER:	**30026127**
STATUS:	**New Project**
DEPARTMENT:	**Fire**
PROJECT MANAGER:	**Jeremy Holmes**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$75,000.00**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
Other Grant		75,000				$ 75,000
						$ -
						$ -
TOTAL	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ -**	**$ 75,000**

DRAFT

Fire Station #1 General Remodel



PROJECT DESCRIPTION

The planned remodel of Station 1 in FY28 is essential to ensure the facility meets the growing operational demands, enhances firefighter safety, and improves overall efficiency. As one of the busiest and most critical stations in our jurisdiction, Station 1 requires modernization to address aging infrastructure, accommodate evolving service needs, and provide a safer, more functional workspace for personnel. Station 1 has outdated building systems, deteriorating structures, and inadequate space configurations that hinder operations. The current layout does not effectively support modern firefighting operations and limits the station's ability to house essential personnel and equipment. Remodeling will provide a more efficient station layout, improved apparatus bay space, and updated living quarters, ensuring personnel can respond more effectively to emergencies.

PROJECT NUMBER:	**30026133**
STATUS:	**New Project**
DEPARTMENT:	**Fire**
PROJECT MANAGER:	**Jeremy Holmes**
START DATE:	**9/30/2027**
COMPLETION DATE:	**10/1/2028**
ESTIMATED PROJECT COST:	**$60,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A5, B1, A6, B3

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement			60,000			$ 60,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 60,000**	**$ -**	**$ -**	**$ 60,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle & equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Fire (general fund) budget and capital fund. Vehicles & equipment are used to provide public safety service to the Fernandina Beach community.

PROJECT NUMBER:	**00126108**
STATUS:	**New Project**
DEPARTMENT:	**Fire**
PROJECT MANAGER:	**J.Glisson/C.Sabattini**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$260,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
General Fund		60,000	60,000	65,000	75,000	$ 260,000
						$ -
						$ -
TOTAL	**$ -**	**$ 60,000**	**$ 60,000**	**$ 65,000**	**$ 75,000**	**$ 260,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle & equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Fire capital fund budget. Vehicles & equipment are used to provide public safety service to the Fernandina Beach community.

PROJECT NUMBER:	**30026108**
STATUS:	**New Project**
DEPARTMENT:	**Fire**
PROJECT MANAGER:	**J. Glisson/J. Holmes**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$3,424,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, B1, B5

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement	435,000	989,000	445,000	455,000	1,100,000	$ 3,424,000
						$ -
						$ -
TOTAL	**$ 435,000**	**$ 989,000**	**$ 445,000**	**$ 455,000**	**$ 1,100,000**	**$ 3,424,000**

DRAFT

Ocean Rescue - Roof Replacement



PROJECT DESCRIPTION

The existing roof has reached the end of its serviceable life, exhibiting signs of deterioration that pose risks to the station's structural integrity, operational efficiency, and safety. Replacing the roof will ensure a durable, weather-resistant, and energy-efficient facility, ultimately supporting the mission of the Ocean Rescue team in protecting the public.

PROJECT NUMBER:	**3002630**
STATUS:	**New Project**
DEPARTMENT:	**Fire**
PROJECT MANAGER:	**C. Sabattini/H. Cavender**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$120,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A5, B1, A6, B3

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		120,000				$ 120,000
						$ -
						$ -
TOTAL	**$ -**	**$ 120,000**	**$ -**	**$ -**	**$ -**	**$ 120,000**

DRAFT

Ocean Rescue Facility General Remodel






PROJECT DESCRIPTION

This project addresses critical structural and operational deficiencies within the Ocean Rescue facility to ensure a safe, functional, and sustainable working environment. The scope of work includes: Garage Door Replacement & Accessories: Existing garage doors have reached the end of their service life, posing operational and safety risks. New doors and accessories will enhance reliability, efficiency, and security for emergency response operations. Ceiling Repair/Replacement: The facility's ceiling is exhibiting signs of failure, which could lead to structural hazards. Necessary repairs or replacements will ensure a safe and stable interior environment. Exterior Stucco Repair/Replacement: The building's stucco is deteriorating, compromising weather resistance and structural integrity. Repairs or full replacement will protect the facility from further damage and extend its lifespan. Interior Flooring Replacement: The current flooring has deteriorated due to heavy usage and environmental conditions. New flooring will improve durability, safety, and maintainability. This remodel is essential for maintaining the operational readiness of Ocean Rescue personnel and ensuring the longevity of the facility.

PROJECT NUMBER:	**30026136**
STATUS:	**New Project**
DEPARTMENT:	**Fire**
PROJECT MANAGER:	**C. Sabattini/J. Holmes**
START DATE:	**10/1/2028**
COMPLETION DATE:	**9/30/2029**
ESTIMATED PROJECT COST:	**$150,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A5, B1, A6, B3

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement				150,000		$ 150,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ 150,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle & equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through Ocean Rescue (general fund) budget. Vehicles & equipment are used for the Ocean Rescue services duties along both City and County beaches.

PROJECT NUMBER:	**00126111**
STATUS:	**New Project**
DEPARTMENT:	**Ocean Rescue**
PROJECT MANAGER:	**J. Glisson/C. Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$300,000**

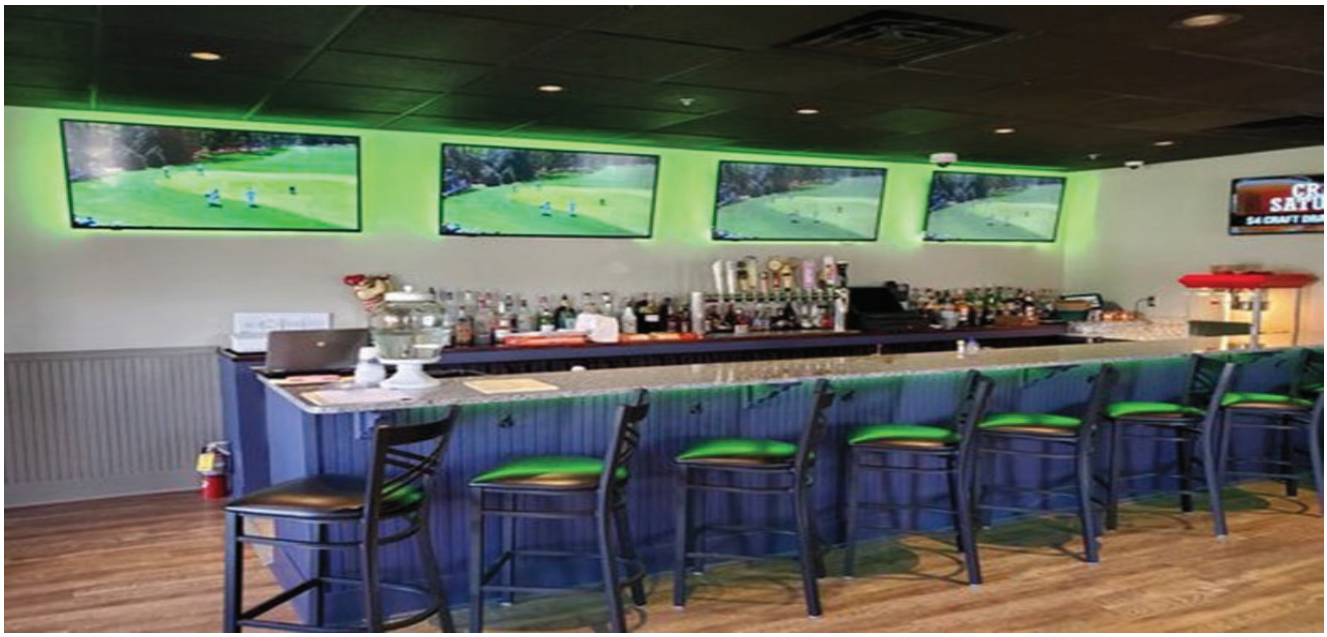
PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
General Fund	45,000	55,000	140,000	50,000	25,000	$ 315,000
						$ -
						$ -
TOTAL	**$ 45,000**	**$ 55,000**	**$ 140,000**	**$ 50,000**	**$ 25,000**	**$ 315,000**

DRAFT

Golf Clubhouse Interior Renovations



PROJECT DESCRIPTION

This project involves the renovation of the restaurant bar and dining area to include a longer, wrap-around bar design, new furnishings, flooring, audio/visual, and appliances. The remodel will provide a more inviting and inclusive atmosphere for guests.

PROJECT NUMBER:	**41026076**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$40,000.00**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

DRAFT

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
410 Fund - Golf	40,000					$ 40,000
						$ -
						$ -
TOTAL	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 40,000**

Golf Clubhouse Roof Replacement



PROJECT DESCRIPTION

This project involves the planned replacement of the roof of the Golf Club Clubhouse. This roof replacements aims to ensure the long-term durability and structural integrity of the building while enhancing energy efficiency and reducing future maintenance costs.

PROJECT NUMBER:	**41026083**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2029**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$65,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1, B4, B5, C1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
410 Fund - Golf					65,000	$ 65,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ 65,000**	**$ 65,000**

DRAFT

Golf Course Parking Lot Resurfacing



PROJECT DESCRIPTION

This project involves the resurfacing of the golf course parking lot. The current surface of the parking lot has several cracking and delamination, which pose a potential hazard to both drivers and pedestrians and undermines the pavement base. A well-maintained parking lot is an investment that will reduce maintenance costs in the long run.

PROJECT NUMBER:	**41026081**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2027**
COMPLETION DATE:	**9/30/2028**
ESTIMATED PROJECT COST:	**$160,000**

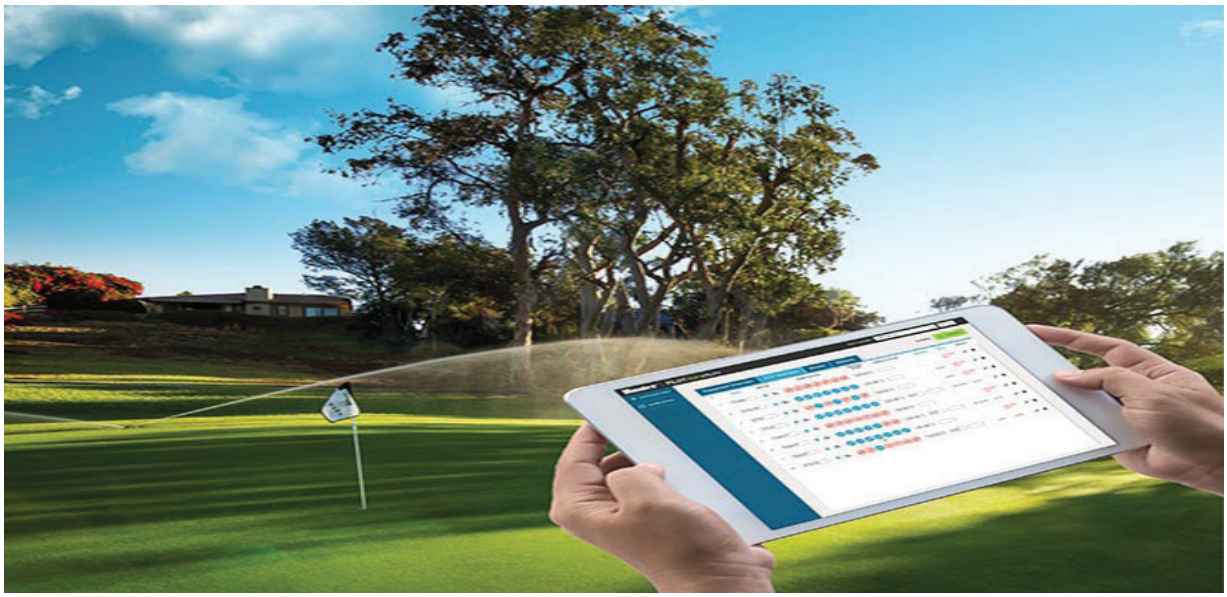
PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
410 Fund - Golf			160,000			$ 160,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 160,000**	**$ -**	**$ -**	**$ 160,000**

DRAFT

Golf Course Irrigation System Upgrade



PROJECT DESCRIPTION

The CPU Tower and equipment is from 2016 and will need to be upgraded in October 2025. Additionally, the Site Pro software used on the system has reached its end of life and will need to be upgraded to Lynx. This price includes the software upgrade and installation. Upgrading this system in FY26 is a priority.

PROJECT NUMBER:	**41026084B**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$105,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B5

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
410 Fund - Golf	105,000					$ 105,000
						$ -
						$ -
TOTAL	**$ 105,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 105,000**

DRAFT

Golf Course Wells



PROJECT DESCRIPTION

This project focuses on the rehabilitation of the deep water wells at the golf course, specifically targeting the 12", 1,200' deep well located near North 7 Green/Lake. The scope of work includes a comprehensive inspection of water quality, necessary repairs to the well and pump, and resolution of any additional issues affecting the well's performance. The provided cost are estimates as this is a complicated multiphase project.

PROJECT NUMBER:	**41026073**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$150,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
410 Fund - Golf		150,000				$ 150,000
						$ -
						$ -
TOTAL	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ 150,000**

DRAFT

Golf Course Practice Area Renovation



PROJECT DESCRIPTION

This proposal is to outline a plan for the renovation and enhancement of the golf course's practice area. The renovations will focus on the development of a state-of-the-art putting/chipping green and a practice bunker, providing golfers with an improved environment to sharpen their short game skills. These upgrades will enhance the overall experience for members and guests, encouraging more frequent use of the facility and elevating the golf course's competitive edge in the region.

PROJECT NUMBER:	**41026077**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$100,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
410 Fund - Golf		100,000				$ 100,000
						$ -
						$ -
TOTAL	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**

DRAFT

North 3 Green Renovation



PROJECT DESCRIPTION

This project involves the renovation of North 3 Green to address irrigation, slope and poor soil quality issues. A comprehensive renovation will improve performance and overall playability.

PROJECT NUMBER:	**41026078**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$50,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
410 Fund - Golf		50,000				$ 50,000
						$ -
						$ -
TOTAL	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 50,000**

DRAFT

Golf Course Bunker Renovation



PROJECT DESCRIPTION

This project involves the phased renovation of 50 bunkers across the 27 hole course. Improved bunkers enhance golf play. Bunker sand needs to be replenished every 5-7 years to maintain optimal conditions. Bunker drainage systems need renovation every 5-10 years to ensure proper water flow and prevent flooding or standing water in bunkers. Estimates on total costs are $5,000-6,000 per bunker.

PROJECT NUMBER:	**41026079**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2029**
ESTIMATED PROJECT COST:	**$285,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B5

DRAFT

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
410 Fund - Golf		90,000	95,000	100,000		$ 285,000
						$ -
						$ -
TOTAL	**$ -**	**$ 90,000**	**$ 95,000**	**$ 100,000**	**$ -**	**$ 285,000**

Golf Course Tee Box Renovations



PROJECT DESCRIPTION

This project involves the renovation of 54 tee boxes across the 27-hole course. The renovations will include reshaping, re-surfacing, and re-grassing to enhance both playability and visual appeal. Tee boxes need renovation every 15-20 years to ensure and maintain optimal conditions. Estimates on total costs are $5,000 per tee box.

PROJECT NUMBER:	**41026080**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2029**
ESTIMATED PROJECT COST:	**$270,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
410 Fund - Golf		90,000	90,000	90,000		$ 270,000
						$ -
						$ -
TOTAL	**$ -**	**$ 90,000**	**$ 90,000**	**$ 90,000**	**$ -**	**$ 270,000**

DRAFT

Golf Course Irrigation/Drainage Renovation



PROJECT DESCRIPTION

This project involves the planned renovation of the golf course irrigation and drainage systems. By upgrading the current irrigation infrastructure, we can ensure more precise and efficient water distribution, promoting healthier, more resilient turf across the course. The renovation will include the installation of advanced drainage systems. These upgrades will reduce standing water, preventing turf damage and promoting faster drying times after rain. The improved drainage will also increase the course's playability after extreme weather conditions, minimizing disruptions and ensuring consistent, high-quality playing conditions year-round. Irrigation and drainage systems typically last 10-30 years with the last upgrade to our existing systems occurring in 2004. By addressing both irrigation and drainage systems in tandem, this renovation will create a more sustainable and enjoyable environment for both golfers and maintenance staff alike. (Estimated cost is $600,000 per 9-holes)

PROJECT NUMBER:	**41026082**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2029**
ESTIMATED PROJECT COST:	**$1,800,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
410 Fund - Golf		600,000	600,000	600,000		$ 1,800,000
						$ -
						$ -
TOTAL	**$ -**	**$ 600,000**	**$ 600,000**	**$ 600,000**	**$ -**	**$ 1,800,000**

DRAFT

Golf Course Maintenance Lean-To Shed



PROJECT DESCRIPTION

This project involves the expansion and replacement of an equipment storage building. The existing maintenance building has limited capacity as the secondary storage structure was destroyed in a 2016 fire. The building will consist of an engineered metal building that will attach to the existing building. This lean-to structure will provide additional storage space, offering much-needed protection from the elements for the equipment parked outside.

PROJECT NUMBER:	**41026075**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$50,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
410 Fund - Golf		50,000				$ 50,000
						$ -
						$ -
TOTAL	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 50,000**

DRAFT

Golf Maintenance Building Improvements



PROJECT DESCRIPTION

The golf course maintenance building is a critical facility for supporting the day-to-day operations of the course for storing equipment. Over the years, the building has experienced wear and tear, and as the demands on our maintenance operations grow, it has become increasingly clear that upgrades are necessary to ensure the continued efficient and safe operation of the facility. The proposed upgrades to the golf course maintenance building are essential to support the ongoing success and sustainability of the golf course. They will enhance operational efficiency, ensure safety, improve staff productivity, protect valuable equipment, and provide a foundation for future growth. Building will need to include office space, restroom, and a room for mechanic. This project includes replacing the existing structure with a larger metal building, the concrete slab foundation and construction.

PROJECT NUMBER:	**41026084**
STATUS:	**New Project**
DEPARTMENT:	**Golf**
PROJECT MANAGER:	**Jeffery Biggers**
START DATE:	**10/1/2029**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$200,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1, B4, B5, C1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
410 Fund - Golf					200,000	$ 200,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200,000**	**$ 200,000**

DRAFT

Router Replacement



PROJECT DESCRIPTION

This project involves the planned replacement of the City's network routers that are reaching end-of-life. There are 16 sites across the City's enterprise network. The anticipated cost is $9,000 per router for $144,000. We also plan to refresh one server that provides virtual networking at an estimate of $26,000.

PROJECT NUMBER:	**30026086**
STATUS:	**New Project**
DEPARTMENT:	**Information Technology**
PROJECT MANAGER:	**Dana Wicker**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$170,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A3, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement	170,000					$ 170,000
						$ -
						$ -
TOTAL	**$ 170,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 170,000**

DRAFT

ERP Hardware Refresh



PROJECT DESCRIPTION

The project involves the planned replacement of physical servers to replace the servers running CityView, Munis, Timekeeping, and payroll. Estimate 4 servers at $26,000 each. Additionally, 1 storage device estimated at $76,000. Also replacing the physical servers located at the Police Department due to currently being end of life. There are 3 servers that need to be replaces at a cost of $25,000 each.

PROJECT NUMBER:	**30026087**
STATUS:	**New Project**
DEPARTMENT:	**Information Technology**
PROJECT MANAGER:	**Dana Whicker**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$255,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A3, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement	225,000					$ 225,000
						$ -
						$ -
TOTAL	**$ 225,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 225,000**

DRAFT

Network Switch Replacement



PROJECT DESCRIPTION

This project involves the phased replacement of network switches will be reaching end-of-life and end-of-support. There are over 60 citywide with an estimated average cost of $3,000/each.

PROJECT NUMBER:	**30026088**
STATUS:	**New Project**
DEPARTMENT:	**Information Technology**
PROJECT MANAGER:	**Dana Whicker**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2029**
ESTIMATED PROJECT COST:	**$180,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A3, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement		60,000	60,000	60,000		$ 180,000
						$ -
						$ -
TOTAL	**$ -**	**$ 60,000**	**$ 60,000**	**$ 60,000**	**$ -**	**$ 180,000**

DRAFT

Disaster Recovery Backup Storage



PROJECT DESCRIPTION

This project involves the replacement of disaster recovery backup storage. The storage we use for Disaster recovery was purchased in FY23. At 6 years old it will be near the end of its useful life. Estimated cost is $125,000.

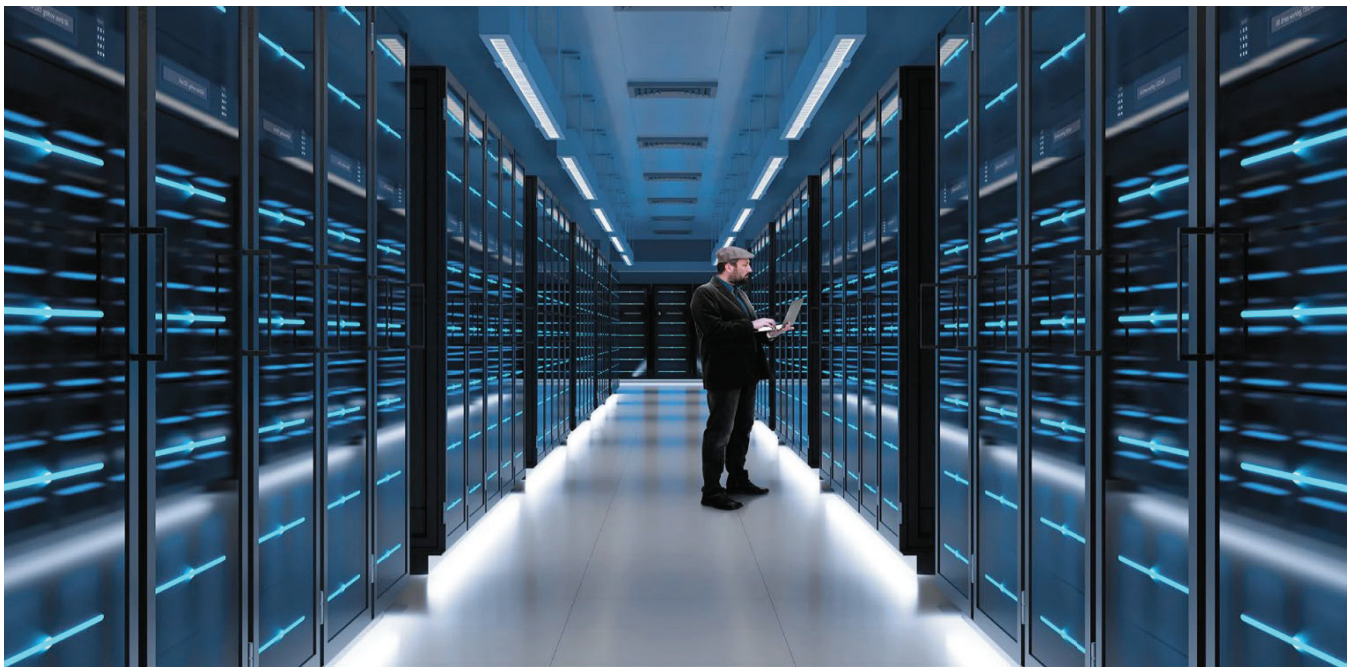
PROJECT NUMBER:	**30026089**
STATUS:	**New Project**
DEPARTMENT:	**Information Technology**
PROJECT MANAGER:	**Dana Whicker**
START DATE:	**10/1/2029**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$ 125,000.00**

PRIORITIES PER THE COMPREHENSIVE PLAN
A3, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement					125,000	$ 125,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,000**	**$ 125,000**

DRAFT

Storage



PROJECT DESCRIPTION

We are deploying over 300TB of storage in FY 24 and FY25. It will need refreshing at approximately FY 30.

PROJECT NUMBER:	**30026090**
STATUS:	**New Project**
DEPARTMENT:	**Information Technology**
PROJECT MANAGER:	**Dana Whicker**
START DATE:	**10/1/2029**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$125,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A3, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement					125,000	$ 125,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,000**	**$ 125,000**

DRAFT

Brett's Demolition and Replacement



PROJECT DESCRIPTION

This project involves the design, engineering, and demolition of the Brett's structure located at the Waterfront. Lease on this structure expires on 12/31/2025 and the structure will be vacated. Probable costs for demolition and for the replacement structure have not been fully determined.

PROJECT NUMBER:	**48026148**
STATUS:	**New Project**
DEPARTMENT:	**Marina**
PROJECT MANAGER:	**Jeremiah Glisson**
START DATE:	**3/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$7,032,816**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, E1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
480 Fund - Marina	32,816					$ 32,816
Bank Financing		4,000,000	3,000,000			$ 7,000,000
						$ -
TOTAL	**$ 32,816**	**$ 4,000,000**	**$ 3,000,000**	**$ -**	**$ -**	**$ 7,032,816**

DRAFT

Marina Pumpout Boat



PROJECT DESCRIPTION

Pumpout boats are critical for preventing the discharge of untreated sewage into our waterways. The current piece of equipment is aged past its usefulness, and needs to be replaced to ensure the safety of the waterway. This purchase is being supported by a grant.

PROJECT NUMBER:	**48026149**
STATUS:	**New Project**
DEPARTMENT:	**Marina**
PROJECT MANAGER:	**Lorelei Jacobs**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$175,000.00**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
FIND Grant	153,000					$ 153,000
480 - Marina	22,000					$ 22,000
						$ -
TOTAL	**$ 175,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 175,000**

DRAFT

Marina Fuel Tank Replacement/Relocation



PROJECT DESCRIPTION

This project involves the replacement of the Marina fuel tank located under Parking Lot A. Fuel tank is used to provide fueling services on the Marina breakwater dock. The current tank was installed in 2009 with 10 year warranty and has been maintained in good order. There was minor evidence of rust found in July 2024, since then the fuel tank passed Breach of Integrity testing 11/2024. Tank and all fuel equipment is in full compliance with JaxDEP. Pricing includes the possible relocation to Parking Lot B and the replacement of fuel lines.

PROJECT NUMBER:	**25042**
STATUS:	**New Project**
DEPARTMENT:	**Marina**
PROJECT MANAGER:	**Glenn Akramoff**
START DATE:	**TBD**
COMPLETION DATE:	**TBD**
ESTIMATED PROJECT COST:	**$791,147**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

DRAFT

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
480 Fund - Marina	41,147	750,000				$ 791,147
						$ -
						$ -
TOTAL	**$ 41,147**	**$ 750,000**	**$ -**	**$ -**	**$ -**	**$ 791,147**

Marina Maintenance Dredging



PROJECT DESCRIPTION

This project involves maintenance dredging of the Marina basin. Project costs include permitting, dredging, and contingency. Maintenance dredging is required to maintain navigable depths to the fairways of D & E docks, E and F docks, southern marina entrance and public boat ramp. Dredging frequency is expected to lessen with the eventual demolition of the Brett's structure. This project is fully funded by a state grant in FY26.

PROJECT NUMBER:	**48026150**
STATUS:	**New Project**
DEPARTMENT:	**Marina**
PROJECT MANAGER:	**Glenn Akramoff**
START DATE:	**2/1/2026**
COMPLETION DATE:	**6/1/2030**
ESTIMATED PROJECT COST:	**$2,839,600**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
480 Fund - Marina	339,600		1,200,000		1,300,000	$ 2,839,600
						$ -
						$ -
TOTAL	**$ 339,600**	**$ -**	**$ 1,200,000**	**$ -**	**$ 1,300,000**	**$ 2,839,600**

DRAFT

Marina Pedestal Replacement



PROJECT DESCRIPTION

This project involves the replacement of pedestals along docks C and D. Saltwater inundation expected to hasten deterioration. Manufactures typical life expectancy is 12 - 20 years. The current units were installed in 2019 and replacement costs were provided using MEE Harbor Light SS pedestals.

PROJECT NUMBER:	**48026152**
STATUS:	**New Project**
DEPARTMENT:	**Marina**
PROJECT MANAGER:	**Oasis General Manager**
START DATE:	**10/1/2025**
COMPLETION DATE:	**TBD**
ESTIMATED PROJECT COST:	**$183,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
480 Fund - Marina	38,000				145,000	$ 183,000
						$ -
						$ -
TOTAL	**$ 38,000**	**$ -**	**$ -**	**$ -**	**$ 145,000**	**$ 183,000**

DRAFT

Marina Dock D Transformer Replacement



PROJECT DESCRIPTION

This project involves the replacement of the transformer located on Dock D. Documented and intermittent failures suggest transformer may require replacement in the near future as recommended by McGonigle Electric (original installer). A crane and barge are required for replacement and is factored into project cost.

PROJECT NUMBER:	**48026155**
STATUS:	**New Project**
DEPARTMENT:	**Marina**
PROJECT MANAGER:	**Oasis General Manager**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$40,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
480 Fund - Marina	40,000					$ 40,000
						$ -
						$ -
TOTAL	**$ 40,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 40,000**

DRAFT

Atlantic Recreation Center-Fitness Room Roof Replacement



PROJECT DESCRIPTION

One of two final roofs to be redone at the ARC facility is located at the Fitness Room. The roof replacement project was completed in a phased approached to address the many roof structures at this facility. This will ensure the roofs of our ARC buildings are protecting the interior/structure of the building.

PROJECT NUMBER:	**30026047**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2027**
COMPLETION DATE:	**9/30/2028**
ESTIMATED PROJECT COST:	**$185,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement			185,000			$ 185,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 185,000**	**$ -**	**$ -**	**$ 185,000**

DRAFT

Atlantic Recreation Center - Aquatics Facility Roof Replacement



PROJECT DESCRIPTION

One of two final roofs to be redone. This will ensure the roofs of our ARC Buildings are structual sound and protecting the interior/structure of the building.

PROJECT NUMBER:	**30026048**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2028**
COMPLETION DATE:	**9/30/2029**
ESTIMATED PROJECT COST:	**$185,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement				185,000		$ 185,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ 185,000**	**$ -**	**$ 185,000**

DRAFT

Atlantic Recreation Center Window Replacement



PROJECT DESCRIPTION

This will finalize a three phased approach to replaceming all windows and doors on the original 1956 Atlantic Recreation Center building. The first two phases where completed in FY24 and FY25.

PROJECT NUMBER:	**30026049**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$100,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement	100,000					$ 100,000
						$ -
						$ -
TOTAL	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**

DRAFT

Atlantic Recreation Center Repointing



PROJECT DESCRIPTION

This project involves the continued restoration of the masonry and concrete façade of the Atlantic Recreation Center(Facilities est in 1957) to include brick repointing, crack repair, and elastomeric sealant. Phasing of work to include the connecting structure between the auditorium and the administration building. This project is needed but may be deferred upon commitment to the construction of a new recreation complex.

PROJECT NUMBER:	**30026050**
STATUS:	**New Project**
DEPARTMENT:	**Recreation**
PROJECT MANAGER:	**J. Glisson/C. Sabattini**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$376,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		100,000	138,000	138,000		$ 376,000
						$ -
						$ -
TOTAL	**$ -**	**$ 100,000**	**$ 138,000**	**$ 138,000**	**$ -**	**$ 376,000**

DRAFT

Atlantic Recreation Center Kitchen and Restroom Renovation





PROJECT DESCRIPTION

The project involves the remodel of the Atlantic Recreation Complex kitchen and restrooms that are located in the Auditorium Facility. Scope will involve new appliances, fixtures, plumbing, floors, and possible reconfiguration.

PROJECT NUMBER:	**30026051**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**S. Mikelson/K. Rivera**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$150,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement		150,000				$ 150,000
						$ -
						$ -
TOTAL	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ 150,000**

DRAFT

Joe Velardi Baseball Field Lighting



PROJECT DESCRIPTION

As part of the Ybor Alvarez and MLK Complex reconfiguration, the existing soccer fields will be relocated to areas currently occupied by softball fields. With the loss of three softball fields at Ybor Alvarez, lighting the Joe Velardi Field will allow this field to be used into the evening for team play.

PROJECT NUMBER:	**30026052**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2027**
COMPLETION DATE:	**TBD**
ESTIMATED PROJECT COST:	**$200,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement			200,000			$ 200,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ 200,000**

DRAFT

Recreation Complex Construction Design



PROJECT DESCRIPTION

This project involves the design of a new recreation center. The existing recreation complexes were constructed in the 1950s and are nearing end of life. The complex located at Atlantic Avenue is located in a flood zone which limits upgrade availability. Pricing is for design only. Project construction is highly dependent upon financing.

PROJECT NUMBER:	**30026164**
STATUS:	**New Project**
DEPARTMENT:	**City Manager's Office**
PROJECT MANAGER:	**S. Campbell/J. Glisson**
START DATE:	**10/1/2028**
COMPLETION DATE:	**9/30/2031**
ESTIMATED PROJECT COST:	**$14,300,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement				1,300,000	13,000,000	$ 14,300,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ 1,300,000**	**$ 13,000,000**	**$ 14,300,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle & equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Recreation (general fund) budget. Vehicles & equipment are used to facilitate the various functions and programs offered through the Recreation Department.

PROJECT NUMBER:	**00126114**
STATUS:	**New Project**
DEPARTMENT:	**Recreation**
PROJECT MANAGER:	**J. Glisson/C. Sabattini**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$400,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
General Fund		135,000	50,000	40,000	175,000	$ 400,000
						$ -
						$ -
TOTAL	**$ -**	**$ 135,000**	**$ 50,000**	**$ 40,000**	**$ 175,000**	**$ 400,000**

DRAFT

Boardwalk Repairs



PROJECT DESCRIPTION

This project is a partnership with grant funds provided by Nassau County that will ensure the redecking of at least one boardwalk each year. Grant funds will be used to redeck a boardwalk that is structurally sound, but needing a new deck and handrails. These accesses include: 4N, 31, 35, 36, 37, 39, first phase of Main Beach.

PROJECT NUMBER:	**30026029**
STATUS:	**On-Going**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Jeremiah Glisson**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$490,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1, B2, B3, B5

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
County MSTU	50,000	50,000	50,000	50,000	50,000	$ 250,000
300 Fund - Capital Improvement	150,000					$ 150,000
General Fund	90,000					$ -
TOTAL	**$ 290,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 490,000**

DRAFT

Beach Boardwalk Construction



PROJECT DESCRIPTION

This project involves the replacement of the dune walkover structures. The Beach Access Committee Summary of Recommendations: in 2019 an engineering report indicated that several beach walkovers were structurally deficient and recommended immediate removal in the interest of public safety. Of the twelve most deficient structures, six were removed in 2019 due to the extent of the damage and required repair. The following accesses are planned for the construction of new walkovers: #9, #27, #35S, #38, and other structures that will be identified through a structural assessment in FY25/26.

PROJECT NUMBER:	**30026030**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$2,700,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
B1, B2

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		1,050,000	500,000	550,000	600,000	$ 2,700,000
						$ -
						$ -
TOTAL	**$ -**	**$ 1,050,000**	**$ 500,000**	**$ 550,000**	**$ 600,000**	**$ 2,700,000**

DRAFT

Beach Access 6



PROJECT DESCRIPTION

Beach Access Committee Summary of Recommendations: in 2019 an engineering report indicated that several beach walkovers were structurally deficient and recommended immediate removal in the interest of public safety. Upon closer review of the twelve most deficient walkovers, six were removed in 2019 due to the extent of the damage and required repair. What, if any, additional beach accesses should have new walkovers constructed (specifically identified by Beach Access Number 16 and 6)?

PROJECT NUMBER:	**31026036**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2027**
COMPLETION DATE:	**TBD**
ESTIMATED PROJECT COST:	**$200,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1, B2, B3

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
310 Fund - Capital Expansion			140,000			$ 140,000
FDEP Grant			60,000			$ 60,000
						$ -
TOTAL	**$ -**	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ 200,000**

DRAFT

North Beach Restrooms



PROJECT DESCRIPTION

This project involves the construction of new restrooms at North Beach Park. This beach park is one of the City's three primary beach parks, serving as a popular recreational spot for residents and visitors alike. There are no permanent restrooms on site. Currently a port-a-let is provided on-site during the beach season.

PROJECT NUMBER:	**31026037**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2027**
COMPLETION DATE:	**TBD**
ESTIMATED PROJECT COST:	**$150,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
310 Fund - Capital Expansion			150,000			$ 150,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ 150,000**

DRAFT

Main Beach Playground Replacement



PROJECT DESCRIPTION

This project involves the replacement of the playground equipment at Main Beach Park. This park is one of seven in the City that features a play structure, and the existing equipment has reached the point where it requires replacement. A key focus of the update will be the use of recycled plastic materials for the new structure. This shift is aimed at addressing ongoing issues with rust, which have been a concern due to the park's location. By using recycled plastic, the new equipment will be more durable, weather-resistant, and environmentally friendly, while also reducing the long-term maintenance needs.

PROJECT NUMBER:	**30026041**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2027**
COMPLETION DATE:	**9/30/2028**
ESTIMATED PROJECT COST:	**$200,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement			200,000			$ 200,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ 200,000**

DRAFT

Main Beach Shade Structure Replacements



PROJECT DESCRIPTION

This project involves the replacement of shade structures at Main Beach Park. Staff is evaluating different designs that will increase the longevity of the structures.

PROJECT NUMBER:	**30026044**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2027**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$350,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement			150,000	100,000	100,000	$ 350,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 150,000**	**$ 100,000**	**$ 100,000**	**$ 350,000**

DRAFT

Skate Park Expansion



PROJECT DESCRIPTION

In Fiscal Year 2025, the City allocated $90,000 to fund the design and creation of construction drawings for an expanded skate park. This project aims to expand the existing skate park, providing a more dynamic space for the community to enjoy. A conceptual design has been approved by the Parks and Recreation Advisory Commission (PRAC). The conceptual design has been provided to Nassau County to incorporate into the Beach Harmonization Design. Funding is anticipated to come from Tourism Development Tax funds. The City is expected to have a cost share of this project, but budget amount has yet to be determined.

PROJECT NUMBER:	**31026043**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2028**
COMPLETION DATE:	**TBD**
ESTIMATED PROJECT COST:	**$1,900,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1, B2, B3

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
310 Fund - Capital Expansion		-		1,900,000		$ 1,900,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$**	**$ 1,900,000**	**$ -**	**$ 1,900,000**

DRAFT

Main Beach Multi-Purpose Court Resurfacing



PROJECT DESCRIPTION

This project involves the resurfacing of the multi-purpose court at Main Beach. The existing surface of the court is in need of restoration. As part of regular maintenance, the top layer of the court must be redone approximately every seven years, depending on the intensity of usage. This texture is crucial for ensuring proper traction and playability.

PROJECT NUMBER:	**30026040**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$65,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		65,000				$ 65,000
						$ -
						$ -
TOTAL	**$ -**	**$ 65,000**	**$ -**	**$ -**	**$ -**	**$ 65,000**

DRAFT

Sunrise Park Playground Structure Replacement



PROJECT DESCRIPTION

This project involves the replacement of the playground equipment at Sunrise Park. The existing structure has reached the end of its useful life. Sunrise Park is one of seven city parks featuring a play structure, and this renewal will ensure it remains a safe, engaging space for children and families. A key improvement will be the use of recycled plastic materials, addressing ongoing concerns with rust due to the park's location. This eco-friendly material will increase durability, improve weather resistance, and reduce long-term maintenance needs.

PROJECT NUMBER:	**30026045**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$175,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement		175,000				$ 175,000
						$ -
						$ -
TOTAL	**$ -**	**$ 175,000**	**$ -**	**$ -**	**$ -**	**$ 175,000**

DRAFT

Amelia Island Lighthouse Restoration



PROJECT DESCRIPTION

This project involves the restoration of the Amelia Island Lighthouse. This iconic structure, constructed in 1838, is Florida's oldest operating lighthouse. Work involves the restoration of the exterior facade and restoration of the interior brick and granite staircase. Restoration work has been awarded to Specialized Property Services for the project. This project is phased and contingent upon grant funding requirements. Two grants have been received for this project and a 3rd has been applied for. Walker Consultants, an historic architect, has been employed to provide 3rd party project managment per grant requirements.

PROJECT NUMBER:	**24019**
STATUS:	**In Progress - Construction**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Jeremiah Glisson**
START DATE:	**10/1/2024**
COMPLETION DATE:	**9/1/2027**
ESTIMATED PROJECT COST:	**$1,250,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
State Funds		625,000	625,000			$ 1,250,000
						$ -
						$ -
TOTAL	**$ -**	**$ 625,000**	**$ 625,000**	**$ -**	**$ -**	**$ 1,250,000**

DRAFT

Central Park Tennis Court 3 and 4 Resurfacing



PROJECT DESCRIPTION

This project involves the resurfacing of courts #3 and #4 at Central Park. The existing surface of the tennis courts are in need of restoration. As part of regular maintenance, the top layer of the courts must be redone approximately every seven years, depending on the intensity of usage. This texture is crucial for ensuring proper traction and playability.

PROJECT NUMBER:	**30026038**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$100,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement		100,000				$ 100,000
						$ -
						$ -
TOTAL	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**

DRAFT

Pickleball Court Resurfacing



PROJECT DESCRIPTION

This project involves the resurfacing of all six pickleball courts at Central Park. The existing surface of the tennis courts are in need of restoration. As part of regular maintenance, the top layer of the courts must be redone approximately every seven years, depending on the intensity of usage. This texture is crucial for ensuring proper traction and playability.

PROJECT NUMBER:	**30026039**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$75,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement		75,000				$ 75,000
						$ -
						$ -
TOTAL	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ -**	**$ 75,000**

DRAFT

Thorguard Lightening Detection System Upgrades



PROJECT DESCRIPTION

This project involves the upgrade and replacement of the City's ThorGuard lightning detection system. ThorGuard is a lightning detection and warning system that provides real-time alerts about dangerous weather conditions, particularly those involving lightning, which pose significant risks during outdoor sports and activities.

PROJECT NUMBER:	**30026068**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2025**
COMPLETION DATE:	**TBD**
ESTIMATED PROJECT COST:	**$93,000.00**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A6, B1, B2, B3

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement	27,000	66,000				$ 93,000
		-				$ -
						$ -
TOTAL	**$ 27,000**	**$ 66,000**	**$ -**	**$ -**	**$ -**	**$ 93,000**

DRAFT

Peck Center Roof Replacement



PROJECT DESCRIPTION

This project involves the roof replacement of two roof systems within the Peck Center Complex (Auditorium and Headstart). These planned replacements will ensure the structural integrity of our Historic Peck Center Complex.

PROJECT NUMBER:	**30026054**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$80,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		80,000				$ 80,000
						$ -
						$ -
TOTAL	**$ -**	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ 80,000**

DRAFT

Peck Center Flooring



PROJECT DESCRIPTION

This project involves the replacement of flooring in the common areas (hallways and auditorium) of the Peck Center Administration Building. Appropriate flooring will be used to protect the historic value of the Center.

PROJECT NUMBER:	**30026055**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation Department**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2027**
COMPLETION DATE:	**9/30/2028**
ESTIMATED PROJECT COST:	**$150,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement			150,000			$ 150,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ 150,000**

DRAFT

Peck Gym Repointing



PROJECT DESCRIPTION

This project involves the continued restoration of the masonry and concrete façade of the Peck Center Gymnasium (Facility est in 1957) to include brick repointing, crack repair, and elastomeric sealant. Restoration of the masonry and concrete façade of the Peck Center Gym to include brick repointing, crack repair, and elastomeric sealant. This project will be complete using a phased approach for affordability.

PROJECT NUMBER:	**30026056**
STATUS:	**New Project**
DEPARTMENT:	**Peck Center**
PROJECT MANAGER:	**J. Glisson/C. Sabattini**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$990,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		240,000	245,000	250,000	255,000	$ 990,000
						$ -
						$ -
TOTAL	**$ -**	**$ 240,000**	**$ 245,000**	**$ 250,000**	**$ 255,000**	**$ 990,000**

DRAFT

Peck Gym Window/Door Replacement



PROJECT DESCRIPTION

This will be phase one of four in the replacement of all windows and doors of the Peck Gym. These efforts reflect the City's commitment to preserving the historic integrity of the Peck Center/Gym while ensuring its functionality for community use.

PROJECT NUMBER:	**30026057**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**C. Sabattini/J. Glisson**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$300,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement		75,000	75,000	75,000	75,000	$ 300,000
						$ -
						$ -
TOTAL	**$ -**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 300,000**

DRAFT

Martin Luther King, Jr. Center Interior Improvements



PROJECT DESCRIPTION

This project will involve reconfiguring the interior of the MLK, Jr. Center Conference Room to improve its functionality and expand programming capabilities. The update will modernize the facility, enhancing its ability to host a wider variety of activities and better serve the community's needs.

PROJECT NUMBER:	**30026061**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$125,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement	125,000					$ 125,000
						$ -
						$ -
TOTAL	**$ 125,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,000**

DRAFT

Martin Luther King, Jr. Center Roof Restoration



PROJECT DESCRIPTION

This project involved the restoration MLK, Jr. Center roof. This project is needed but may be deferred with a commitment to the construction of a new recreation complex.

PROJECT NUMBER:	**30026062**
STATUS:	**New Project**
DEPARTMENT:	**MLK Center**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/1/2027**
ESTIMATED PROJECT COST:	**$225,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement		225,000				$ 225,000
						$ -
						$ -
TOTAL	**$ -**	**$ 225,000**	**$ -**	**$ -**	**$ -**	**$ 225,000**

DRAFT

Martin Luther King, Jr. Center Window Replacement



PROJECT DESCRIPTION

This project will involve the replacement of all windows and doors at the MLK, Jr. Center. This phased project will ensure the MLK, Jr. Center remains in sound condition and maintained appropriately.

PROJECT NUMBER:	**30026063**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2029**
ESTIMATED PROJECT COST:	**$300,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement	75,000	75,000	75,000	75,000		$ 300,000
						$ -
						$ -
TOTAL	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ -**	**$ 300,000**

DRAFT

Martin Luther King, Jr. Center Repointing



PROJECT DESCRIPTION

This project involves the restoration of the masonry and concrete façade of the MLK, Jr. Center (Facilities est in 1957) to include brick repointing, crack repair, and elastomeric sealant. Phasing of work to provide for affordability. This project is needed, but may be deferred upon commitment to the construction of a new recreation complex.

PROJECT NUMBER:	**30026064**
STATUS:	**New Project**
DEPARTMENT:	**MLK Center**
PROJECT MANAGER:	**J. Glisson/C.Sabattini**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$450,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		110,000	110,000	115,000	115,000	$ 450,000
						$ -
						$ -
TOTAL	**$ -**	**$ 110,000**	**$ 110,000**	**$ 115,000**	**$ 115,000**	**$ 450,000**

DRAFT

Martin Luther King, Jr. Basketball Court Resurfacing



PROJECT DESCRIPTION

This project involves the resurfacing of the basketball courts at MLK, Jr. Recreation Complex. The existing surface of the courts are in need of restoration. As part of regular maintenance, the top layer of the courts must be redone approximately every seven years, depending on the intensity of usage. This texture is crucial for ensuring proper traction and playability.

PROJECT NUMBER:	**30026065**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$80,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement		80,000				$ 80,000
						$ -
						$ -
TOTAL	**$ -**	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ 80,000**

DRAFT

Atlantic Recreation Center Pool Redecking



PROJECT DESCRIPTION

This project involves the renovations to the pool marcite and surrounding deck at the Atlantic Recreation Center Complex. Replacing or resurfacing the deck ensures a safer environment for swimmers and guests. Constant exposure to the environment wears the deck leading to warping, cracking, or fading. A deteriorating marcite surface can lead to small cracks, which will result in water leaks. Re-marciting helps seal any minor cracks, preventing water loss and preserving the pool's functionality.

PROJECT NUMBER:	**30026070**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2027**
COMPLETION DATE:	**9/30/2028**
ESTIMATED PROJECT COST:	**$150,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement			150,000			$ 150,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ 150,000**

DRAFT

Martin Luther King, Jr. Center Pool Redecking



PROJECT DESCRIPTION

This project involves the resurfacing of the pool deck at the MLK Complex. Replacing or resurfacing the deck ensures a safer environment for swimmers and guests. Constant exposure to the environment wears the deck leading to warping, cracking, or fading.

PROJECT NUMBER:	**30026069**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$100,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement		100,000				$ 100,000
						$ -
						$ -
TOTAL	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**

DRAFT

Martin Luther King, Jr. Field Redevelopment



PROJECT DESCRIPTION

This project involves the reconfiguration and redevelopment of the sports fields located at the Martin Luther King Jr. Center. The Ybor Alvarez Sports Complex is set to undergo a significant reconfiguration. These changes will reduce the number of fields at the Ybor Alvarez Complex. Additional field space will be constructed at Martin Luther King Jr. Complex location.

PROJECT NUMBER:	**31026066**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Glenn Akramoff**
START DATE:	**10/1/2025**
COMPLETION DATE:	
ESTIMATED PROJECT COST:	**$2,000,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1, B2, B3

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
310 Fund - Capital Expansion	2,000,000					$ 2,000,000
						$ -
						$ -
TOTAL	**$ 2,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,000,000**

DRAFT

Ybor Alvarez Sports Complex Redevelopment



PROJECT DESCRIPTION

This project involves the reconfiguration and redevelopment of the Ybor Alvarez Sports Complex, which is set to undergo a significant reconfiguration to make way for improved soccer fields. As part of this reconfiguration, the existing soccer fields will be relocated to areas currently occupied by softball fields, ensuring continued access to organized sports for local athletes. This shift comes at a time when the nearby airport is reclaiming land previously used as soccer fields by the community.

PROJECT NUMBER:	**24043**
STATUS:	**On-Going**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Glenn Akramoff**
START DATE:	**10/24/2024**
COMPLETION DATE:	**TBD**
ESTIMATED PROJECT COST:	**$4,085,983**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1, B2, B3

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
310 Fund - Capital Expansion	85,983	2,000,000	2,000,000			$ 4,085,983
						$ -
						$ -
TOTAL	**$ 85,983**	**$ 2,000,000**	**$ 2,000,000**	**$ -**	**$ -**	**$ 4,085,983**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle & equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Parks (general fund) budget. Vehiles & equipment are used for the maintenance services provided by the Parks division.

PROJECT NUMBER:	**00126113**
STATUS:	**New Project**
DEPARTMENT:	**Parks**
PROJECT MANAGER:	**J. Glisson/C. Sabattini**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$581,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
General Fund	-	217,500	117,000	74,500	172,000	$ 581,000
						$ -
						$ -
TOTAL	**$ -**	**$ 217,500**	**$ 117,000**	**$ 74,500**	**$ 172,000**	**$ 581,000**

DRAFT

Bosque Bello Cemetery Columbarium



PROJECT DESCRIPTION

This project involves the construction and implementation of a columbarium at the Bosque Bello Cemetery. The cemetery is rapidly running out of grave sites and is expected to be completely full within the next 5 to 7 years. The implementation of a columbarium would not only provide a viable option for those choosing cremation but would also bring a positive financial impact to the cemetery. The demand for cremation services has been steadily increasing, and by offering a dedicated space for cremains, the cemetery can meet this demand while generating additional revenue through the sale of niche spaces.

PROJECT NUMBER:	**20015**
STATUS:	**New Project**
DEPARTMENT:	**Parks & Recreation**
PROJECT MANAGER:	**Scott Mikelson**
START DATE:	**10/1/2025**
COMPLETION DATE:	**TBD**
ESTIMATED PROJECT COST:	**$415,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A4, A6, B1, B2, B3

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
310 Fund - Capital Expansion	65,000	350,000				$ 415,000
						$ -
						$ -
TOTAL	**$ 65,000**	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ 415,000**

DRAFT

Greenway - Hickory Street Bridge Redecking



PROJECT DESCRIPTION

This project includes the re-decking of a approximately 210 linear feet to the bridge structure located in Egans Creek. This improvement will increase public safety. This project is potentially grant eligible through Trails to Go.

PROJECT NUMBER:	**30026161**
STATUS:	**New Project**
DEPARTMENT:	**Planning & Conservation**
PROJECT MANAGER:	**Glenn Akramoff**
START DATE:	**1/15/2026**
COMPLETION DATE:	**6/1/2026**
ESTIMATED PROJECT COST:	**$200,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
General Fund	50,000					$ 50,000
FDEP Grant	150,000					$ 150,000
						$ -
TOTAL	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200,000**

Police Department Electonic Control Devices



PROJECT DESCRIPTION

This project involves the phased replacement of all Police electronic control devices. These devices are required part of law enforcement equipment. Current inventory is at end of life. Devices will be purchased over a 5-year term.

PROJECT NUMBER:	**30026162**
STATUS:	**New Project**
DEPARTMENT:	**Police**
PROJECT MANAGER:	**Jeff Tambasco**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$231,102**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B5

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement	52,834	44,567	44,567	44,567	44,567	$ 231,102
						$ -
						$ -
TOTAL	**$ 52,834**	**$ 44,567**	**$ 44,567**	**$ 44,567**	**$ 44,567**	**$ 231,102**

DRAFT

Police Mobile Data Terminals



PROJECT DESCRIPTION

This project involves the phased replacement of all Police mobile data terminals. These devices are required part of law enforcement equipment. Current inventory is at end of life. Devices will be purchased over a 5-year term.

PROJECT NUMBER:	**30026163**
STATUS:	**New Project**
DEPARTMENT:	**Police**
PROJECT MANAGER:	**Jeff Tambasco**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$229,340**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B5

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund - Capital Improvement	45,868	45,868	45,868	45,868	45,868	$ 229,340
						$ -
						$ -
TOTAL	**$ 45,868**	**$ 45,868**	**$ 45,868**	**$ 45,868**	**$ 45,868**	**$ 229,340**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle and equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Law Enforcement Recovery fund and the Police (general fund) budget. Vehicles & equipment are used to provide public safety service to the Fernandina Beach community.

PROJECT NUMBER:	**00126112**
STATUS:	**New Project**
DEPARTMENT:	**Police**
PROJECT MANAGER:	**J.Glisson/C.Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$2,290,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
190 Fund - Law Enforcement Reco	138,000	70,000	142,000	144,000	146,000	$ 640,000
General Fund	382,000	385,000	276,000	231,000	376,000	$ 1,650,000
						$ -
TOTAL	**$ 520,000**	**$ 455,000**	**$ 418,000**	**$ 375,000**	**$ 522,000**	**$ 2,290,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle and equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Facilities (general fund) budget. Vehicles & equipment are used in the maintenance and repair of City facilities and related infrastructure.

PROJECT NUMBER:	**00126109**
STATUS:	**New Project**
DEPARTMENT:	**Facilities**
PROJECT MANAGER:	**J.Glisson/C.Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$353,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B5, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
General Fund	57,000	66,000	65,000	100,000	65,000	$ 353,000
						$ -
						$ -
TOTAL	**$ 57,000**	**$ 66,000**	**$ 65,000**	**$ 100,000**	**$ 65,000**	**$ 353,000**

DRAFT

Street Resurfacing



PROJECT DESCRIPTION

This project involves the planned resurfacing of the City's 72-mile street network. Paving schedule is calculated through pavement assesment reports and annual street video scanning. Funding amounts reflect a 25-yr rotation cycle and includes all paved public parking.

PROJECT NUMBER:	**30026027**
STATUS:	**On-Going**
DEPARTMENT:	**Streets**
PROJECT MANAGER:	**Jeremiah Glisson**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$4,540,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement	990,000	850,000	850,000	900,000	950,000	$ 4,540,000
						$ -
						$ -
TOTAL	**$ 990,000**	**$ 850,000**	**$ 850,000**	**$ 900,000**	**$ 950,000**	**$ 4,540,000**

DRAFT

Sidewalk and Curbing



PROJECT DESCRIPTION

This project involves the repair and replacement of concrete infrastructure within all City rights-of-way. This includes sidewalks, curbing, and driveway aprons. This plan will allow the City to maintain its current sidewalks throughout the City as well as install new sidewalks. New sidewalks are needed to improve pedestrian connectivity and make the community more walkable.

PROJECT NUMBER:	**30026028**
STATUS:	**On-Going**
DEPARTMENT:	**Streets**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$1,220,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement	150,000	160,000	165,000	170,000	175,000	$ 820,000
310 Fund - Capital Expansion	75,000	75,000	80,000	85,000	85,000	$ 400,000
						$ -
TOTAL	**$ 225,000**	**$ 235,000**	**$ 245,000**	**$ 255,000**	**$ 260,000**	**$ 1,220,000**

DRAFT

Amelia Island Trails Continuation



PROJECT DESCRIPTION

This project involves the continuation of the Amelia Island trail network. This trail system provides connectivity from the southend of Amelia Island to the Downtown Waterfront. While largely a county and state funded project, there are segments that will require funding from the City. Pricing and timing is a placeholder and is subject to change as it is dependent upon grant funding.

PROJECT NUMBER:	**202630085B**
STATUS:	**New Project**
DEPARTMENT:	**Streets**
PROJECT MANAGER:	**Jeremiah Glisson**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$619,000.00**

DRAFT

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, B2

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
300 Fund		619,000				$ 619,000
						$ -
						$ -
TOTAL	$ -	**$ 619,000**	**$ -**	**$ -**	**$ -**	**$ 619,000**

Streets and Parks Buildings



PROJECT DESCRIPTION

This project involves the relocation of equipment storage facilities with in Public Works to make room for the expansion of the Wastewater Department. The expansion is needed for the implementation of a new wastewater reuse system and to meet statue requirements. Project costs include design and construction.

PROJECT NUMBER:	**30026085**
STATUS:	**New Project**
DEPARTMENT:	**Streets and Parks**
PROJECT MANAGER:	**Glenn Akramoff**
START DATE:	**10/1/2028**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$1,000,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A2, A3, A6

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement				100,000	900,000	$ 1,000,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 900,000**	**$ 1,000,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicles and equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Streets (general fund) budget and Capital Improvement Fund. Vehicles & equipment are used in the maintenance and repair of all City roads, sidewalks, parking lots, and rights-of-ways.

PROJECT NUMBER:	**30026117**
STATUS:	**New Project**
DEPARTMENT:	**Streets**
PROJECT MANAGER:	**J Glisson/C Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$1,640,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
300 Fund - Capital Improvement	275,000	450,000	250,000	350,000	315,000	$ 1,640,000
						$ -
						$ -
TOTAL	**$ 275,000**	**$ 450,000**	**$ 250,000**	**$ 350,000**	**$ 315,000**	**$ 1,640,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle and equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Sanitation (enterprise fund) budget. Vehicles are used for the collection of residential yard debris and annual storm debris. Program is funded through residential fees that generate approximately $400,000/year

PROJECT NUMBER:	**44026115**
STATUS:	**New Project**
DEPARTMENT:	**Sanitation**
PROJECT MANAGER:	**J. Glisson/C. Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$510,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
440 Fund - Sanitation	250,000				260,000	$ 510,000
						$ -
						$ -
TOTAL	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ 260,000**	**$ 510,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle and equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Fleet (internal-service fund) budget. Vehicles and equipment are used in the maintenance and repair of the City's fleet and the provision of loaner vehicles for training/travel.

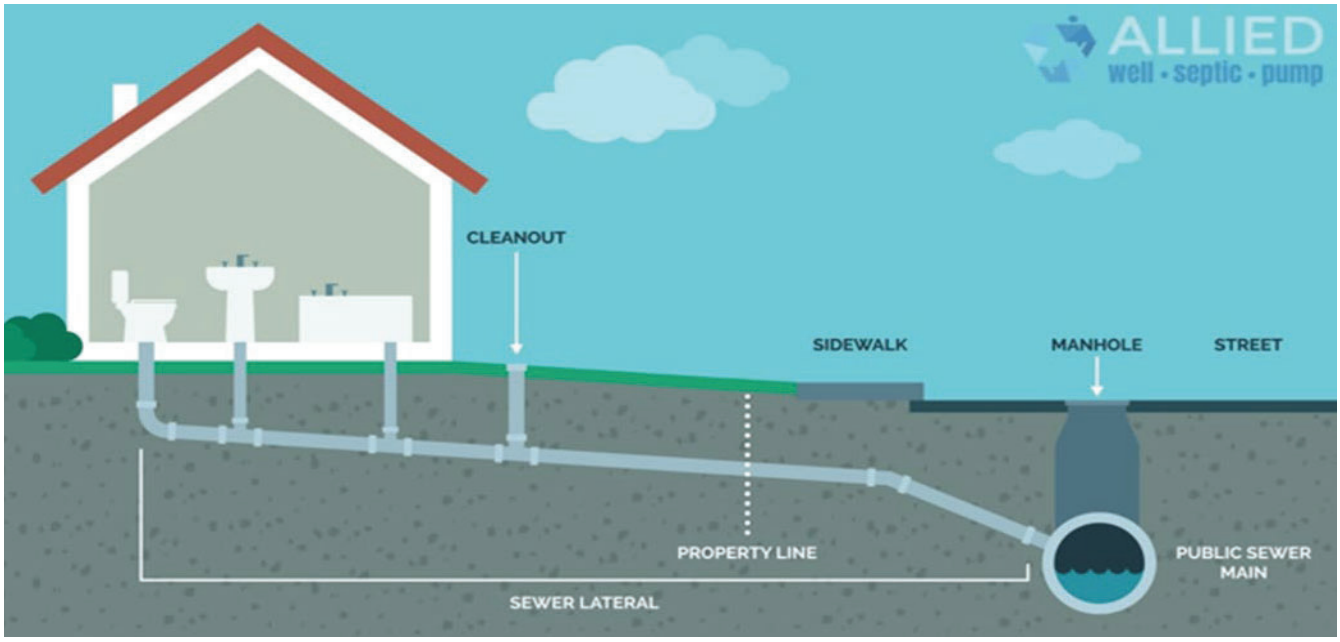
PROJECT NUMBER:	**51026110**
STATUS:	**New Project**
DEPARTMENT:	**Fleet Division**
PROJECT MANAGER:	**J.Glisson/C.Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$140,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
510 Fund - Fleet	45,000	45,000		50,000		$ 140,000
						$ -
						$ -
TOTAL	**$ 45,000**	**$ 45,000**	**$ -**	**$ 50,000**	**$ -**	**$ 140,000**

DRAFT

Wastewater System Laterals



PROJECT DESCRIPTION

Customer sewer lateral replacement from edge of right-of-way to major sewer collector tap by using city crews for open cut or using a contractor for trenchless cured in place. This will be annual project.

PROJECT NUMBER:	**45026001**
STATUS:	**On-Going**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$530,914**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B5, C1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
450 Fund - Wastewater	100,000	103,000	106,090	109,273	112,551	$ 530,914
						$ -
						$ -
TOTAL	**$ 100,000**	**$ 103,000**	**$ 106,090**	**$ 109,273**	**$ 112,551**	**$ 530,914**

DRAFT

Lift Station Relocation and Reconstruction



PROJECT DESCRIPTION

This project will include the relocation and reconstruction of Wastewater Lift Station #18 to improve system reliability and capacity. We are pursuing grant funding to support this project

PROJECT NUMBER:	**25049**
STATUS:	**New Project**
DEPARTMENT:	**Utilities - WW/Water**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**1/1/2026**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$300,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
450 Fund - Wastewater	300,000					$ 300,000
						$ -
						$ -
TOTAL	**$ 300,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**

DRAFT

Wastewater Lift Station #3 Reconstruction



PROJECT DESCRIPTION

This project will include reconstruction of the existing lift station #3

PROJECT NUMBER:	**25048**
STATUS:	**New Project**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$400,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B5, C1, C2

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
450 Fund - Wastewater	400,000					$ 400,000
						$ -
						$ -
TOTAL	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 400,000**

DRAFT

Wastewater Lift Station Upgrades



PROJECT DESCRIPTION

This will include replacement of pumping and control equipment, as needed at various Lift Stations in the City.

PROJECT NUMBER:	**45026002**
STATUS:	**On-Going**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Juan Brown**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$530,914**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B5, C1, C2

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
450 Fund - Wastewater	100,000	103,000	106,090	109,273	112,551	$ 530,914
						$ -
						$ -
TOTAL	**$ 100,000**	**$ 103,000**	**$ 106,090**	**$ 109,273**	**$ 112,551**	**$ 530,914**

DRAFT

Lift Station Generator



PROJECT DESCRIPTION

This will include replacement of propane and diesel generators as needed at various Lift Stations in the City.

PROJECT NUMBER:	**45026003**
LOCATION:	**Throughout system**
STATUS:	**On-Going**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Juan Brown**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$530,914**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B5, C1, C2

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
450 Fund - Wastewater	100,000	103,000	106,090	109,273	112,551	$ 530,914
						$ -
						$ -
TOTAL	**$ 100,000**	**$ 103,000**	**$ 106,090**	**$ 109,273**	**$ 112,551**	**$ 530,914**

DRAFT

Manhole Rehibilitation



PROJECT DESCRIPTION

This will include sealing and rebuilding benches at various manholes in the City.

PROJECT NUMBER:	**45026003**
STATUS:	**In Progress - Construction**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$325,000**

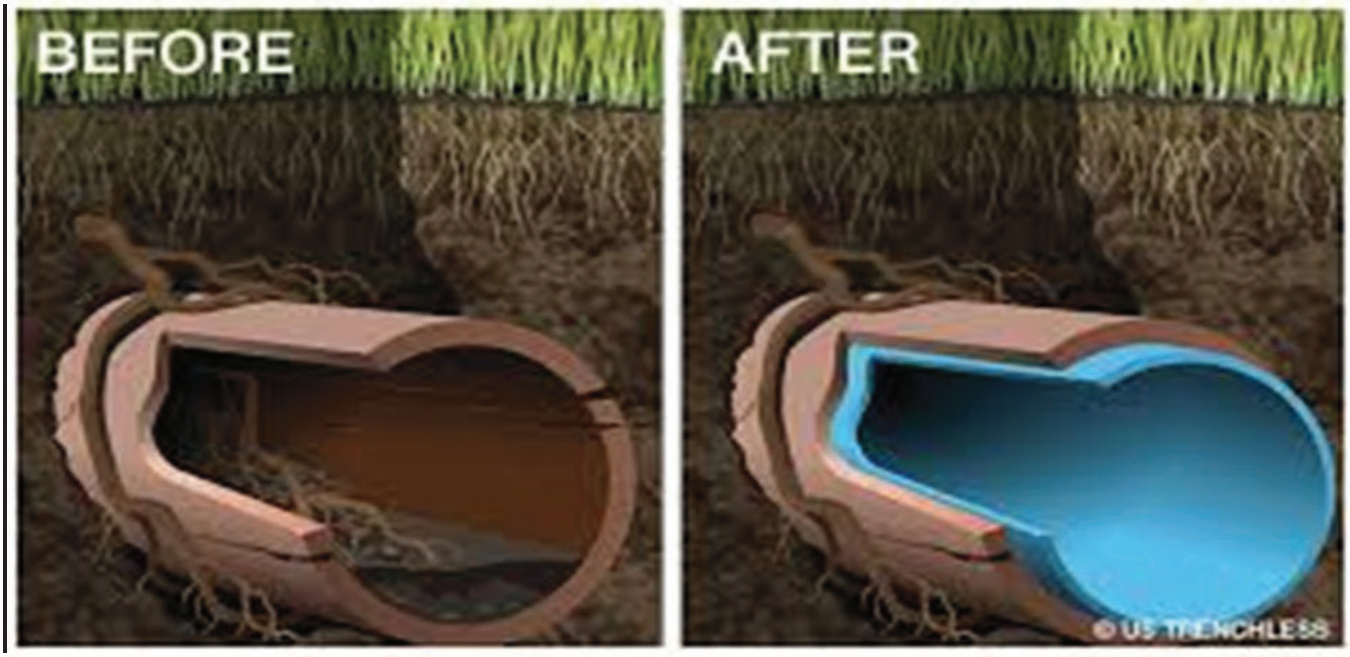
PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B5, C1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
450 Fund - Wastewater	60,000	62,500	65,000	67,500	70,000	$ 325,000
						$ -
						$ -
TOTAL	**$ 60,000**	**$ 62,500**	**$ 65,000**	**$ 67,500**	**$ 70,000**	**$ 325,000**

DRAFT

Gravity Reline



PROJECT DESCRIPTION

This will include televising, cleaning and lining of sewer lines in the City.

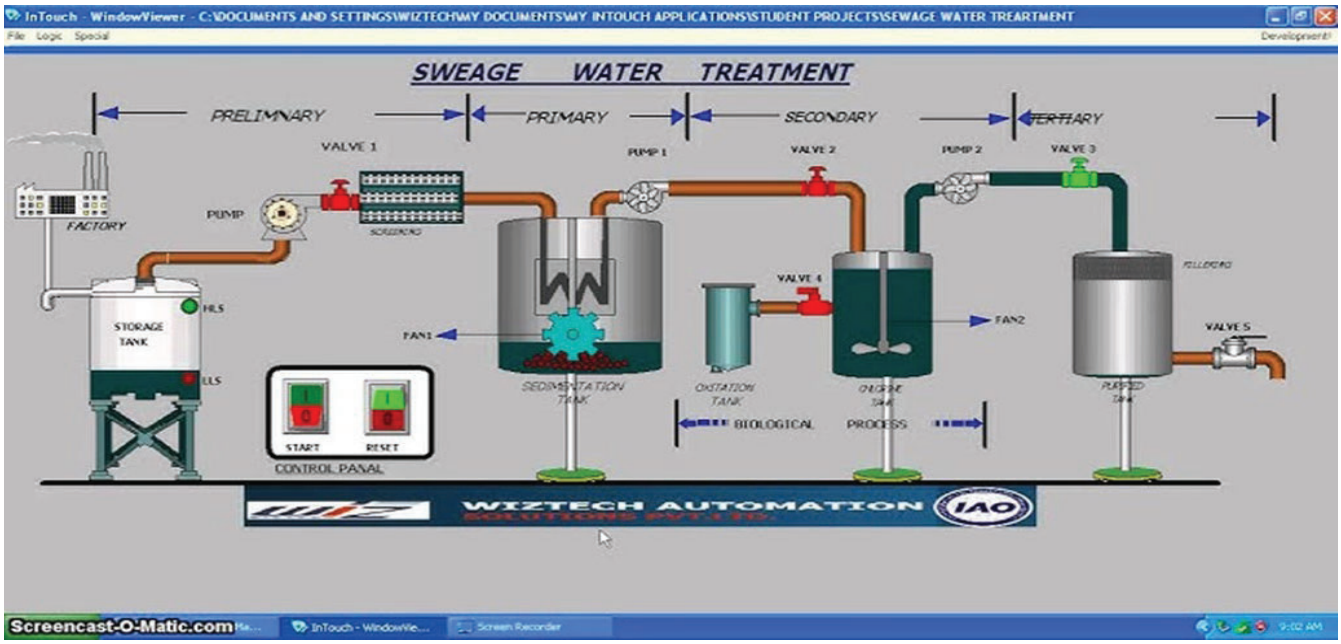
PROJECT NUMBER:	**45026005**
STATUS:	**In Progress - Construction**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Juan Brown**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$1,200,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B1, B5, C1, C2

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
450 Fund - Wastewater	220,000	230,000	240,000	250,000	260,000	$ 1,200,000
						$ -
						$ -
TOTAL	**$ 220,000**	**$ 230,000**	**$ 240,000**	**$ 250,000**	**$ 260,000**	**$ 1,200,000**

DRAFT

Wastewater Plant Automation



PROJECT DESCRIPTION

This will include upgrading equipment in the plant that aides in process control in the wastewater treatment plant.

PROJECT NUMBER:	**45026006**
STATUS:	**On-Going**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$265,456**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B1, B5, C1, C2

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
450 Fund - Wastewater	50,000	51,500	53,045	54,636	56,275	$ 265,456
						$ -
						$ -
TOTAL	**$ 50,000**	**$ 51,500**	**$ 53,045**	**$ 54,636**	**$ 56,275**	**$ 265,456**

DRAFT

Atlantic Avenue Accommodation - Wastewater



PROJECT DESCRIPTION

Utility adjustment and relocation necessary to accommodate the FDOT Atlantic Avenue roadway project and the reconstruction of the associated stormwater system.

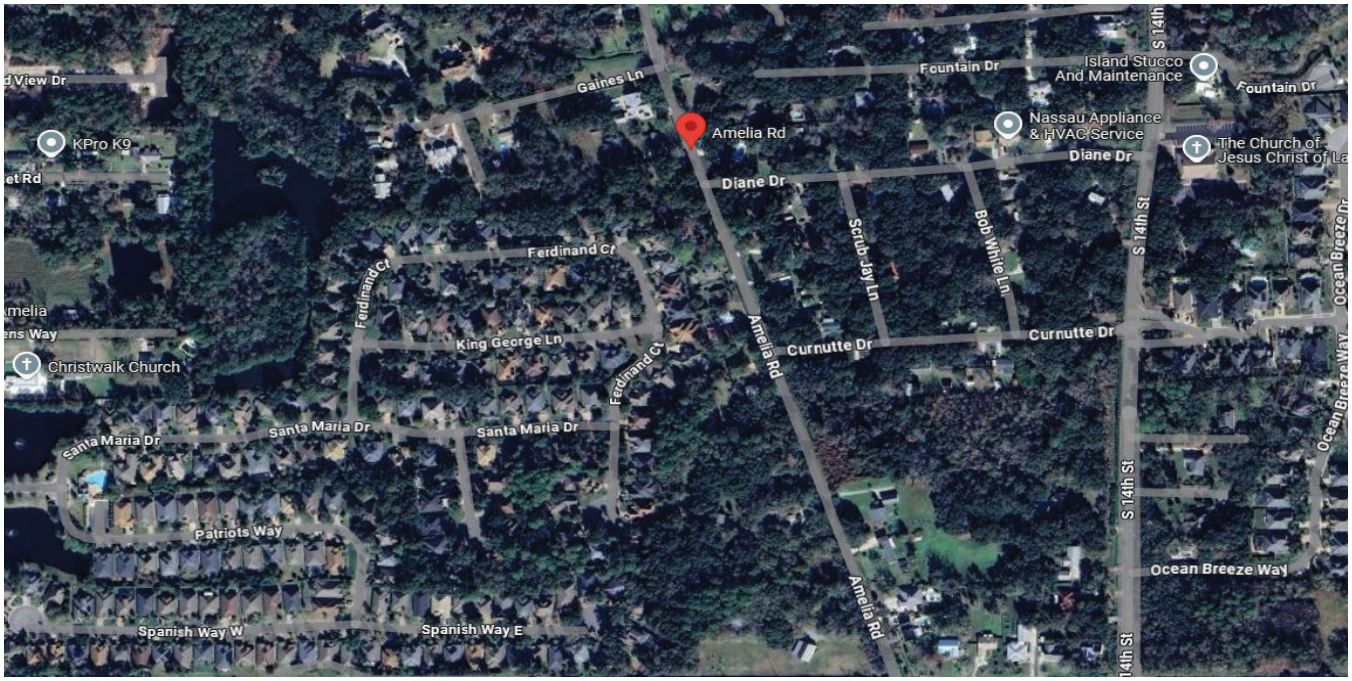
PROJECT NUMBER:	**45026120**
STATUS:	**New Project**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/20206**
ESTIMATED PROJECT COST:	**$200,000**

DRAFT

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B1, B5, C1, C2

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
450 Fund - Wastewater	200,000					$ 200,000
						$ -
						$ -
TOTAL	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200,000**

Amelia Road Force Main Extension



PROJECT DESCRIPTION

This project will include installation of sewer force main to serve unincporporated areas of Amelia Road. Customers will be able to reimburse a portion of the infrastructure costs upon connection. Engineering is complete for this project.

PROJECT NUMBER:	**23051**
STATUS:	**In Progress - Design**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Juan Brown**
START DATE:	**10/1/2026**
COMPLETION DATE:	**12/31/2026**
ESTIMATED PROJECT COST:	**$166,433**

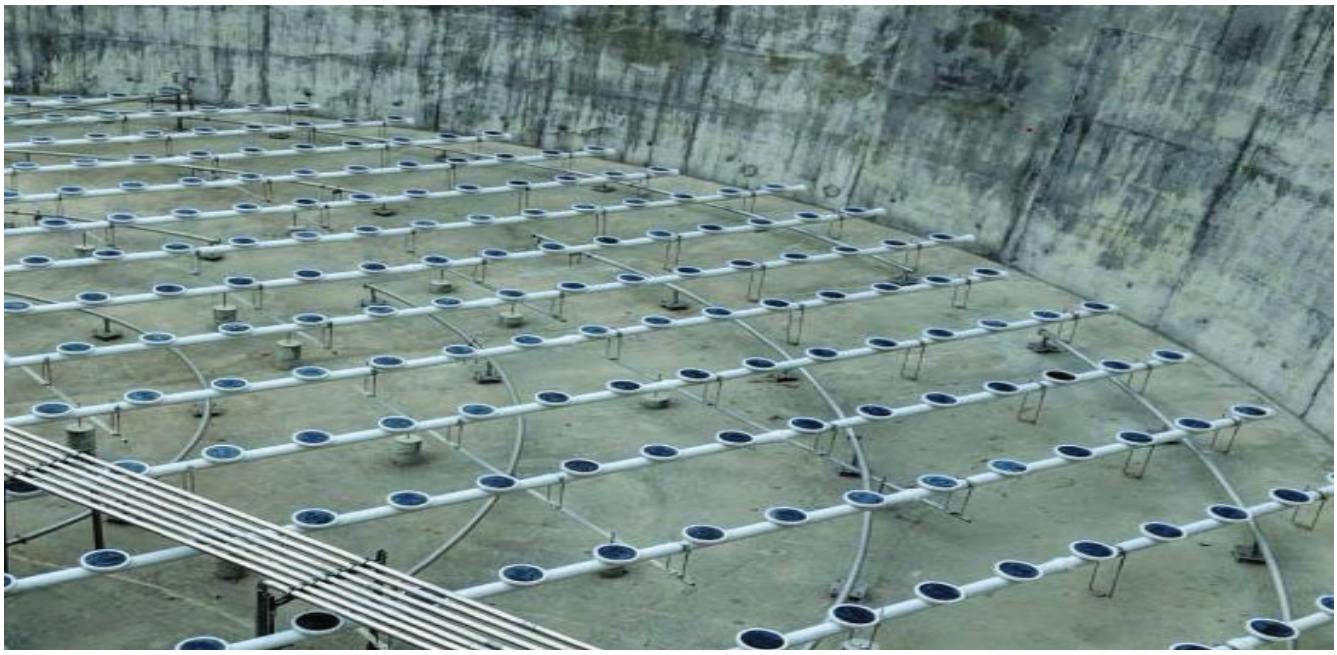
PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B5, C1, C2

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
450 Fund - Wastewater	166,433					$ 166,433
						$ -
						$ -
TOTAL	**$ 166,433**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 166,433**

DRAFT

Digester Blower System



PROJECT DESCRIPTION

Upgrade of the digester blower system for the wastewater treatment plant. his project will replace or rehabilitate the existing system that has reached its end of service life in Digester #2 and expand blower to Digester #1. Improvements will improve performance of the sludge processing system and reduce the amount of material that is hauled off-site for recycling.

PROJECT NUMBER:	**25018**
STATUS:	**New Project**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$2,000,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A2, A3, A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
330 Fund - WW Improvement	2,000,000					$ 2,000,000
						$ -
						$ -
TOTAL	**$ 2,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,000,000**

DRAFT

Reclaim Water Advanced Treatment

PROJECT DESCRIPTION

Treatment system upgrades to address updated FDEP permit requirements.

PROJECT NUMBER:	**33026010**
STATUS:	**New Project**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$7,000,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A2, A3, A6, B1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
330 Fund - WW Improvement		2,000,000			5,000,000	$ 7,000,000
						$ -
						$ -
TOTAL	**$ -**	**$ 2,000,000**	**$ -**	**$ -**	**$ 5,000,000**	**$ 7,000,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle and equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Wastewater (enterprise) fund. Vehicles and equipment are used for the maintenance and service of the water plants and related infrastructure.

PROJECT NUMBER:	**45026119**
STATUS:	**New Project**
DEPARTMENT:	**Wastewater**
PROJECT MANAGER:	**J. Glisson/C. Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$1,995,000**

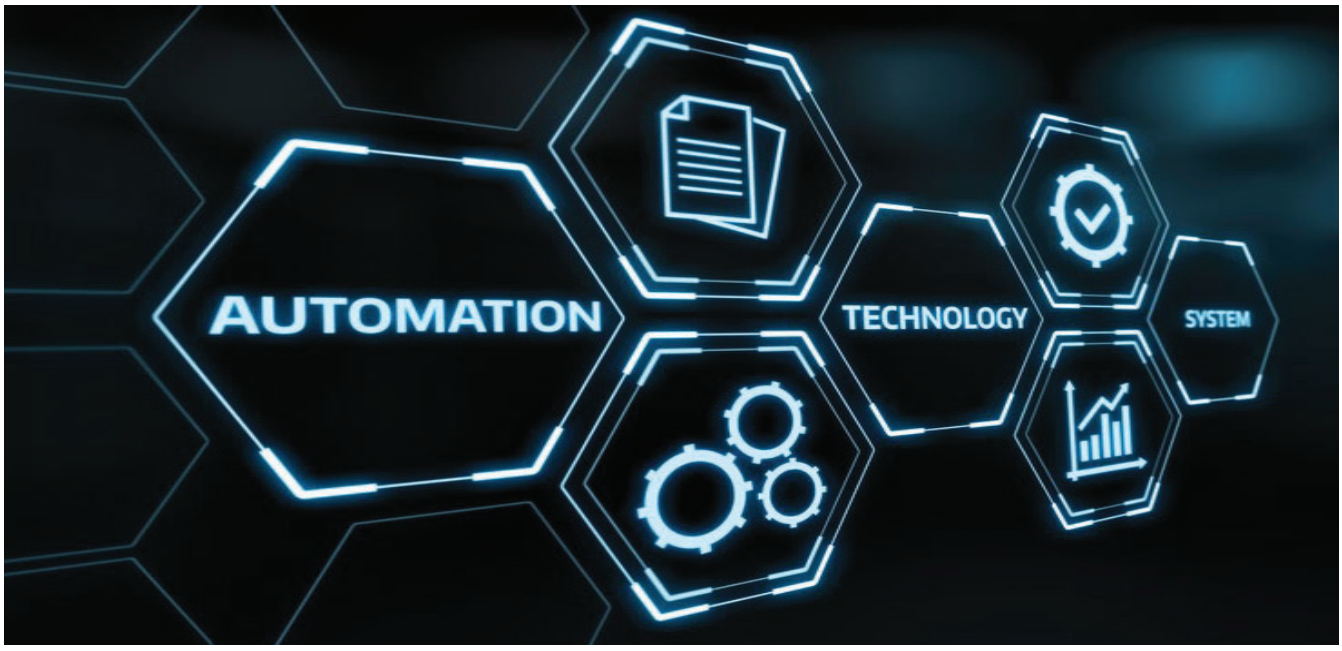
PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
450 Fund - Wastewater	595,000	190,000	310,000	360,000	540,000	$ 1,995,000
						$ -
						$ -
TOTAL	**$ 595,000**	**$ 190,000**	**$ 310,000**	**$ 360,000**	**$ 540,000**	**$ 1,995,000**

DRAFT

Renewal and Replacement Water Service-Plant Automation



PROJECT DESCRIPTION

This annual project will cover the replace of water facilities that have reached end of life.

PROJECT NUMBER:	**46026011**
STATUS:	**On-Going**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Juan Brown**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$530,910**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A3, A4, A5, A6, B1, B4, B5, C1, C2, E1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
460 Fund - Water	100,000	103,000	106,090	109,270	112,550	$ 530,910
						$ -
						$ -
TOTAL	**$ 100,000**	**$ 103,000**	**$ 106,090**	**$ 109,270**	**$ 112,550**	**$ 530,910**

DRAFT

Amelia Road Water Main Extension



PROJECT DESCRIPTION

This project will include installation of water main to serve unincporporated areas of Amelia Road. Customers will be able to reimburse a portion of the infrastructure costs upon connection. Engineering is complete for this project.

PROJECT NUMBER:	**23052**
STATUS:	**In Progress**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Juan Brown**
START DATE:	**10/1/2025**
COMPLETION DATE:	**12/31/2026**
ESTIMATED PROJECT COST:	**$166,433**

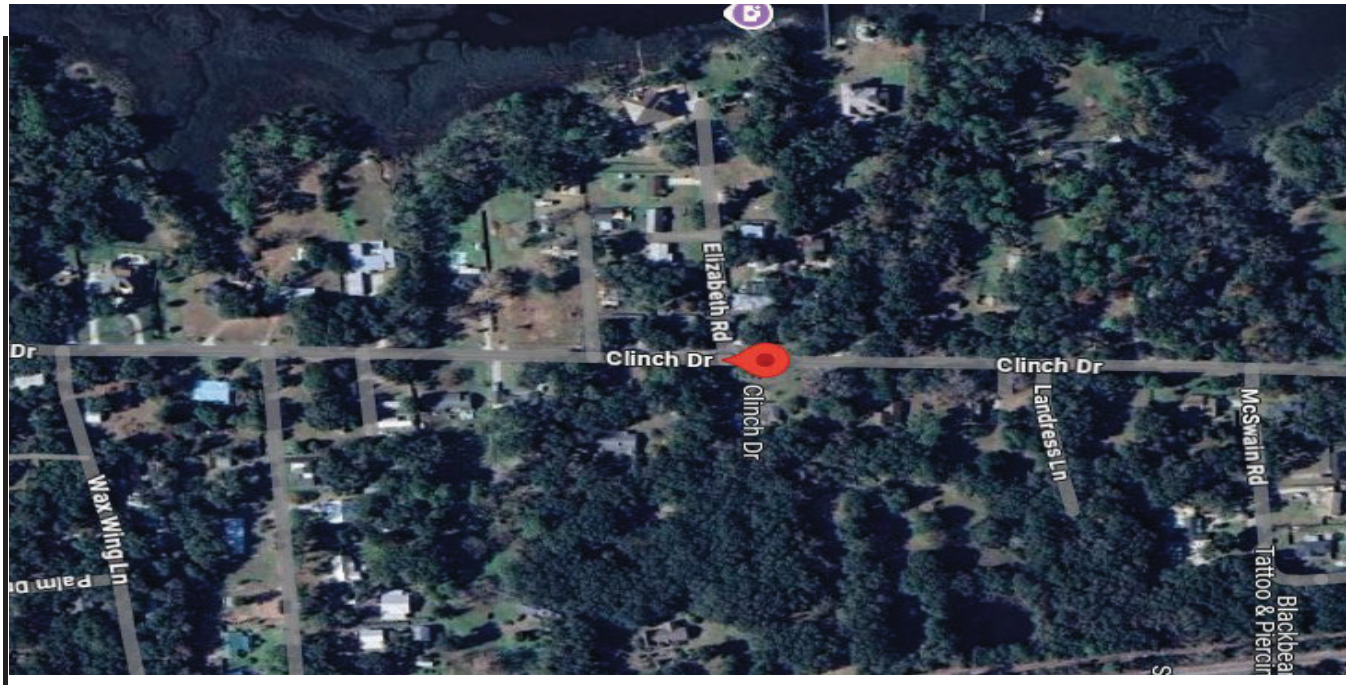
PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B5, C1, C2

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
460 Fund - Water	166,433					$ 166,433
						$ -
						$ -
TOTAL	**$ 166,433**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 166,433**

DRAFT

Clinch Drive Water Main Extension



PROJECT DESCRIPTION

This project will include installation of water main to serve unicorporated areas of Clinch Drive. Customers will be able to reimburse a portion of the infrastructure cost upon connection. Engineering is complete for this project.

PROJECT NUMBER:	**23045**
STATUS:	**In Progress**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Juan Brown**
START DATE:	**10/1/2025**
COMPLETION DATE:	**12/31/2026**
ESTIMATED PROJECT COST:	**$350,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B5, C1, C2

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
460 Fund - Water	350,000					$ 350,000
						$ -
						$ -
TOTAL	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**

DRAFT

Water Meter New Accounts and Large Meters



PROJECT DESCRIPTION

This project is the purchase of new water meters for new services that are paid by the new customer.

PROJECT NUMBER:	**46026012**
STATUS:	**On-Going**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Juan Brown**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$265,456**

PRIORITIES PER THE COMPREHENSIVE PLAN
A3, A5, A6, B5, D1, E1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
460 Fund - Water	50,000	51,500	53,045	54,636	56,275	$ 265,456
						$ -
						$ -
TOTAL	**$ 50,000**	**$ 51,500**	**$ 53,045**	**$ 54,636**	**$ 56,275**	**$ 265,456**

DRAFT

Water Meter - Periodics



PROJECT DESCRIPTION

This project is the purchase of new water meters for existing accounts that have reached its end of useful life. Change outs of existing meters will be complete in FY25/26. The project for 26/27 will consit of AMI meter reading technology implementation.

PROJECT NUMBER:	**46026013**
STATUS:	**On-Going**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Juan Brown**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$618,000**

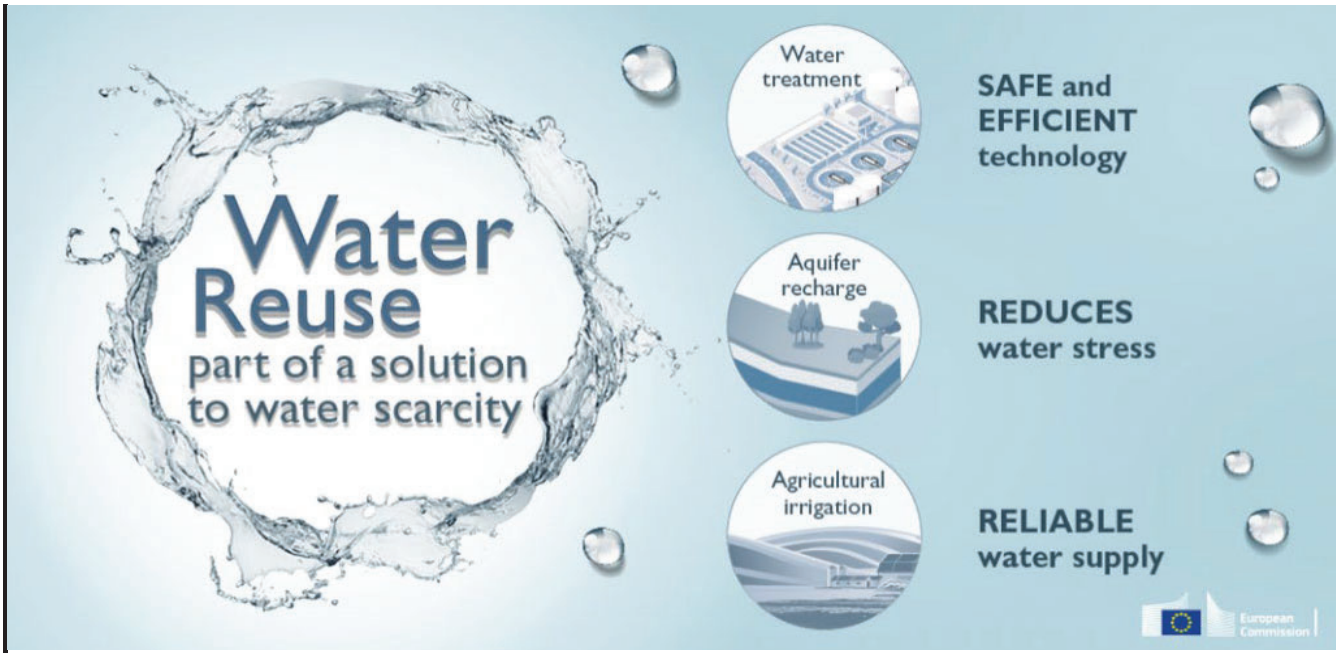
PRIORITIES PER THE COMPREHENSIVE PLAN
A3, A5, A6, B5, D1, E1

FUNDING SOURCES

FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
460 Fund - Water	388,000	230,000				$ 618,000
						$ -
						$ -
TOTAL	**$ 388,000**	**$ 230,000**	**$ -**	**$ -**	**$ -**	**$ 618,000**

DRAFT

Reclaim Water Implementation



PROJECT DESCRIPTION

Expansion of distribution system to deliver non-potable resuse water to users including the Municipal Golf Course, City Recreation Facilities, Amelia River Golf Course.

PROJECT NUMBER:	**46026014**
STATUS:	**New Project**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2029**
COMPLETION DATE:	**9/30/2032**
ESTIMATED PROJECT COST:	**$2,000,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A3, A4, A5, A6, B1, B4, B5, C1, C2, E1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
460 Fund - Water					2,000,000	$ 2,000,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,000,000**	**$ 2,000,000**

DRAFT

Water Plant #1 Storage Facility



PROJECT DESCRIPTION

This project is for the construction of an equipment storage building. Project will be located within existing treatment plant facility.

PROJECT NUMBER:	**46026015**
STATUS:	**New Project**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$50,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
C1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
460 Fund - Water		50,000				$ 50,000
						$ -
						$ -
TOTAL	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 50,000**

DRAFT

Water Plant #2 Roof Restoration



PROJECT DESCRIPTION

Water Treatment Plant #2 roof restoration per facilities maintenance.

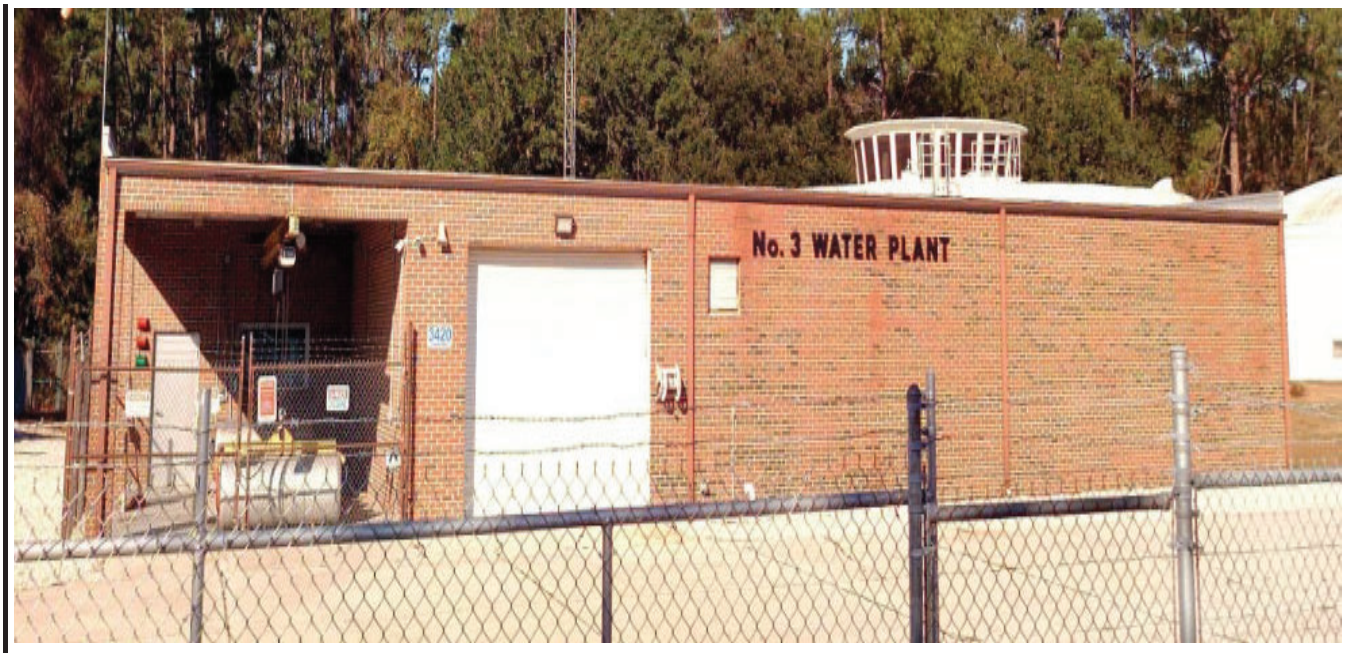
PROJECT NUMBER:	**46026016**
STATUS:	**New Project**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2027**
COMPLETION DATE:	**9/30/2028**
ESTIMATED PROJECT COST:	**$160,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
C1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
460 Fund - Water			160,000			$ 160,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ 160,000**	**$ -**	**$ -**	**$ 160,000**

DRAFT

Water Plant #3 Roof Restoration



PROJECT DESCRIPTION

Water Treatment Plant #3 roof restoration.

PROJECT NUMBER:	**46026017**
STATUS:	**New Project**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Cathy Sabattini**
START DATE:	**10/1/2028**
COMPLETION DATE:	**9/30/2029**
ESTIMATED PROJECT COST:	**$150,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
C1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
460 Fund - Water				150,000		$ 150,000
						$ -
						$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ 150,000**

DRAFT

Atlantic Avenue Accommodation - Water



PROJECT DESCRIPTION

Utility adjustment and relocation necessary to accommodate the FDOT Atlantic Avenue roadway project and the reconstruction of the associated stormwater system.

PROJECT NUMBER:	**46026119**
STATUS:	**New Project**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$200,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A4, A5, A6, B1, B5, C1, C2

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
460 Fund - Water	200,000					$ 200,000
						$ -
						$ -
TOTAL	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200,000**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle and equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Water (enterprise) fund. Vehicles and equipment are used for the maintenance and service of the water plants and related infrastructure.

PROJECT NUMBER:	**46026118**
STATUS:	**New Project**
DEPARTMENT:	**Water**
PROJECT MANAGER:	**J. Glisson/C. Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$1,102,950**

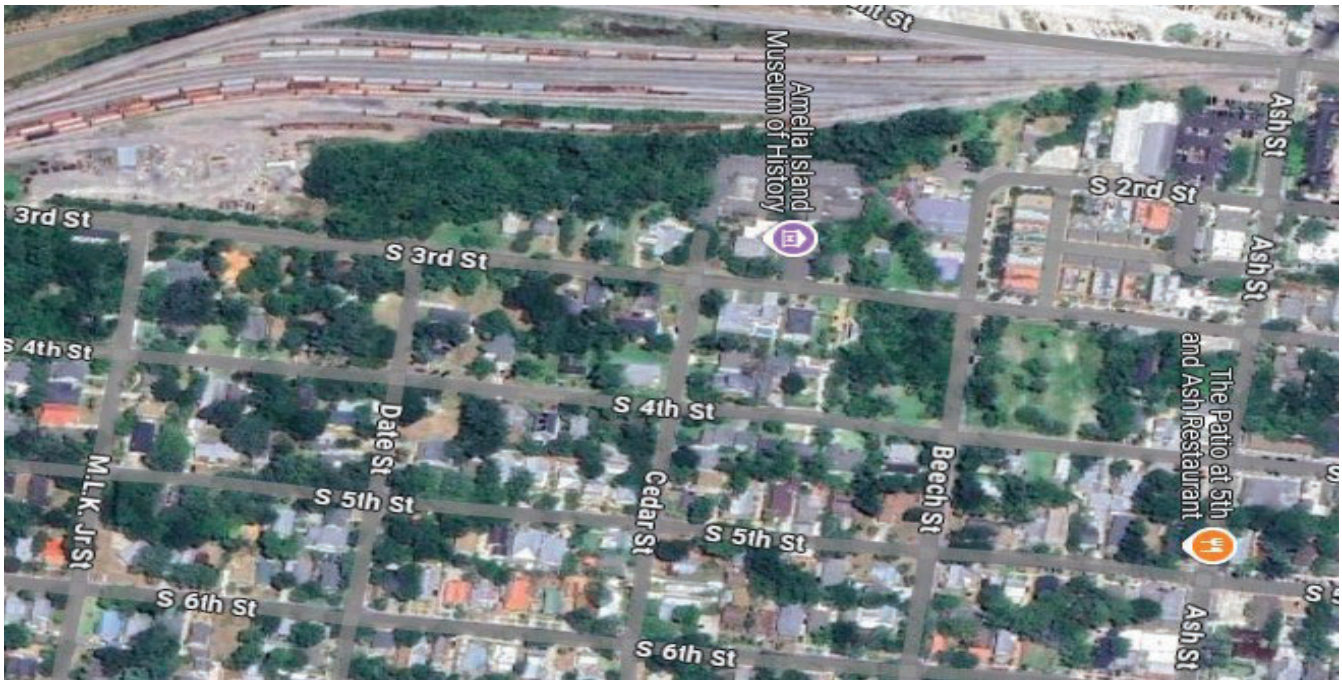
PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
460 Fund - Water	493,450	147,500	175,000	175,000	112,000	$ 1,102,950
						$ -
						$ -
TOTAL	**$ 493,450**	**$ 147,500**	**$ 175,000**	**$ 175,000**	**$ 112,000**	**$ 1,102,950**

DRAFT

Area 6 - Ash Street to Elm Street (From River to 6th Street)



PROJECT DESCRIPTION

Project includes the upgrade of drainage infrastructure along Ash Street and adjoining side streets. The outfall system across Front Street and the railroad tracks will be upgraded for capacity and will include a filter system to reduce debris and pollutants entering the waterway. Project is identified as a prioity in our Stormwater Master Plan. The City received a Resilient Florida Grant from the FDOT in the amount of $525,626 for this project.

PROJECT NUMBER:	**22013**
STATUS:	**In Progress - Design**
DEPARTMENT:	**Stormwater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2023**
COMPLETION DATE:	**9/30/2026**
ESTIMATED PROJECT COST:	**$2,234,959**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B3, B5, E1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
315 Fund - ARPA Funds 2022	2,234,959					$ 2,234,959
						$
						$ -
TOTAL	**$ 2,234,959**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,234,959**

DRAFT

Area 4 - Beech Street to 18th Street (Citrona)



PROJECT DESCRIPTION

Project includes the replacement of inlets and stormwater piping along Beech Street between 17th Street and 18th Street. The work will upgrade undersized culverts and inlets to convey drainage to the greenway discharge. Project is identified as a priority in our Stormwater Master Plan.

PROJECT NUMBER:	**24035**
STATUS:	**In Progress - Design**
DEPARTMENT:	**Stormwater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2024**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$55,486**

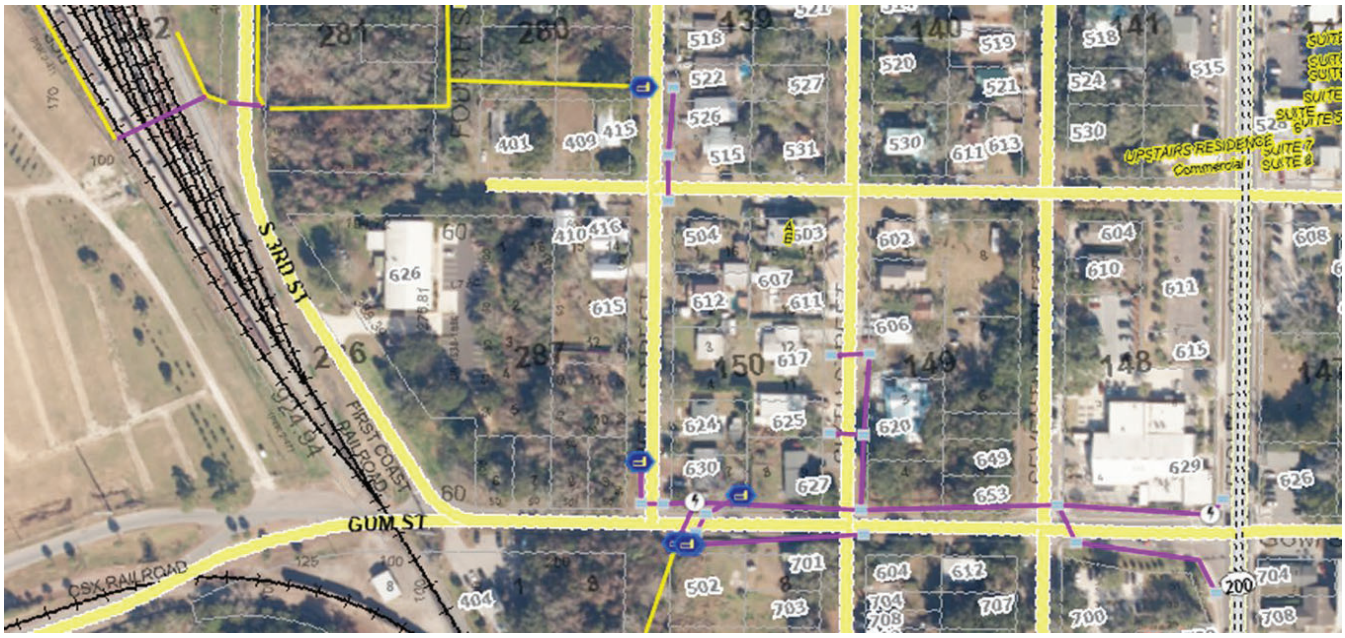
PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B2, B3, B5, E1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
470 Fund - Stormwater		55,486				$ 55,486
						$ -
						$ -
TOTAL	**$ -**	**$ 55,486**	**$ -**	**$ -**	**$ -**	**$ 55,486**

DRAFT

Area 7 - Fir Street to Gum Street (River to 8th Street)



PROJECT DESCRIPTION

Project includes the upgrade of existing drainage infrastructure on Fir Street and Gum Street, from Amelia River to 8th Street. The prioritized elements are the replacement of the culvert under 3rd Street and the railroad at Fir Street. Additional culverts and swale construction is included in project scope of work. This project is identified as a priority in our Stormwater Master Plan.

PROJECT NUMBER:	**47026021**
STATUS:	**New Project**
DEPARTMENT:	**Stormwater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2028**
ESTIMATED PROJECT COST:	**$300,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B2, B3, B5, E1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
470 Fund - Stormwater		100,000	200,000			$ 300,000
						$ -
						$ -
TOTAL	**$ -**	**$ 100,000**	**$ 200,000**	**$ -**	**$ -**	**$ 300,000**

DRAFT

Area 3 - Beech Street (west of 16th Street)



PROJECT DESCRIPTION

Project includes the installation of a drainage and infiltration system along Beech Street and S. 13th Street in the area of Central Park. A large infiltration system will be installed in the open area at the southeast corner of the park that is used for parking. The system will allow continued use of this area for this purpose. This project is identified as a priority in our Stormwater Master Plan.

PROJECT NUMBER:	**47026022**
STATUS:	**New Project**
DEPARTMENT:	**Stormwater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2027**
ESTIMATED PROJECT COST:	**$350,000**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B2, B3, B5, E1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
470 Fund - Stormwater		350,000				$ 350,000
						$ -
						$ -
TOTAL	**$ -**	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ 350,000**

DRAFT

Area 9 - 1st Avenue (Allan Street to Casino Avenue)



PROJECT DESCRIPTION

Project includes the upgrade of existing drainage infrastructure on 1st Avenue between Allen Street and Casino Avenue. This project is identified as a priority in our Stormwater Master Plan. Based on conceptual cost estimate from Stormwater Master Plan the project is planned to be constructed over two years.

PROJECT NUMBER:	**24038**
STATUS:	**In Progress - Design**
DEPARTMENT:	**Stormwater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2023**
COMPLETION DATE:	**9/30/2028**
ESTIMATED PROJECT COST:	**$555,200**

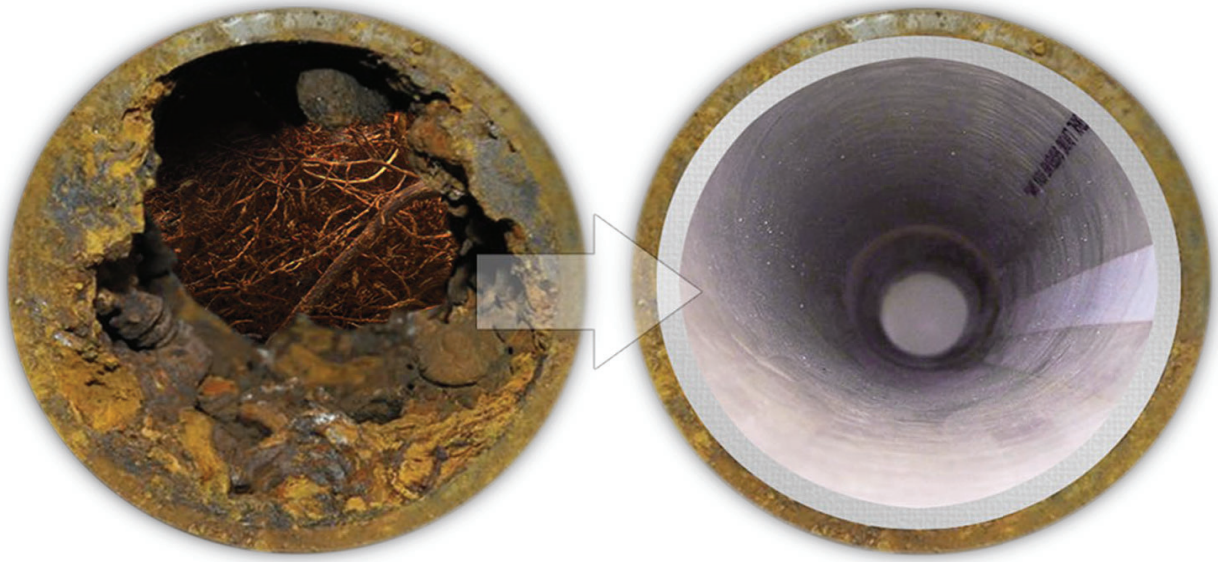
PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1, B2, B3, B5, E1

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
470 Fund - Stormwater		250,000	305,200			$ 555,200
						$ -
						$ -
TOTAL	**$ -**	**$ 250,000**	**$ 305,200**	**$ -**	**$ -**	**$ 555,200**

DRAFT

CIP Lining of Stormwater Pipes



PROJECT DESCRIPTION

CIP lining of the stormwater pipes throughout the City of Fernandina Beach.

PROJECT NUMBER:	**47026024**
STATUS:	**On-Going**
DEPARTMENT:	**Stormwater**
PROJECT MANAGER:	**Andre Desilet**
START DATE:	**10/1/2026**
COMPLETION DATE:	**9/30/2030**
ESTIMATED PROJECT COST:	**$711,008**

PRIORITIES PER THE COMPREHENSIVE PLAN
A1, A6, B1

FUNDING SOURCES						
FUNDING SOURCE	**FY26**	**FY27**	**FY28**	**FY29**	**FY30**	**5-Year Total**
470 Fund - Stormwater		169,950	175,049	180,300	185,709	$ 711,008
						$ -
						$ -
TOTAL	**$ -**	**$ 169,950**	**$ 175,049**	**$ 180,300**	**$ 185,709**	**$ 711,008**

DRAFT

Vehicle & Equipment Replacement



PROJECT DESCRIPTION

This project involves the scheduled vehicle and equipment replacements as part of the Vehicle Rotation Program. Purchases are funded through the Stormwater (enterprise fund) budget. Vehicles are used for the maintenance of the City's stormwater systems.

PROJECT NUMBER:	**47026116**
STATUS:	**New Project**
DEPARTMENT:	**Stormwater**
PROJECT MANAGER:	**J. Glisson/C. Sabattini**
START DATE:	**10/1/2025**
COMPLETION DATE:	**9/1/2030**
ESTIMATED PROJECT COST:	**$1,096,440**

PRIORITIES PER THE COMPREHENSIVE PLAN
A6, B1, B5

FUNDING SOURCES

FUNDING SOURCE	FY26	FY27	FY28	FY29	FY30	5-Year Total
470 Fund - Stormwater	321,440	50,000	575,000	150,000		$ 1,096,440
						$ -
						$ -
TOTAL	**$ 321,440**	**$ 50,000**	**$ 575,000**	**$ 150,000**	**$ -**	**$ 1,096,440**

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City of Fernandina Beach
Five Year Capital Plan

Fund/Department	FY25/26 Expense	Funding Source	Grant	Total City Cost
General Fund (001)				
Planning and Conservation	200,000	FDEP	(150,000.00)	50,000
Facilities Maintenance	57,000			57,000
Police	434,834			434,834
Fire	-			-
Ocean Rescue	45,000			45,000
Recreation	-			
Parks Department	-			-
Total Fund Appropriations	**536,834**			**536,834**
Building Fee Fund (140)				
Building Department	-			-
Total Fund Appropriations	**-**			**-**
Law Enforcement Recovery Fund (190)				
Law Enforcement Recovery Fund	138,000			138,000
Total Fund Appropriations	**138,000**			**138,000**
Capital Improvement Fund (300)				
Information Technology	395,000			395,000
Police Department	98,702			98,702
Fire Department	-			-
Waterfront Resiliancy	6,374,609	FDEP	(6,000,000)	374,609
Non-Departmental/CRA	77,221			77,221
Downtown	518,816			518,816
Streets Department	1,140,000	State	(82,466)	1,057,534
Parks and Recreation Department	100,000	MSTU	(50,000)	50,000
Parks Division	227,000			227,000
Peck Division	-			-
MLK Division	200,000	County	50,000	250,000

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City of Fernandina Beach
Five Year Capital Plan

Fund/Department	FY25/26 Expense	Funding Source	Grant	Total City Cost
Aquatics Division	-			-
Total Fund Appropriations	**9,131,348**			**3,048,882**
Capital Expansion Fund (310)				
Adminstrative	75,000			
Parks and Recreation	2,150,983			2,150,983
Total Fund Appropriations	**2,150,983**			**2,150,983**
Other Capital Improvements (ARPA) Fund (315)				
Stormwater	2,234,959	Federal	(2,234,959)	-
Total Fund Appropriations	**2,234,959**			**-**
Wastewater Capital Improvement Fund (330)				
Wasterwater Department	2,000,000			2,000,000
Total Fund Appropriations	**2,000,000**			**2,000,000**
Golf Course Fund (410)				
Golf Department	145,000			145,000
Total Fund Appropriations	**145,000**			**145,000**
Airport Fund (420)				
Airport	4,874,831		(3,467,364)	1,407,467
Total Fund Appropriations	**4,874,831**			**1,407,467**

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City of Fernandina Beach
Five Year Capital Plan

Fund/Department	FY25/26 Expense	Funding Source	Grant	Total City Cost
Sanitation Fund (440)				
Sanitation Department	250,000			250,000
Total Fund Appropriations	**250,000**			**250,000**
Wastewater Fund (450)				
Utilities-Wastewater	2,231,433			2,231,433
Total Fund Appropriations	**2,231,433**			**2,231,433**
Water Fund (460)				
Utilities - Water	1,747,883			1,747,883
Total Fund Appropriations	**1,747,883**			**1,747,883**
Stormwater Fund (470)				
Stormwater Department	321,440			321,440
Total Fund Appropriations	**321,440**			**321,440**
Marina Fund (480)				
Marina	666,563	State/FIND	(415,859)	250,704
Total Fund Appropriations	**666,563**			**250,704**
Fleet Fund (510)				
Fleet	45,000			45,000
Total Fund Appropriations	**45,000**			**45,000**
Total Appropriations	**26,474,274**			**14,273,626**

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City of Fernandina Beach
Five Year Capital Plan

Fund/Department	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost
General Fund (001)						
Planning and Conservation	200,000					200,000
Facilities Maintenance	57,000	66,000	65,000	100,000	65,000	353,000
Police	434,834	475,435	366,435	321,435	466,435	2,064,574
Fire		375,000	60,000	65,000	75,000	575,000
Ocean Rescue	45,000	55,000	140,000	50,000	25,000	315,000
Recreation Department		135,000	50,000	40,000	175,000	400,000
Parks Department		217,500	117,000	74,500	172,000	581,000
Total Fund Appropriations	**536,834**	**1,323,935**	**798,435**	**650,935**	**978,435**	**4,488,574**
Building Fee Fund (140)						-
Building Department			100,000	50,000		150,000
Total Fund Appropriations	**-**	**-**	**100,000**	**50,000**	**-**	**150,000**
Law Enforcement Recovery Fund (190)						
Law Enforcement Recovery Fund	138,000	70,000	142,000	144,000	146,000	640,000
Total Fund Appropriations	**138,000**	**70,000**	**142,000**	**144,000**	**146,000**	**640,000**
Capital Improvement Fund (300)						
Information Technology	395,000	335,000	60,000	60,000	250,000	1,100,000
Police Department	98,702	90,435	89,000	89,000	89,000	456,137
Fire Department		1,474,000	505,000	605,000	1,100,000	3,684,000
Waterfront Resiliancy	6,374,609	3,000,000	4,000,000	4,000,000	5,000,000	22,374,609
Non-Departmental/CRA	77,221	420,000	173,000	1,400,000	13,200,000	15,270,221
Downtown	518,816	5,000,000	6,000,000	4,000,000		15,518,816
Streets Department	1,140,000	3,013,000	1,265,000	1,520,000	2,340,000	9,278,000
Parks and Recreation Department	100,000	250,000	523,000	1,623,000	13,000,000	15,496,000
Parks Division	227,000	2,190,000	1,575,000	700,000	1,200,000	5,892,000
Peck Division		395,000	470,000	325,000	330,000	1,520,000
MLK Division	200,000	490,000	185,000	190,000	115,000	1,180,000
Aquatics Division		100,000	150,000			
Total Fund Appropriations	**9,131,348**	**16,757,435**	**14,995,000**	**14,512,000**	**36,624,000**	**91,769,783**
Capital Expansion Fund (310)						
Administrative	75,000	75,000	80,000	85,000	85,000	400,000
Parks and Recreation	2,150,983	2,350,000	2,000,000			6,500,983
Total Fund Appropriations	**2,225,983**	**2,425,000**	**2,080,000**	**85,000**	**85,000**	**6,900,983**

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City of Fernandina Beach
Five Year Capital Plan

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Fund/Department	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost
Other Capital Improvements (ARPA) Fund (315)						
Stormwater	2,234,959	-				2,234,959
Total Fund Appropriations	**2,234,959**	**-**	**-**	**-**	**-**	**2,234,959**
Wastewater Capital Improvement Fund (330)						
Wasterwater Department	2,000,000	2,000,000			5,000,000	9,000,000
Total Fund Appropriations	**2,000,000**	**2,000,000**	**-**	**-**	**5,000,000**	**9,000,000**
Golf Course Fund (410)						
Golf Department	145,000	1,130,000	945,000	790,000	265,000	3,275,000
Total Fund Appropriations	**145,000**	**1,130,000**	**945,000**	**790,000**	**265,000**	**3,275,000**
Airport Fund (420)						
Airport	4,874,831	6,060,000	290,000	3,290,000	1,025,000	15,539,831
Total Fund Appropriations	**4,874,831**	**6,060,000**	**290,000**	**3,290,000**	**1,025,000**	**15,539,831**
Sanitation Fund (440)						
Sanitation Department	250,000				260,000	510,000
Total Fund Appropriations	250,000	-	-	-	260,000	510,000
Wastewater Fund (450)						
Utilities-Wastewater	2,231,433	903,000	986,315	1,059,955	1,263,928	6,444,631
Total Fund Appropriations	**2,231,433**	**903,000**	**986,315**	**1,059,955**	**1,263,928**	**6,444,631**
Water Fund (460)						
Utilities - Water	1,747,883	579,000	488,045	479,636	2,268,275	5,562,839
Total Fund Appropriations	**1,747,883**	**579,000**	**488,045**	**479,636**	**2,268,275**	**5,562,839**
Stormwater Fund (470)						
Stormwater Department	321,440	975,436	1,255,249	330,300	185,709	3,068,134
Total Fund Appropriations	**321,440**	**975,436**	**1,255,249**	**330,300**	**185,709**	**3,068,134**
Marina Fund (480)						
Marina	666,563	2,660,000	3,065,000		1,445,000	7,836,563
Total Fund Appropriations	**666,563**	**2,660,000**	**3,065,000**	**-**	**1,445,000**	**7,836,563**

City of Fernandina Beach
Five Year Capital Plan

Fund/Department	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total Cost
Fleet Fund (510)						
Fleet	45,000	45,000		50,000		140,000
Total Fund Appropriations	**45,000**	**45,000**	**-**	**50,000**	**-**	**140,000**
Total Appropriations	**$26,549,274**	**$34,928,806**	**$25,045,044**	**$21,391,826**	**$49,546,347**	**$157,561,297**

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CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2025-09
Master Fee Schedule

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2025-09 at First Reading.

SYNOPSIS: The City Commission of the City of Fernandina Beach must establish and amend user fees by Ordinance. Each year, fees are reviewed and revised to ensure that the cost of providing services is fully covered by an appropriate user fee.

Fiscal Year 2025-2026 Master Fee Schedule changes are attached hereto in Exhibit A. All changes are highlighted yellow: underlined text represents added fees/language, ~~struck through~~ text represents removed fees/language.

FISCAL IMPACT: Fees for services, permits, and facilities use will be charged accordingly.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2025-09 at First Reading.

Jeffery Biggers, Golf Course General Manager	08/06/2025
Andre Desilet, Utilities Director	08/11/2025
Jeremy Holmes, Fire Chief	08/12/2025
Scott Mikelson, Parks and Recreation Director	08/12/2025
Margaret Pearson, Senior Planner	08/12/2025
Jeffrey Tambasco, Police Chief	08/12/2025
Jeremiah Glisson, Deputy City Manager	08/12/2025
Sarah Campbell, City Manager	08/12/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025

Caroline Best

Date: July 03, 2025

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Approve

ORDINANCE 2025-09

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ESTABLISHING AND AMENDING FEES FOR THE AIRPORT, BUILDING, BUSINESS SERVICES, CODE ENFORCEMENT, CEMETERY, CITY CLERK'S OFFICE, CITY MANAGER'S OFFICE, FIRE, GOLF CLUB, MARINA, PARKS AND RECREATION, PLANNING AND CONSERVATION, POLICE, SANITATION, STORMWATER, STREETS, WASTEWATER, WATER, AND IMPACT FEES, EXCLUDING WATER AND SEWER CAPACITY FEES, FOR FY 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Fernandina Beach must establish and amend user fees by Ordinance; and

WHEREAS, each year fees are reviewed and revised to ensure that the cost of providing services is fully covered by an appropriate user fee; and

WHEREAS, the fees for the Airport, Building, Business Services, Code Enforcement, Cemetery, City Clerk's Office, City Manager's Office, Fire, Golf Course, Marina, Parks and Recreation, Planning and Conservation, Police, Sanitation, Stormwater, Streets, Wastewater, Water, and Impact Fees (excluding Water and Wastewater Capacity Fees) have been reviewed and revised based on the cost to provide services and facility rentals.

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

SECTION 1. The City Commission hereby approves the amended Master Fee Schedule, attached hereto as Exhibit A, consisting of the Airport, Building, Business/Code Enforcement, Cemetery, City Clerk's Office, City Manager's Office, Fire, Golf Club, Marina, Parks and Recreation, Planning and Conservation, Police, Sanitation, Stormwater, Streets, Wastewater, Water, and Impact Fees, excluding Water and Wastewater Capacity Fees, for Fiscal Year 2025/2026.

SECTION 2. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

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

SECTION 4. This Ordinance shall take effect on October 1, 2025.

ENACTED this ___ day of _____, 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Date of First Reading: August 19, 2025
Date of Publication:
Date of Second Reading/Final Hearing:

City of Fernandina Beach **Municipal Airport**

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Ground Lease Rental Rate (annually)		
	Aeronautical Land Lease Rate	$0.20/Square Foot
	Non-Aeronautical Land Lease Rate	$0.35/Square Foot*
	*Or appraised value (whichever is greater)	
Fixed Base Operator (FBO) and Specialized Aviation Service Operations Facility Leasehold (FBO or SASO)		
	Contact Airport Director for additional information	Facility Rent Charge or as Negotiated
Ground Leasehold (FBO or SASO)		
	Contact Airport Director for additional information	Facility Rent Charge or as Negotiated
Sublease to FBO		
	Authorized under FBO Lease	No Charge
	Aeronautical Use Not Authorized under FBO Lease	$150.00/year
	Non-Aeronautical Use Not Authorized under FBO Lease	As Negotiated
	Sublease to SASO by Leasehold SASO	$150.00/year
	Independent Aeronautical Operator or Mobile Service Provider doing Annual Business on the Airport	$150.00/year
	Independent Aeronautical Operator or Mobile Service Provider who does Five (5) Days or Less of Annual Business on the Airport to no more than One (1) Airport Client	$50.00/year
	Display Signage Fee at Airport Entrance	$10.00/day/side
Special Use Permit (non-based aircraft, contact Airport Director for additional information)		
	Banner Pickup	$300.00/year
	Balloon/Blimp Mooring	$25.00/day
Ultralight Aircraft Permit		
	Registration and Facility Use Permit	$125.00/year
Bulk Hangar Rates (Daily)		
	Single engine (≤ 40′ wingspan)	$30.00
	Single engine (> 40′ wingspan)	$65.00
	Multi engine (> 48′ wingspan)	$100.00
Bulk Hangar Rates (Monthly; adjusted annually per CPI)		
	Single engine (≤ 40′ wingspan)	$250.00
	Single engine (> 40′ wingspan)	$325.00
	Multi engine (> 48′ wingspan)	$500.00
Vehicle Parking/Storage Fee (Note: Improperly parked/non-permitted vehicles may be towed at owner's expense)		
	Daily (paved; < 24 hours)	No Charge
	Short-term parking (paved; ≤ 5 days, permit required)	No Charge
	Long-term parking (gravel; permit required)	$5.00/day; $60.00/month
Terminal Observation Deck (Capacity-115 Individuals)		
	General Public (open access, sunrise to sunset)	No Charge
	Airport Tenant/Fernandina Beach Employee (reserved access)	$50.00/hr: $250/day

	Others (reserved access)	$125.00/hr $650.00/day
	Government Agencies	No Charge
	Special Events	As Negotiated
	(Note: additional professional cleaning fee may be charged at sole discretion of Airport Director)	
Terminal Conference Room (Capacity - 46 Individuals)		
	Airport tenant/Fernandina Beach employee	$10.00/hr (2-hr minimum)
	Others	$35.00/hr (2-hr minimum) $235.00/day
	Government Agencies	No Charge
	(Note: Additional professional cleaning fee may be charged at sole discretion of Airport Director)	
Building Fees (2018 base rate, base rate adjusted annually per CPI or rental terms; pre-tax)		
	Buildings 1, 2, 3, 4, 5, 6, 7	$300.00/month
	Buildings 1-7 (w/ additional space)	$335.00/month
	Building 8	$400.00/month
	Building 8 (w/ additional space)	$435.00/month
	Building 9	$575.00/month
	Storage Units B, C, D, E, F, H	$5.60/sf/year
	Storage Units A, G	$12.00/sf/year
New Hangar/Building Fees (2022 base rate, rate adjusted annually per CPI or rental terms; pre-tax)		
	Units 53 and 55	$690.00/month
	Unit 54	$650.00/month
	Units 56 and 57	$775.00/month
	Unit 58	$865.00/month

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
All-inclusive Building Construction Permit		
Permit fees for new construction and additions include mechanical, plumbing, electrical and new roofs, commercial re-roof, and residential re-roofs changing roof material (such as asphalt to metal, tile for residential), demo and standalone commercial trades. Permit fees include administrative, building plan review, building inspections and retention of documents and electronic records.		
	Administrative Fee – Commercial Projects (non-refundable)	$50.00
	Administrative Fee – Residential Projects (non-refundable)	$35.00
	Minimum Permit	$45.00
	Base: Construction Cost ≤ $5,000,000.00	$7.50/$1,000.00
	Additional: Construction cost > $5,000,000.00 and ≤ $10,000,000.00	$3.50/$1,000.00
	Additional: Construction cost > $10,000,000.00	$2.00/$1,000.00
	Subcontractor permit processing fee	$35.00
	State of Florida DCA Surcharge F.S. 468.631	1% ($2.00 min)
	State of Florida DBPR Surcharge F.S. 553.721	1.5% ($2.00 min)
Building Permit Caps		
	If Contractor uses private provider for plans review & inspections	$100,000.00
	If Contractor uses City for plans review & inspections	$500,000.00
The City of Fernandina Beach Building Department compares International Code Council (ICC) Building Valuation Data (BVD) which provides the "average" construction costs per square foot, which can be used in determining permit fees for the Building Departments and the cost provided by the contactor of record to determine the construction cost for the proposed project.		
Revision Plan Review ***(NON-REFUNDABLE)***		
	Residential (≤ 5 sheets)	$35.00
	Residential (> 5 sheets)	$5.00 per additional sheet
	Commercial (≤ 5 sheets)	$75.00
	Commercial (> 5 sheets)	$5.00 per additional sheet
	Re-stamp plans for field copy (Residential)	$35.00
	Re-stamp plans for field copy (Commercial)	$35.00
Private Provider Refunds		
	Private Provider Plans Review & Inspections Refund (new construction, additions, remodels) includes private provider inspections partial and passed inspections; based on inspection summary report provided to the Building Official at the end of the project.	50% of All-inclusive Building Construction Permit fee.

	Private Provider Inspections Only (passed inspections; based on inspection summary report provided to the Building Official at the end of the project)	$35.00 per inspection
Note: Use of Private Provider MUST be pre-approved by Building Official upon application for permit.		
Other Building Permit Fees		
	Residential Gas (new and remodel)	$80.00 for first $1,000 job cost; $7.00 per additional $1,000 job cost
	Residential Gas (installation of tanks)	$75.00
	Water heater replacement	$50.00
	Siding/roof repair ≤ 100 sf	Exempt
	Siding/roof repair > 100 sf or all siding/roof replacement like material	$90.00
	Pre-fabricated accessory structures ≤ 150 sf	Exempt
	Pre-fabricated accessory structures > 151 sf and ≤250 sf	$80.00
	Pre-fabricated accessory structures > 251 sf	$80.00 for first $1,000 construction cost; $7.00 per additional $1,000 construction cost
	Construction Trailer	$50.00
	Commercial exterior coolers (per unit)	$160.00
	Mechanical changeout with NO electrical work	$50.00
	Irrigation	$50.00
	Renew expired/revoked permit (as approved by Building Official; permit must be within same Building Code)	$100.00
~~Re~~-Inspection Fees		
	Re-inspection	$50.00
Miscellaneous		
	Administrative letter of Code Determination	$150.00
	Fire/storm damage determination for power re-connection	$75.00
	Copies	See Clerk's Office Fee Schedule
	Documents uploaded on thumb drive	$25.00
After the Fact Permit Fees		
	After the fact permit fees are up to 4 times the building permit fee to be assigned by the Building Official or his/her designee. Contractors performing emergency repairs/replacements must apply for the proper permits online and identify the permit as an emergency repair/replacement.	≤ 4x original permit fee
Special Flood Hazard Area or Shaded "X" Fee		
	All permits within a Special Flood Hazard Area (SFHA) and/or Shaded "X" will have a Flood Admin fee applied. This fee covers plan review, Elevation Certificate (EC) review, inspections, and retention of flood documents.	$150.00

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Local Business Tax Receipt (LBTR) (Ordinance 2008-25)		
	LBTR fee (annual)	See Municipal Code Section 74-80
	Copy of previously issued LBTR	$5.00
	Penalty for failure to obtain LBTR prior to conduct of business	$250.00 (plus required LBTR)
	LBTR re-inspection fee	$25.00
	Transfer of ownership	$3.00 minimum; 10% LBTR fee
Resort Rental Dwelling Permit (COFB LDC Section 26-10 1)		
	New application	$300.00
	Annual renewal	$200.00
	Copy of previously issued Resort Rental Dwelling permit	$5.00
	Transfer of ownership	$25.00
	Penalty for operating resort rental without appropriate permit (Section 26-101(h)(2), Municipal Code)	$1,000.00 Citation first violation; up to $250.00 per additional violation per day
Miscellaneous Permits		
	Dining with Dogs (F.S. 509.233; COFB LDC Section 6.02.13)	$40.00
	Copy of previously issued Dining with Dogs permit	$25.00
	Right-of-way Encroachment (COFB Ord. Sec. 70-2)	$35.00/yr
	Street artists/performers (COFB Ord. Chapter 70, Article III)	$300.00/yr
	Confiscation of illegal signs	$25.00/sign

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Photocopies		
	8 ½ x 11	$0.15/page
	8 ½ x 11 (Double-sided)	$0.20/page
	8 ½ x 14	$0.15/page
	8 ½ x 14(Double-sided)	$0.20/page
	11 x17	$0.25/page
	Certified Copies	$1.00/copy
	CD	$0.50
	Thumb Drive	$8.00
Lien Letters		
	Regular Request (4 business days)	$20.00
	Rush Request (2 business days)	$40.00
Public Record Requests		
	Public Record Request Extensive Use Fee: Calculated when the nature or volume of requested public records is such to require extensive use of information, technology resources, extensive use of clerical or supervisory assistance, or both (50% deposit based upon estimated cost required at filing).	Actual Cost Incurred
City Hall Chambers Rental	Private Rate Civic Non-Profit	$210.00 ½ Day $420.00 Full Day $131.00 ½ day $262.00 Full Day

Fee Schedule
Fiscal Year 2025-2026

Fee Type	Cost
Permits & Licenses	
Horseback Riding Permit	$50.00/yr
Bingo License (per Municipal Code Section 14-28)	$50.00/yr
Adult Entertainment Application Fee (per Municipal Code Section 14-72)	$1000.00
Leases & Franchise Agreements	
Long-term leases, various City-owned facilities	As Negotiated
Sightseeing Tour Franchise Agreement	$1,500.00 (plus annual CPI, base 2022)

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost		
		Resident	**Non-Resident**	**Juniors (under 17)**
Greens Fees ~~- Peak Season (October - March)~~*				
	18 Holes (w/cart)	~~$60.00~~ $65.00	~~$70.00~~ $75.00	$40.00
	18 Holes (walking)	~~$36.00~~ $35.00	~~$46.00~~ $45.00	~~$26.00~~ $25.00
	9 Holes (w/cart)	$40.00	$50.00	$30.00
	9 Holes (walking)	~~$26.00~~ $25.00	~~$31.00~~ $30.00	~~$16.00~~ $15.00
	Replay 18 Holes (cart)	$40.00	$50.00	-
	Replay 9 Holes (cart)	$30.00	$35.00	-
	Twilight 18 Holes (w/cart~~, 1:00pm & later~~) 1:00pm & later (October – March) 3:00pm & later (September – April)	~~$40.00~~ $45.00	~~$50.00~~ $55.00	-
	Twilight 18 Holes (walking~~, 1:00pm & later~~) 1:00pm & later (October – March 3:00pm & later (September – April)	~~$26.00~~ $25.00	~~$36.00~~ $35.00	-
	Twilight 9 Holes (w/cart~~, 1:00pm & later~~) 1:00pm & later (October – March 3:00pm & later (September – April)	$30.00	$35.00	-
	Twilight 9 Holes (walking~~, 1:00pm & later~~) 1:00pm & Later (October – March 3:00pm & later (September – April)	~~$16.00~~ $15.00	~~$26.00~~ $25.00	-
~~Greens Fees - Off Season (April - September)~~*				
	~~18 Holes (w/cart)~~	~~$55.00~~	~~$65.00~~	~~$35.00~~
	~~18 Holes (walking)~~	~~$33.00~~	~~$43.00~~	~~$23.00~~
	~~9 Holes (w/cart)~~	~~$35.00~~	~~$45.00~~	~~$25.00~~
	~~9 Holes (walking)~~	~~$23.00~~	~~$28.00~~	~~$13.00~~
	~~Replay 18 Holes (cart)~~	~~$35.00~~	~~$45.00~~	~~-~~
	~~Replay 9 Holes (cart)~~	~~$25.00~~	~~$30.00~~	~~-~~
	~~Twilight 18 Holes (w/cart, 3:00pm & later)~~	~~$35.00~~	~~$45.00~~	~~-~~
	~~Twilight 18 Holes (walking, 3:00pm & later)~~	~~$23.00~~	~~$33.00~~	~~-~~
	~~Twilight 9 Holes (w/cart, 3:00pm & later)~~	~~$25.00~~	~~$30.00~~	~~-~~
	~~Twilight 9 Holes (walking, 3:00pm & later)~~	~~$13.00~~	~~$23.00~~	~~-~~

*Greens fees listed are standard fees. To ensure optimal usage of the course and to meet fluctuations in demand, the golf ~~course~~ club general manager, at his/her discretion, may introduce dynamic pricing; however, the maximum rate will not exceed $~~70~~125.00.

***Annual* Memberships**		**Resident**	**Non-Resident**
	Unlimited Membership (Includes Unlimited Green/Cart fees; ~~Discounted TopTracer fees~~; Unlimited Range Balls; 20% discount on food, beverage, & merchandise)	~~$3,750.00~~ $4,000.00	~~$4,250.00~~ $4,500.00
	Single Membership (Fee includes Green Fees; 20% discount on food, beverage, ~~&~~ merchandise, & option to purchase annual range plan)	~~$1,250.00~~ $1,400.00	~~$1,450.00~~ $1,600.00
	Couples Membership (Fee includes Green Fees; 20% discount on food, beverage, ~~&~~ merchandise, & option to purchase annual range plan)	~~$1,750.00~~ $2,000.00	~~$2,050.00~~ $2,300.00
	Juniors Membership (17 & under) (Fee includes Green Fees; 20% discount on food, beverage, ~~&~~ merchandise, & option to purchase annual range plan)	~~$300.00~~ $400.00	~~$350.00~~ $450.00
		Members	**Non-Members**
Walking/Cart Fees			
Walking Fee – 18 holes		$15.00	-
Walking Fee – 9 holes		$10.00	-
Cart Fee – 18 holes		~~$22.00~~ $25.00	-
Cart Fee – 9 holes		~~$12.00~~ $15.00	-
Lighthouse Driving Range Fees ~~(powered by TopTracer)~~		**Members**	**Non-Members**
Buckets			
	Small Bucket (~~w/TopTracer~~25 Balls)	$7.00	~~$9.00~~ $10.00
	~~Large~~ Medium Bucket (~~w/TopTracer~~ 75 Balls)	$12.00	~~$14.00~~ $15.00
	~~XL~~ Large Bucket (~~w/TopTracer~~ 100 Balls)	$18.00	$20.00
	Annual Range Plan (Offered to Annual Memberships Only)	~~$399.00~~ $499.00	Not Offered
~~Bay Pricing~~			
	~~Mon-Thurs Unlimited Balls~~	~~$25.00/hr~~	~~$30.00/hr~~
	~~Fri-Sun Unlimited Balls~~	~~$40.00/hr~~	~~$45.00/hr~~
Banquet Room Rentals		**Cost**	
	1-50 Guests	~~$350.00~~ $400.00	
	51-100 Guests	~~$450.00~~ $475.00	
	101+ Guests	~~$550.00~~ $600.00	
	Banquet Room for Meeting Space	~~$75.00/hr~~ $100.00/hr	
	Non-profit usage w/food & beverage (daytime only)	No Charge	
Vehicle/Parking Pass Fee (Golf Club Parking Lot)		**Cost**	
	~~Daily Fee~~	~~$20.00~~ $25.00/day	

Impact Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Residential Development (per sf of heated area)		
	Public Facilities	$0.443
	Fire Protection	$0.360
	Police Protection	$0.264
	Parks and Recreation	$2.885
Non-Residential Development (per sf of floor area)		
	Public Facilities	$0.443
	Fire Protection	$0.360
	Police Protection	$0.264
	Parks and Recreation	$0.00

*Impact fees established via Ordinance 2018-44. **NO INCREASES IN FEES SINCE 2018.**

OASIS MARINAS at Fernandina Harbor

Fernandina Harbor Marina

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost (per linear foot)		
Transient Dockage* peak season & holiday rates may apply		**Daily**	**Weekly**	**Monthly**
	Vessels less than 70'	$2.50-~~$3.00~~ $4.00	$15.00 - $20.00	$30.00 – $40.00
	Vessels 70' – 99'	$2.75-~~$3.25~~ $4.25	$16.50 - $22.00	$33.00 - $44.00
	Vessels 100' – 149'	$3.00-~~$3.50~~ $4.50	$18.00 - $24.00	$36.00 - $48.00
	Vessels 150' - 199'	$3.25-~~$3.75~~ $4.75	$19.50 - $26.00	$36.00 - $50.00
	Vessels 200' – 250'	$3.50-~~$4.00~~ $5.00	$21.00 - $28.00	$36.00 - $50.00
Special Events, & Holidays, and peak demand subject to higher rates*				
Commercial Landings				
	Per Day	$40.00		
	Per Year	$1,500.00		
Long Term Dockage (Currently on Waitlist – Contract Required)**		**Cost (per linear foot)**		
	Non-Commercial: per linear foot per month, billed monthly.	$25.00 - $30.00		
	Commercial: per linear foot per month, billed monthly.	$27.50 - $32.50		
Electric Rates		**Daily**	**Weekly**	**Monthly**
	30 amp	$6.00	$30.00	$60.00
	50 amp	$12.00	$72.00	$125.00
	100 amp	$25.00	$125.00	$350.00
	110 volt			$10.00
Transient Water Tank Fee		**Cost**		
Small Tank up to 50 gallons		$8.00 plus tax		
Large Tank over 50 gallons		$12.00 plus tax		
Excessive water use will result in additional fees		Over 2000 gal = $0.04 per gal		
Mooring Field (First Come, First Served)		**Cost**		
	Per Night	$30.00 - $35.00		
	Per Week	$180.00 - $240.00		
	Per Month	$595.00 - $790.00		
Dinghy Dock (Vessels less than 12' Only) Includes Amenities				
	Per Day	$10.00 - $13.00		
	Per Week	$50.00 - $60.00		
Dock N Dine - limit 3 hours				
	Vessels up to 25′	$15.00		
	Vessels 26′ to 35′	$20.00		
	Vessels over 35′	$40.00		
Pump Out – fuel dock location or pump out boat		$5.00		
Pump Out Cart Service Fee		$25.00 - $50.00		
Credit Card Fees		Service fees & ACH when applicable		
Contractors Fee (Check in at Ships Store, provide current COI)		$20.00 ~~per~~ /day		
Garbage Disposal/Dumpster Fee		$65.00		

Fernandina Harbor Marina

Cancellation Policy *(credits for future stays are at the discretion of Marina management)*	Standard stays: 48 hours Holiday stays: 72 hours Special event stays: 72 hours
Amenities	Boaters lounge, laundry, showers, WiFi
Commercial Hybrid – annual slip holders that occupy transient dockage	Averaged annual transient fee, not less than current commercial rate
*** To optimize Marina operations and accommodate fluctuations in demand, the Marina General Manager may, at their discretion, implement dynamic pricing. Accordingly, price ranges are provided with the lowest end of the range representing the base rate which is applied during non-peak periods.** **** The ranges for long term dockages apply to new/incoming slip holders ONLY. All current tenants are locked in the bottom base rate.**	

Fee Schedule
Fiscal Year 2025-2026

Fee Type		**Cost**	
Administrative Fees		**Resident**	**Non-Resident**
	Non-Resident Annual Fee	-	$30.00
	City Resident ID Card (first card: no charge)	$10.00 (replacement)	-
Youth Services			
	After School Program	$65.00	$81.00
	After School Program Fee (for each additional sibling)	$55.00	$71.00
	Summer Camp Weekly Rate	$95.00	$119.00
	Summer Camp Weekly Rate (for each additional sibling)	$85.00	$109.00
	Group Swim Lessons	$10.00/lesson	$12.00/lesson
	(Manatee and Sea Turtle Levels) Safety Initiative	Free	$12.00/lesson
	Private Swim Lessons (4 lessons)	$120.00	$150.00
Aquatics			
	Daily Public Swim/Lap Swim	$5.00	$7.00
	10 Visits Pool Pass	$40.00	$50.00
	1 Month Individual Membership	$40.00	$50.00
	1 Month Couples Membership	$60.00	$75.00
	1 Month Family Membership	$75.00	$95.00
	4 Month Individual Membership	$144.00	$180.00
	4 Month Couples Membership	$216.00	$270.00
	4 Month Family Membership	$270.00	$342.00
	Annual Individual Membership	$384.00	$480.00
	Annual Couples Membership	$576.00	$720.00
	Annual Family Membership	$720.00	$912.00
Pool Rentals			
	Private Pool Rental, 2 hrs (1-40 ppl) MLK ~~or ARC~~	$200.00	$250.00
	Each additional hour	$100.00	$125.00
	~~Private Pool Rental, 2 hrs (41-60 ppl) ARC only~~	~~$240.00~~	~~$300.00~~
	~~Each additional hour~~	~~$120.00~~	~~$150.00~~
Aqua Aerobics			
	Aqua Aerobics Daily Fee	$7.00	$10.00
	10 Visits Aqua Pass	$60.00	$75.00

	Aqua Aerobics 1 Month Membership	$60.00	$75.00
	Aqua Aerobics 4 Month Membership	$216.00	$270.00
	Aqua Aerobics Annual Membership	$576.00	$720.00
Fitness ~~& Weight~~ Room			
	Daily Pass	$5.00	$7.00
	10 Visit Fitness Pass	$30.00	$40.00
	1 Month Individual Membership	$30.00	$40.00
	1 Month Couples Membership	$45.00	$60.00
	4 Month Individual Membership	$108.00	$144.00
	4 Month Couples Membership	$162.00	$216.00
	Annual Individual Membership	$288.00	$384.00
	Annual Couples Membership	$432.00	$576.00
	Open Gymnasium Use (Basketball, Volleyball, Soccer)	$3.00	$5.00
Combination -Fitness~~, Weight Room,~~ & Pool		**Resident**	**Non-Resident**
	1 Month Individual Membership	$65.00	$82.00
	1 Month Couples Membership	$98.00	$123.00
	4 Month Individual Membership	$234.00	$295.00
	4 Month Couples Membership	$353.00	$443.00
	Annual Individual Membership	$624.00	$787.00
	Annual Couples Membership	$940.00	$1,180.00
Indoor Facility Rentals			
	Attendant (per hour)	$25.00	$25.00
	Additional Rental Time (per hour)	$100.00	$100.00
	Membrane Structure (Bounce house/tent)	$25.00 (per Structure)	$25.00 (per Structure)
	Sound System (per day~~, ARC & Peck Center~~)	$50.00	$50.00
	Meeting Fee (ARC Aquatics Classroom, MLK Auditorium, Peck Instructor Room) 2hs Max Monday – Friday 8am – 8pm, Saturday 8am – 4pm	$25.00/hr	$25.00/hr
Atlantic Recreation Center (ARC)			
	ARC Auditorium Private Half Day/Full Day	$350.00/$700.00	$438.00/$876.00
	ARC Auditorium Commercial Half Day/Full Day	$625.00/$1,250.00	
	ARC Auditorium Civic/ Non-profit Half Day/Full Day	$225.00/$450.00	
Martin Luther King Jr. Recreation Center (MLK)			

	MLK Auditorium Private Half Day/Full Day	$225.00/$450.00	$280.00/$560.00
	MLK Auditorium Commercial Half Day/Full Day	$395.00/$790.00	
	MLK Auditorium Civic/Non-profit Half Day/Full Day	$150.00/$300.00	
Peck Center			
	Peck Auditorium Private Half Day / Full Day	$210.00/$420.00	$263.00/$526.00
	Peck Auditorium Commercial Half Day/ Full Day	$325.00/$650.00	
	Peck Auditorium Civic/Non-profit Half Day/Full Day	$131.00/$262.00	
	Peck Gym Private Half Day/Full Day	$300.00/$600.00	$375.00/$750.00
	Peck Gym Birthday Parties (2hrs; 1 attendant)	$150.00	$188.00
	Peck Gym Commercial Half Day/Full Day	$400.00/$800.00	
	Peck Gym Civic/Non-Profit Half Day/Full Day	$175.00/$350.00	
	Peck Instructor Room Private Half Day/Full Day	$150.00/$300.00	$187.00/$374.00
	Peck Instructor Room Commercial Half Day/Full Day	$225.00/$450.00	
	Peck Instructor Room Civic/Non-Profit Half Day/Full Day	$75.00/$150.00	
	Long-term Office Lease Space	~~$8.97/sq ft~~ Consumer Price Index (CPI)	
Outdoor Facility Rentals (Outdoor)			
Marquee Signs (Main Beach, ARC, or MLK)			
	Marquee (per day/per side)	$25.00	
	Marquee (existing tenant; per day/per side)	$20.00	
Park Pavilions			
	Private/Civic Non-Profit Half Day/ Full Day	$38.00/$76.00	$47.00/$94.00
	Private/Civic Non-Profit Half Day/ Full Day (w/electricity)	$63.00/$126.00	$79.00/$158.00
	Commercial Half Day/ Full Day	$75.00/$150.00	
	Commercial Half Day/ Full Day (w/electricity)	$100.00/$200.00	
Open/Green Space			
	Private Half Day/ Full Day	$200.00/$400.00	$250.00/$500.00
	Commercial Half Day/ Full Day	$450.00/$900.00	
	Civic/Non-Profit Half Day/ Full Day	$150.00/$300.00	
Athletic Fields (~~Day:~~ ~~6~~8:00am to ~~6~~10:00pm~~; Night: 6:00pm to 10:00pm; includes lights~~)		**Resident**	**Non-Resident**
	Private Day/Night	~~$100.00/$150.00~~ $250.00	~~$125.00/$188.00~~ $313.00
	Commercial ~~Day/Night~~ (Per Field)	~~$200.00/$300.00~~$500.00	
	Civic/Non-Profit ~~Day/Night~~ (Per Field)	~~$75.00/$113.00~~ $188.00	
	Field Prep (if requested) (Per Field)	$100.00	
	Lights (between 6:00pm – 10:00pm) (Per Field)	$50.00/hr	
City-Based Non-Profit Youth Sport Organizations/Leagues			
	Water-Based (pools)	$25.00/hour	-
	Land-Based (fields, courts, parks)	$4.00/player/ season	-
Facility Tours & Access			
Amelia Island Lighthouse			

	Public Lighthouse Tour (adult)	$10.00	$10.00
	Public Lighthouse Tour (<12 years old)	$5.00	$5.00
	Private Lighthouse Tour (Weekday)	$200.00	$200.00
	Private Lighthouse Tour (Weekend)	$250.00	$250.00
	Lighthouse DVD	$15.00	$15.00
	Lighthouse Climbing Fee	$25.00	$25.00
Beach Access Wheelchairs			
	Beach Wheelchair Use	Free (damage or failure to return will result in replacement charge)	
Special Events			
City Fees & Permits			
	Special Events Permit	$50.00	
	Banner Permit (Centre/8th; streetlamps)	$30.00	
	Banner Hanging Fee (Centre/8th)	$75.00	
	Banner Hanging Fee (Street Lamps; per pole)	$15.00	
	Commercial Running/Biking Events (per participant)	$5.00	
	Security Deposit (For Approved Event/Parade)	$250.00	
	Filming Permit Fee (per day; with 15 days' notice)	$200.00	
	Parade Permit Fee	$25.00	
	~~Tent Permit Fee~~ Membrane (Bounce House/Tent) Permit	$25.00 (per Structure)	
	Main Beach Skate Park (Civic/Non-Profit)	$100.00	
	Utility - Water Usage Fee (per day)	$75.00	$94.00
	Utility - Power Usage Fee	$75.00	$94.00
Street Closure Fees (requires City Commission approval)			
	Closure of Downtown Centre Street (per day)	$1,000.00	
	Closure of Downtown Side Street (per day)	$500.00	
Parking Fees		**Resident**	**Non-Resident**
	Private Parking Lot Half Day/ Full Day	$250.00/$500.00	$312.00/$624.00
	Commercial Parking Lot Half Day/ Full Day	$500.00/$1,000.00	
	Civic/Non-Profit Parking Lot Half Day/ Full Day	$150.00/$300.00	
	Overnight Parking Fee (per vehicle)	$25.00	
Rentable Equipment			
	Barricades (ea.; includes delivery)	$20.00	
	Cones (ea.; includes delivery)	$5.00	
	Picnic Table Fee (up to three tables)	$100.00	
Bosque Bello Cemetery			
	Cemetery Lots	$1,700.00	$2,100.00
	Tree Lot (Cremated Internments Only)	$566.00	$700.00
	Deed Transfer Fee	$75.00	$75.00
	Burial Permits (Includes Disinterment)	$50.00	$50.00
	Monument Permits	$50.00	$50.00
	Cancellation of Auto Pay	$50.00	$50.00
	Buy Back Price for lot sold for $50 or less	$200.00	
	Buy Back Price for lot sold for $51-$100	$300.00	
	Buy Back Price for lot sold for $350-$450	$600.00	
	Buy Back Price for lot sold for $525-$600	$800.00	
	Buy Back Price for lot sold for $795 and up	$1,000.00	

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Board of Adjustment (BOA)		
	Administrative Appeal	$500.00
	Variance (Single-Family Residential)	$1,500.00
	Variance (Other)	$3,500.00
Historic District Council (HDC)		
	Certificate of Approval: Staff	$25.00
	Certificate of Approval ("after-the-fact"): Staff	$100.00
	Certificate of Approval: Board (Single-Family Residential)	$250.00
	Certificate of Approval: Conceptual (Single-Family Residential) (including Final)	$250.000
	Certificate of Approval: Board (Other)	$400.00
	Certificate of Approval: Conceptual (Other) (including Final)	$400.00
	Certificate of Approval ("after-the-fact"): Board	$1,500.00
	Demolition of Primary Structure- Non-Contributing	$1,500.00
	Demolition of Primary Structure-Contributing	$7,500.00
	Variance (Single-Family Residential)	$1,500.00
	Variance (Other)	$3,500.00
	Application Amendment (ea.)	½ original Cert. of App. Fee
	News Rack Permit (New; Municipal Code Section 70-7)	$15.00
	News Rack Permit (Renewal; Municipal Code Section 70-7)	$15.00
Planning Advisory Board (PAB)		
	Future Land Use Map Amendment (Large Scale)	$5,000.00
	Future Land Use Map Amendment (Small Scale)	$2,500.00
	Comprehensive Plan Text Amendment	$5,000.00
	Change of Zoning Designation (Large-Scale)	$5,000.00
	Change of Zoning Designation (Small-Scale)	$2,500.00
	Land Development Code Text Amendment	$1,500.00
	Water/Sewer Agreement	$300.00
	Voluntary Annexation	$2,000.00
	PUD Modification	$1,500.00
	Vacation of/Opening of Public Right-of-Way	$3,500.00
	New Telecommunications Structure	$2,500.00
	Collocation/modification of Telecom Structure (within Right-of-Way)	$50.00
	Small Cell (Telecom) outside Right-of-Way (per Application)	$250.00
	Application Revision(s) (ea.)	$400.00
Technical Review Committee (TRC)		
	TRC Engineering Review (external)	Consultant hourly rate
	TRC "First Step" (staff consultation)	No Charge
	TRC Site Plan Review (including 2 re-submittals)	$400.00 + 2% of infrastructure cost (max. $4,400.00)

	Additional resubmittal (ea.)	½ orig. Plan Review fee
	Re-Plat/Preliminary Plat (< 20 units)	$3,000.00
	Re-Plat/Preliminary Plat (> 20 units)	$5,000.00
	Re-Plat/Final Plat	$1,500.00
	Plat Amendment	$400.00
Community Redevelopment Area (CRA) Projects		
	TRC Engineering Review (external)	Consultant hourly rate
	TRC "First Step" (staff consultation)	No Charge
	TRC Site Plan Review (including 2 re-submittals)	$1,000.00
	Additional resubmittal (ea.)	$500.00
	Re-Plat/Preliminary Plat (< 20 units)	$3,000.00
	Re-Plat/Preliminary Plat (> 20 units)	$5,000.00
	Re-Plat/Final Plat	$1,500.00
	Plat Amendment	$400.00
Other Fees		
	Change of Use Determination Letter	$50.00
	Minor Amendment to Local Development Order	$150.00
	Extension to Local Development Order (2 extensions allowed)	$50.00
Site Infrastructure Permit		
	First $1,000.00 of job cost	$160.00
	Each additional $1,000.00 of job cost	$14.00
Tree Removal Permit		
	Tree Inspection (≤ 5 trees)	$200.00
	Tree Inspection (> 5 trees)	$500.00
	Tree Removal (per tree)	$150.00
	Revision for add'l tree (per tree)	$150.00
	"In Lieu" (per inch [DBH] of remediated tree	$100.00
Zoning Review Permit		
	Non-structural fence	$50.00
	Concrete/Asphalt Pad > 150 s.f.	$50.00
	Exempted accessory Structures (<12′ ridge ht, ≤ 150 s.f., non-aluminum)	$100.00
	Exempted Residential Deck (≤ 12″ above grade and ≤ 150 s.f.)	$100.00
-	After-the-Fact Zoning Permit Fee	$200.00
Right of Way Use Permit		
	Right of Way Use	$35.00
	After-the-Fact Right of Way Use Permit Fee	$100.00
Temporary Use Permit (as provided in LDC Section 5.02.00)		
	Seasonal Sales	$100.00
	Movable Module Storage Units (PODs) (14-day permit)	$25.00
	Construction Trailer/Model Home/Sales Office	$100.00
	Tent Permit (includes Seasonal Fee + Tent Fee + Fire Marshal Fee)	$160.00
Sign Permit (based upon value of sign)		
	$0-$100	$60.00
	$101-$500	$70.00

	$501-$1,000	$80.00
	Each $1,000 > $1,000	$7.00
Administrative		
	Large-Scale Plan Review (with building permit; commercial, single-family residential, additions > 625 s.f.)	$250.00
	Small-Scale Plan Review (with building permit; accessory structures > 150 s.f., additions < 625 s.f.; screen/patio enclosures)	$100.00
	Expedited Plan Review (with building permit; 5 business days)	$500.00

	Dept of Environmental Protection Letter (incl. one revision)	$200.00
	Dept of Environmental Protection Letter (add'l revision; ea.)	$35.00
	Zoning ~~Certification~~ Confirmation Letter	$100.00
	Due Diligence Letter	$250.00
	Minor Subdivision/Lot Line Adjustment	$600.00
	Context Sensitive Review Determination	$400.00
	NSF Check Fee	$40.00 or 5% of face value (whichever is greater; max $200)
	Public School Concurrency Administrative Review Fee	$100.00
Plan Paper Copies		
	Comprehensive Plan	$50.00
	Land Development Code	$50.00
	Community Redevelopment Area Design Guidelines	$50.00
	Design Guidelines for Downtown or Old Town	$50.00
Miscellaneous Fees		
	Administrative Waiver	$400.00
	Administrative Waiver (for Tree Protection only)	$100.00
	Traffic Concurrency Determination	~~$2,500.00~~$5,000.00
	Parking in Lieu Fee (surface space)	$2,000.00
	Parking in Lieu Fee (structure space)	$9,000.00
Ron Sapp Egans Creek Greenway (non-exclusive use)		
	Half Day Commercial Use	$400.00
	Full Day Commercial Use	$600.00
	City-led Tour (12 years old - adult), per person	$10.00
	City-led Tour (<12 years old)), per person	$5.00
	Commercial Tour Permit (month)	$40.00
	Commercial Tour Permit (year)	$400.00
	School Use Permit (month)	$40.00
	School Use Permit (year)	$400.00

Fee Schedule
Fiscal Year 2025-2026

Police

Fee Type		Cost
Services		
	Copy of Accident/Incident Report	$5.00
	Fingerprinting	~~$15.00~~$20.00
	Background Check	~~$20.00~~$25.00
Special Events (three-hour minimum duration)		
	Patrol Officer (single day event < 10 hrs)	~~$45.00/hr~~$50.00
	Patrol Officer (> 10 hrs or more than one day event)	~~$60.00/hr~~$65.00
	Patrol Officer (all federal holidays)	~~$55.00/hr~~$60.00
	Supervisor (required for ea. 4 Patrol; single day event < 10 hrs)	~~$55.00/hr~~$60.00
	Supervisor (> 10 hrs or more than one day event)	~~$70.00/hr~~$75.00
	Supervisor (all federal holidays)	~~$65.00/hr~~$70.00
	Police Service Aide (single day event < 10 hrs)	~~$29.00/hr~~$35.00

Fire

Fee Type		Cost
Plan Reviews		
	Site Plan Review (Technical Review Committee)	$100.00
	Multifamily/comm. Structures (1 review, 1 rough, 1 final inspection.)	35% of Building Permit Fee
	First re-submittal	No charge
	Second re-submittal	$110.00
	Third re-submittal	4x original fee
	Minor revised plan review (after approval)	$40.00
	Review of new plans after approval	$68.00
Inspection Fees		
	Penalty for starting work without Fire Permit	2x original permit fee
	Re inspection for unprepared site	$55.00
	Each additional re-inspection for unprepared site	$110.00
	After hours/weekend/holiday inspections (2 hours allocated)	$110.00
	After hours/weekend/holiday inspections (ea. additional hour)	$55.00

	Annual/periodic/mandated State inspections	$50.00
	Annual/periodic/mandated State Inspections (facility > 3,000 sf)	$50.00 + $7.00/1,000 sf ($300 maximum)
Fire Sprinkler Systems (Note: Fees below include cost of review, one hydrostatic inspection, & one final inspection)		
	Fee for systems with < 50 heads	$80.00
	Fee for systems with > 50 heads	$80.00 (+$1.00/head)
	Additional hydrostatic test inspections	$54.00 ea.
	Private fire service water mains	$100.00
	Standpipe Systems (if permitted separately)	$100.00
	Fire Pumps	$60.00
Fire Alarm Systems (Note: Fees below include cost of plan review, & one final function test)		
	Fire alarm control panel and < 10 devices	$60.00
	Fire alarm control panel and > 10 devices	$60.00 (+$1.50/device)
Kitchen Hoods (Note: Fees below include cost of plan review of 1 system, a light test, and one final inspection.)		
	Commercial kitchen exhaust hood	$60.00
	Kitchen hood fire suppression system	$60.00
Other Permits/Services		
	Address assignments	$20.00
	Address assignment verification letter	$20.00
	Aircraft hangars	$50.00
	Aircraft refueling vehicles	$50.00
	Bonfires	$100.00
	Carnivals and fairs	$50.00
	Cutting and welding operations	$50.00
	Explosives	$100.00
	Fire insurance rating verification letter	$10.00
	Public fireworks display	$100.00
	Hot work operations	$50.00
	Local Business Tax Receipt (LBTR) inspection	$25.00
	Miscellaneous construction/installation	$50.00
	Temporary sale of consumer fireworks	$50.00
	Tents, canopies, other membrane structures	$25.00
	Other required permits (FL Fire Prevention Code)	$50.00
Special Events Services (three-hour minimum)		
	Fire Engine	$82.00/hr
	Ambulance	$~~41.00~~48.00/hr
	Firefighter/Paramedic (single day event < 10 hrs)	$45.00/hr
	Firefighter/Paramedic (> 10 hrs or more than one day event)	$60.00/hr

	Firefighter/Paramedic (all federal holidays)	$55.00/hr
	Supervisor (required for ea. 5 FF; single day event < 10 hrs)	$55.00/hr
	Supervisor (> 10 hrs or more than one day event)	$70.00/hr
	Supervisor (all federal holidays)	$65.00/hr
	Ocean Rescue Lifeguard (2 guard min; 1 guard/35 swimmers)	$35.00/hr
	Polaris/ATV	$22.00/hr
	Jet Ski	$35.00/hr
Emergency Medical Service Transport Services		
	Basic Life Support (BLS)	$600.00
	Advanced Life Support 1 (ALS1)	$750.00
	Advanced Life Support 2 (ALS2)	$775.00
	Treatment and no Transport (TNT)	$75.00
	Mileage	$13.00 mile

Fee Schedule
Fiscal Year 2025-2026

Monthly Residential Sanitation Rate Schedule – Effective 1/01/2025 per Contract	
Service Description	Price Includes 1 Pull Per Week and Recycle
1 Toter	$28.73
2 Toters	$57.46
1 Toter with Roll Out/In Service	$40.87
2 Toters with Roll Out/In Service	$81.74
Additional Toter w/o Recycle	$10.97
Excess Charges	
Appliances & White Goods (per Item)	$26.66
10-yard roll-off (per haul)	$311.48
20-yard roll-off price (per haul)	$311.48
30-yard roll-off price (per haul)	$311.48
Garbage compactor price per haul	$336.71
Special Clean-up of Right-of-Way	$171.27/hour
Special Clean-up (Rear Loader, Driver & Helper)	$171.27/hour
Special Clean-up (Grapple Truck Operator)	$171.27/hour
Note: The refuse contract between the City and Waste Management allows for an annual increase.	

Fee Schedule
Fiscal Year 2025-2026

Streets

Fee Type		Cost
Yard Waste		
	Weekly Collection	~~$6.16~~ $6.39
	Excess Collection (over 5 cubic yards)	~~$50~~ $51.90 minimum (each pile is individually evaluated)
Miscellaneous		
	Right-of-way removal (unpermitted items [excluding temporary signs; see Code Enforcement])	$100.00

Fee Schedule
Fiscal Year 2025-2026

Water

Fee Type		Cost
Base Charges (Meter Size; Monthly)		
	Single-Family Residential 5/8 inch	~~$13.64~~ $14.31
	Single-Family Residential 1.0 inch	~~$31.48~~ $33.02
	Single-Family Residential 2.0 inch	~~$96.86~~ $101.61
	Single-Family Residential 3.0 inch	~~$191.96~~ $201.37
	Single-Family Residential 4.0 inch	N/A
	Single-Family Residential 6.0 inch	N/A
Other Uses (Meter Size; Monthly) *		
	Other Uses 5/8 inch	~~$13.64~~ $14.31
	Other Uses 1.0 inch	~~$31.48~~ $33.02
	Other Uses 2.0 inch	~~$96.86~~ $101.61
	Other Uses 3.0 inch	~~$191.96~~ $201.37
	Other Uses 4.0 inch	~~$298.94~~ $313.59
	Other Uses 6.0 inch	~~$596.21~~ $625.42
	Multi-Family (ea. additional unit)	~~$11.88~~ $12.46
	Multi-Commercial (ea. additional unit)	~~$13.64~~ $14.31
Commodity Charges (monthly)		
	Residential Use (per 100 cu ft; < 400 cu ft)	~~$1.35~~ $1.42
	Residential Use (per 100 cu ft; 400 - 1000 cu ft)	~~$1.80~~ $1.89
	Residential Use (per 100 cu ft; 1000 - 1600 cu ft)	~~$1.91~~ $2.00
	Residential Use (per 100 cu ft; 1600 - 2400 cu ft)	~~$2.14~~ $2.24
	Residential Use (per 100 cu ft; > 2400 cu ft)	~~$2.60~~ $2.73
	Other use (per 100 cubic feet; unlimited) *	~~$1.80~~ $1.89
Fire Line & Hydrant Charges (monthly)		
	2.0-inch	~~$7.47~~ $7.84
	4.0-inch	~~$23.34~~ $24.48
	6.0-inch	~~$46.69~~ $48.98
	8.0-inch	~~$74.70~~ $78.36
	10.0-inch	~~$107.38~~ $112.64
	Hydrant (Connection Only)	~~$42.21~~ $44.28
Note: Above charges incur a 25% surcharge for properties located outside Fernandina Beach corporate limits.		
**General service customers represent all customers that are not single family residential*		
Connection Charges		
	Service Connection (per Connection)	$2,000.00
	Service Connection >2 inch (per Connection)	Actual Cost

	Road Bore	Actual Cost
	2.0-inch Extension (per foot)	Actual Cost
	4.0-inch Extension (per foot)	Actual Cost
	6.0-inch Extension (per foot)	Actual Cost
	8.0-inch Extension (per foot)	Actual Cost
Meter Installation		
	5/8-inch, 3/4 inch	$250.00
	1.0 inch	$334.78
	> 1.0 inch	Actual Cost
	Additional meter box next to existing	$750.00
Miscellaneous Services		
	Customer Deposit (New Applicants; Delinquent Customers)	3 Months of Service
	Returned Check or Electronic Funds Transfer Charge (per Occurrence)	Return of $50 or less = $25.00 Charge Return exceeding $50.00 but less than $300.00 = $30.00 Charge Return exceeding $300.00 = $40.00 charge or up to 5% of the face v alue, whichever is greater (max: $200)
	Turn-on/Turn-off for Non-Payment (per Occurrence)	$65.00
	Hydrant Flow Test (per Hydrant)	$100.00
	Backflow Device Testing (per Backflow)	$100.00
	Account Processing Fee (per Occurrence)	$10.00
	Service Call (per Occurrence)	$45.00
	After Hours Service Call (per Occurrence)	$145.00
	Late Payment Fee	18% annually
	Fire Hydrant Installation	$4,500.00
	Fireline Connection	~~$1,500.00~~ Actual Cost
	Fire Hydrant Relocation	Actual Cost
	Raise Service	$500.00
	Upgrade Service	$500.00
	Relocate Service	$500.00
	Dewatering Service	Actual Cost
	Road Overlay	Actual Cost
	Sidewalk Repair	Actual Cost
	Driveway Repair	Actual Cost
	DOT Permit Fee	$1,500.00
	FDEP Permit Fee	$1,500.00
	Inspection Fee	$45.00
	Re-Inspection Fee	$50.00
Note: The City reserves the right to charge the costs of repairs for damage caused to City property.		

Fee Schedule
Fiscal Year 2025-2026

Wastewater

Fee Type		Cost
Base Charges (Meter Size; Monthly)		
	Single-Family Residential 5/8 inch	~~$34.23~~ $35.91
	Single-Family Residential 1.0 inch	~~$82.52~~ $86.56
	Single-Family Residential 2.0 inch	~~$259.61~~ $272.33
	Single-Family Residential 3.0 inch	~~$517.19~~ $542.53
	Single-Family Residential 4.0 inch	~~$914.09~~ $958.88
Other Uses (Meter Size; Monthly)		
	Other Uses 5/8 inch	~~$34.23~~ $35.91
	Other Uses 1.0 inch	~~$82.52~~ $86.56
	Other Uses 2.0 inch	~~$259.61~~ $272.33
	Other Uses 3.0 inch	~~$517.19~~ $542.53
	Other Uses 4.0 inch	~~$914.09~~ $958.88
	Multi-family (each Additional Unit)	~~$32.21~~ $33.79
	Wastewater Only (Residential Use; per Dwelling Unit)	~~$56.20~~ $58.95
	Multi-commercial (each Additional Unit with Fixtures)	~~$34.23~~ $35.91
Commodity Charges		
	Residential Use (per 100 cu ft; Max. 1000 cu ft)	~~$2.57~~ $2.70
	Non-residential Use (per 100 cu ft; Unlimited) (*)	~~$2.57~~ $2.70
Note: the above charges incur a 25% surcharge for properties located outside Fernandina Beach corporate limits.		
** General service customers represent customers that are not single family residential.*		
Industrial Facilities		
Note: Only domestic-type wastewater will be accepted from industrial sites. All industrial wastewaters will be metered at the discharge of the industrial customer's lift station. This meter will be accessible and read monthly by the City and annually checked by the customer and city for accuracy.		
	Per 12,775 Gallons	~~$68.04~~ $71.37
Septic Tank Waste Disposal		
	Private/Commercial Disposal of Domestic Septic Waste (per Gallon)	$0.069
	Sample/Analysis for BOD (per CM; Subject to 82-181) and Subject to Same Requirements of 82-181)	$58.35
Connection Charges		
	Service Connection (per connection)	Actual Cost
	Road Bore	Actual Cost
	Core Manhole Bore for Service	Actual Cost
	2.0-inch Extension (per foot)	Actual Cost
	4.0-inch Extension (per foot)	Actual Cost

	6.0-inch Extension (per Foot)	Actual Cost
	8.0-inch Extension (per Foot)	Actual Cost
Miscellaneous Services		
	Service Call (per occurrence)	$45.00
	After Hours Service Call (per occurrence)	$145.00
	Road Repair	Actual Cost
	Road Overlay	Actual Cost
	Sidewalk Repairs	Actual Cost
	Driveway Repairs	Actual Cost
	Sewer Main Tap	Actual Cost
	Dewatering Service	Actual Cost
	DOT Permit Fee	$1,500.00
	FDEP Permit Fee	$1,500.00
	Inspection Fee	$45.00
	Re-Inspection Fee	$50.00
	FOG Variance Application Fee	$150.00
	FOG Non-Compliance	$500.00 (per offense)
Note: The City reserves the right to charge the costs of repairs for damage caused to City property.		

Fee Schedule
Fiscal Year 2025-2026

Stormwater

Fee Type		Cost
Base Charges (monthly)		
	Residential Single Family (per Residential Unit)	~~$13.69~~ $14.36
	Residential Single-Family w/ Private Stormwater System (per Residential Unit)	~~$6.84~~ $7.18
	Residential Multi-Family (per Residential Unit)	~~$6.84~~ $7.18
	Residential Multi-Family w/ Private Stormwater System (per Residential Unit)	~~$3.43~~ $3.60
	Commercial (per Commercial Unit)	~~$13.69~~ $14.36
	Commercial w/ Private Stormwater System (per Commercial Unit)	~~$6.84~~ $7.18
	Multi-unit Commercial (per Commercial Unit)	~~$6.84~~ $7.18
	Multi-unit Commercial w/ Private Stormwater System (per Commercial Unit)	~~$3.43~~ $3.60
Miscellaneous Services		
	Inspection Fee	$45.00
	Re-Inspection Fee	$50.00
Note: The City reserves the right to charge the costs of repairs for damage caused to City property.		

Fee Schedule
Fiscal Year 2025-2026

Utilities

Fee Type		Cost
Penalty Fees (per Offense)		
	Non-Compliance	$500
	Illegal/Illicit Dumping	$500
	Unapproved Connections	$500
	Operating w/out Permits or Locates	$100

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2025-03
Comprehensive Plan Text Amendment - Water Supply Facilities Work Plan Update

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Consider Ordinance 2025-03 at Second Reading.

SYNOPSIS: This ordinance proposes an update to the City of Fernandina Beach's 2030 Comprehensive Plan, specifically the Public Facilities Element, to incorporate the revised Water Supply Facilities Work Plan for 2025-2035. This action is in accordance with Florida Statute Section 373.709, ensuring regional water supply planning, and follows a unanimous recommendation for approval from the Planning Advisory Board. This Ordinance was approved at First Reading at the June 3, 2025, regular Commission meeting and received State approval on July 3, 2025.

FISCAL IMPACT:

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission enact proposed Ordinance 2025-03 at Second Reading.

Margaret Pearson, Senior Planner	07/23/2025
Andre Desilet, Utilities Director	08/12/2025
Glenn Akramoff, Capital Project Manager	08/12/2025
Jeremiah Glisson, Deputy City Manager	08/12/2025
Sarah Campbell, City Manager	08/12/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025

Katie A Newton

Submitted By: Katie Newton, Paralegal

Date: June 04, 2025

COMMISSION ACTION: Enact

ORDINANCE 2025-03

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE 2030 COMPREHENSIVE PLAN PUBLIC FACILITIES ELEMENT TO UPDATE THE CITY'S WATER SUPPLY FACILITIES WORK PLAN IN ACCORDANCE WITH FLORIDA STATUTE SECTION 373.709 (REGIONAL WATER SUPPLY PLANNING); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature intends that local planning be a continuous and ongoing process; and

WHEREAS, the City's adopted 2030 Comprehensive Plan directs changes to the Land Development Code for consistency with State Laws and current planning methods for growth and economic development; and

WHEREAS, pursuant Florida Statute 373.709, the City Commission of the City of Fernandina Beach maintain and periodically update a Water Supply Facilities Work Plan in accordance with the recommendations contained therein; and

WHEREAS, the City's Utilities and Planning and Conservation Departments jointly prepared the updates to the City's 2025-2035 Water Supply Facilities Work Plan with guidance from the St. John's River Water Management District; and

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application its regular meeting on Wednesday, May 14, 2025, and unanimously recommended approval of the proposed amendments; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on April 30, 2025.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the Comprehensive Plan Text Amendments, attached hereto as Exhibit A, are necessary to address important updates to the City's Water Supply Facilities Work Plan.

SECTION 2. TRANSMITTAL OF PROPOSED AMENDMENTS. The City Commission hereby endorses the proposed Comprehensive Plan amendments for transmittal to the State Land Planning Agency for the purpose of a Coordinated State Review in accordance with Section 163.3191, Florida Statutes.

SECTION 3. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding ~~shall~~ must in no way affect the validity of the remaining portions of this Ordinance.

SECTION 4. COMPLIANCE. The proposed plan amendments adopted by this Ordinance are not effective until a final order is issued by the State Land Planning Agency finding the amendments to be "in compliance" in accordance with Section 163.3184, Florida Statutes. If the Agency issues a final order finding the amendments not "in compliance," the amendments may

nonetheless be made effective by adoption of a Resolution at a public hearing affirming the effective status of the amendments. No development orders or development permits dependent upon these amendments may be issued, and no development dependent upon these amendments may be undertaken before the amendments become effective.

SECTION 5. This Ordinance will become effective immediately upon enaction.

ENACTED this 19th day of August, 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Mayor - Commissioner

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



_____
TERESA PRINCE, ESQ
City Attorney

Date of First Reading Advertisement (LPA Hearing):	April 30, 2025
Date of Local Planning Agency (LPA) Hearing:	May 14, 2025
Date of First Reading and Public Hearing:	June 3, 2025
Anticipated transmittal proposed amendments to State Land Planning Agency:	June 5, 2025
Date of Compliance Report Received from State Land Planning Agency:	July 3, 2025
Date of Second Reading Advertisement:	August 6, 2025
Date of Second Reading and Public Hearing:	August 19, 2025
Date of transmittal adopted amendments to State Land Planning Agency:	

Ordinance 2025-03
Exhibit "A"

2030 Comprehensive Plan, Public Facilities Element

UPDATE to the referenced in the Water Supply Facilities Work Plan depicting through strikethrough/underline the changes made for Consistency with Section 163.3177(6)(c)4, Florida Statutes

Policy 4.03.05.
~~By December 2013,~~ Tthe City must evaluate the feasibility of a reclaimed water program for uses, such as irrigation, that do not require potable water. When a reclaimed water program is determined to be feasible, the City must establish a reclaimed water program. The City will expand the availability of reclaimed water as the City determines it is economically feasible and practical to expand the program.

Policy 4.03.12.
The City must cooperate with SJRWMD during declared water shortage emergencies by conserving water resources and assisting with enforcement of water shortage emergency declaration, orders, and plans (Rule 40C-21, F.A.C., SJRWMD water shortage plan).

OBJECTIVE 4.12.
The City must maintain a Water Supply Facilities Work Plan as required by Florida Statutes.

Policy 4.12.01.
The City must maintain a Water Supply Facilities Work Plan (Work Plan) that is coordinated with SJRWMD's North Florida Regional Water Supply Plan (NFRWSP). The Work Plan and related comprehensive plan policies will be updated, as necessary, within 18 months of an update of the NFRWSP that affects the City.

Policy 4.12.02.
The City's Water Supply Facilities Work Plan (~~2020~~ 2025-2035) is incorporated into the comprehensive plan as Exhibit A of the Public Facilities Element.

Policy 4.12.03.
The Water Supply Facilities Work Plan must identify the water conservation and reuse practices, along with the traditional and alternative water supply projects, necessary to meet existing and future water demands.

Policy 4.12.04.
The Water Supply Facilities Work Plan will incorporate and identify the projects contained in the North Florida Regional Water Supply Plan and selected by the City for implementation (if any).

Policy 4.12.05.
The City will participate in the development of updates to the St. Johns River Water Management District (SJRWMD) Regional Water Supply Plan and other water supply development-related initiatives facilitated by the SJRWMD that affect the City.

STAFF REPORT
PAB CASES 2025-0003 (2030 Comprehensive Plan, Public Facilities Element)
May 14, 2025

APPLICATIONS FOR COMPREHENSIVE PLAN AMENDMENTS

SUMMARY BACKGROUND:

The City's current 2020-2035 Water Supply Facilities Work Plan is referenced in the 2030 Comprehensive Plan as Exhibit A. According to the Community Planning Act and the Water Resources Act, Sections 373.709 and163.3177(6)(c)4, Florida Statutes (F.S.), each local government is required to amend its local government comprehensive plan every 5 years to include a minimum 10-year water supply facilities work plan following the approval of an updated regional water supply plan (2023 NFRWSP, December 2023). The mandated 10-year Water Supply Facilities Work Plan is specifically developed to address the following:

- Projects for water supply.
- Projects for water supply treatment, storage, and distribution facilities; and
- Water conservation and reuse.

The Fernandina Beach Water Supply Facilities Work Plan and related Comprehensive Plan amendment aims to identify the water sources and facilities needed to serve the community for the next 10 years. Attached is the updated water supply plan.

PROPOSED SOLUTION:
Amended the following sections of the 2030 Comprehensive Plan

GOAL 4 | Public Facilities ELEMENT

OBJECTIVE 4.03. POTABLE WATER SYSTEM AND GROUND WATER RESOURCES

Policy 4.03.05.
~~By December 2013, T~~~~t~~he City ~~shall~~ must evaluate the feasibility of a reclaimed water program for uses, such as irrigation, that do not require potable water. When a reclaimed water program is determined to be feasible, the City must establish a reclaimed water program. The City will expand the availability of reclaimed water as the City determines it is economically feasible and practical to expand the program.

OBJECTIVE 4.12. WATER SUPPLY FACILITIES WORK PLAN

The City must maintain a Water Supply Facilities Work Plan as required by Florida Statutes.

Policy 4.12.02.
The City's Water Supply Facilities Work Plan (~~2020~~2025-2035) is incorporated into the comprehensive plan as Exhibit A of the Public Facilities Element.

RATIONALE:
To remain in compliance with the Community Planning Act and the Water Resources Act, Sections 373.709 and 163.3177(6)(c)4, Florida Statutes (F.S.).

Respectfully Submitted by:
Planning and Conservation Staff

City of Fernandina Beach
Water Supply Facilities Work Plan

2025-2035 Exhibit A

Prepared by:

City of Fernandina Beach
Planning and Conservation Department
May 14, 2025



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Figure 1: City of Fernandina Beach Water Supply Service Area

Section 1: Introduction

According to the Community Planning Act and the Water Resources Act, Sections 373.709 and 163.3177(6)(c)4, Florida Statutes (F.S.), each local government is required to amend its local government comprehensive plan to update to include a minimum 10-year water supply facilities work plan following the approval of an updated regional water supply plan (2023 NFRWSP, December 2023). The mandated 10-year Water Supply Facilities Work Plan is specifically developed to address the following:

- Projects for water supply;
- Projects for water supply treatment, storage, and distribution facilities; and
- Water conservation and reuse.

The Fernandina Beach Water Supply Facilities Work Plan and related Comprehensive Plan amendment aims to identify the water sources and facilities needed to serve the community for the next 10 years. These plans require review from the Florida Department of Commerce and the St. Johns River Water Management District (SJRWMD). The Work Plan examines current and future growth, water needs, and whether existing production and treatment facilities can meet these demands over the 10-year planning period.

At a minimum, it will be necessary to update this document prior to the end of the planning period. In addition, in accordance with Section 163.3177(6)(c), and Section 163.3177(4)(a), F.S., the City must ensure coordination of its comprehensive plan with the plans of SJRWMD. Therefore, if SJRWMD updates its North Florida Regional Water Supply Plan (NFRWSP) and affects the City, it will be necessary to update the Work Plan during the planning period. Public Facilities Element Policy 4.12.01 and related policies contains enabling language to ensure coordination with SJRWMD's plans. The City shall continue to coordinate with the SJRWMD in preparing amendments to the Water Facilities Work Plan and the Consumptive Use Permit process.

Section 2: Potable Water Supplier(s) and Service Agreement(s)

2.1 Potable and Nonpotable Water Supplier(s) Information

Figure 1 contains a map of the City's potable water service area, with well station locations identified. Within the City's municipal limits, there are six active stations (#53, #54, #55, #56, #57, and #58) permitted for public supply use. The City of Fernandina Beach supplies its own potable water and does not have any agreements with outside water suppliers.

Figure 1: City of Fernandina Beach Water Supply Service Area



2.2 Water Supply Agreements

Nassau County

The City provides potable water and sanitary sewer services to a portion of unincorporated areas within Nassau County. However, the City does not currently have a written agreement with Nassau County regarding these services. The City plans on exploring options for establishing an agreement with Nassau County regarding its provision of utility services.

2.3 Voluntary Annexation Agreements

City of Fernandina Beach and Property Owners

In accordance with sections 82-44 and 82-403 of the Municipal Code, the City provides potable water and sanitary sewer services to properties located in unincorporated areas of Nassau County after a voluntary annexation agreement is signed. The other properties will continue to receive City services while incurring a 25% surcharge on their monthly bills until they become contiguous and qualify for annexation. The City shall continue to improve coordination with Nassau County planning activities planning where the city provides potable water and sanitary sewer services to properties located in unincorporated areas of the county.

Section 3: Potable Water Sources, Demand, Supply, and Facilities

3.1 Water Sources

The City's current Consumptive Use Permit (CUP #122-7) expires in 2029. The CUP authorizes the use of 1,489 million gallons per year (mgy) [4.08 million gallons per day (mgd), annual average] of groundwater from the Upper and Lower Floridan aquifers for public supply use (household, commercial, irrigation, and water utility).

3.2 Potable Water Demand, Supply, and Facility Capacity

Table 2 contains projected population and water demand for the City's potable water service area. The table shows the City's CUP allocation and Water Treatment Plant (WTP) facility data.

Table 2. City of Fernandina Beach Water Supply Service Area Projections

	2025	2030	2035
2023 NFRWSP Population[1]	20,476	20,476	20,476
2023 NFRWSP Water Demand (mgd)[2]	3.46	3.46	3.46
CUP Allocation (mgd) [3]	4.08	4.08	4.08
WTP Capacity (mgd)[4]	18.2	18.2	18.2

*The current CUP is valid through 2029. Values are projections.

Table 2 demonstrates that the City has adequate potable water supply and facility capacity to accommodate the existing population and projected growth within its service area throughout the planning period.

Section 4: Non-potable Water Suppliers, Sources, Services, and Facilities

4.1 Non-Potable Water Services

The City of Fernandina Beach owns and operates a 3.5 MGD Wastewater Treatment Plant (WWTP). One hundred percent of the discharge of wastewater from the WWTP is sent into the Amelia River. In 2024, the average daily flow is 2.327 MGD. The wastewater facility is located at 1007 S. 5th Street in Fernandina Beach, Florida. Recognizing that this discharge is a potential source of nonpotable water, the City has future intentions to study this issue. Policy 4.03.05 addresses the timing and development of a reclaimed water program.

[1] City's Consumptive Use Permit.
[2] City's Consumptive Use Permit.
[3] City's Consumptive Use Permit.
[4] City of Fernandina Beach Utilities Department.

Section 5: Water Supply and Facility Concurrency

5.1 Potable Water Level of Service

The City is ultimately responsible for authorizing development within its municipal limits. All future development and redevelopment in the City must be compatible with the adopted LOS standards. Policy 4.01.01 contains enabling language that establishes the City's potable water facilities level of service.

5.2 Water Supply and Facility Concurrency

The current legislative requirements for concurrency [i.e., Section 163.3180(2)(a), F.S.] require that the City's comprehensive plan and land development regulations to ensure that adequate water supplies and facilities are available to serve new development no later than the date on which the City anticipates issuing a certificate of occupancy. In addition, the City must, prior to the approval of a building permit, determine whether adequate water supplies will be available to serve the development by the anticipated issuance date of the certificate of occupancy. Policy 4.03.02 contains language that addresses water supply concurrency statute provisions.

Section 6: Water Supply and Facility Capacity Projects – Alternative and Traditional; Potable and Nonpotable

6.1 Fernandina Beach Water Supply Projects

As part of the City's requirement to eliminate non-beneficial surface water discharge, as required by Senate Bill 64, the City is pursuing options to send reclaimed water to nearby projects, including golf courses, which would offset groundwater withdrawals at these locations. The City anticipates construction of the treatment and delivery system will begin in 2029, after engineering design planning and permitting is complete, and construction of the treatment and delivery system will be finished by 2031. It is anticipated that the reclaimed water system will be fully operational by January 2032.

Section 7: Water Conservation Practices

The City currently implements water conservation practices, including some that are enabled by comprehensive plan policies.

7.1 Water Source Protection Practices

Water conservation is important to reduce potable water demand. The City's water conservation practices include the following:

- Provide a safe and adequate supply of potable water to meet demands of residents (Policy 4.03.01) (Public Facilities)
- Establish water conservation programs and methods (Policy 4.03.06) (Public Facilities)
- Include standards in City's land development regulations that will assist in achieving a reduction in the current rates of water consumption (Policy 4.03.08) (Public Facilities)
- Promote Voluntary Water Conservation measures and enforce mandate of measures during water shortage emergencies (Policy 4.03.2) (Public Facilities)
- Implement water conservation practices as detailed in the City's CUP (Policy 4.03.15) (Public Facilities)

Section 8: Nonpotable Water (reuse) Practices

The City currently implements reuse practices, including some that are enabled by comprehensive plan policies.

8.1 Reuse Practices

Utilization of reuse water is important to reduce potable water demand. The City's reuse practices include the following:

- Encourage City facilities and other feasible uses in the reuse of reclaimed wastewater (Policy 4.03.07) (Public Facilities)
- Evaluate the feasibility of a reclaimed water program for uses, such as irrigation, that do not require potable water (Policy 4.03.05) (Public Facilities)
- Include standard in City's land development regulations allowing for installation of irrigation systems designed to accept non potable water and connection to a nonpotable water distribution system, when feasible, and available (Policy 4.03.08) (Public Facilities)
- Retrofit existing public irrigation systems to utilize reclaimed water or other non-potable water sources as soon as it becomes available (Policy 4.03.11) (Public Facilities)

Exhibit B
2030 Comprehensive Plan, Public Facilities Element
Referenced in the Water Supply Facilities Work Plan depicting through strikethrough/underline the changes made for Consistency with Section 163.3177(6)(c)~~3~~ 4, Florida Statutes

Policy 4.03.05.
~~By December 2013, T~~the City ~~shall~~ must evaluate the feasibility of a reclaimed water program for uses, such as irrigation, that do not require potable water. When a reclaimed water program is determined to be feasible, the City must establish a reclaimed water program. The City will expand the availability of reclaimed water as the City determines it is economically feasible and practical to expand the program.

Policy 4.03.12.
The City must cooperate with SJRWMD during declared water shortage emergencies by conserving water resources and assisting with enforcement of water shortage emergency declaration, orders, and plans (Rule 40C-21, F.A.C., SJRWMD water shortage plan).

OBJECTIVE 4.12.
The City must maintain a Water Supply Facilities Work Plan as required by Florida Statutes.

Policy 4.12.01.
The City must maintain a Water Supply Facilities Work Plan (Work Plan) that is coordinated with SJRWMD's North Florida Regional Water Supply Plan (NFRWSP). The Work Plan and related comprehensive plan policies will be updated, as necessary, within 18 months of an update of the NFRWSP that affects the City.

Policy 4.12.02.
The City's Water Supply Facilities Work Plan (~~2020~~2025-2035) is incorporated into the comprehensive plan as Exhibit A of the Public Facilities Element.

Policy 4.12.03.
The Water Supply Facilities Work Plan must identify the water conservation and reuse practices, along with the traditional and alternative water supply projects, necessary to meet existing and future water demands.

Policy 4.12.04.
The Water Supply Facilities Work Plan will incorporate and identify the projects contained in the North Florida Regional Water Supply Plan and selected by the City for implementation (if any).

Policy 4.12.05.
The City will participate in the development of updates to the St. Johns River Water Management District (SJRWMD) Regional Water Supply Plan and other water supply development-related initiatives facilitated by the SJRWMD that affect the City.

FLORIDACOMMERCE

Ron DeSantis GOVERNOR
J. Alex Kelly SECRETARY

CITY OF FERNANDINA BEACH
JUL 7 2025 PM
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July 3, 2025

The Honorable James Antun
Mayor, City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Dear Mayor Antun,

FloridaCommerce has reviewed the proposed comprehensive plan amendment for the City of Fernandina Beach (Amendment No. 25-01ESR) received on June 12, 2025. The review was completed under the expedited state review process. FloridaCommerce has no comment on the proposed amendment.

The City should act by choosing to adopt, adopt with changes, or not adopt the proposed amendment. For your assistance, FloridaCommerce has enclosed the procedures for adoption and transmittal of the comprehensive plan amendment. In addition, the City is reminded that:

- Section 163.3184(3)(b), Florida Statutes (F.S.), authorizes other reviewing agencies to provide comments directly to the City. **If the City receives reviewing agency comments and they are not resolved, these comments could form the basis for a challenge to the amendment after adoption**.

- **The second public hearing,** which shall be a hearing on whether to adopt one or more comprehensive plan amendments, **must be held within 180 days** of your receipt of agency comments or the amendment shall be **deemed withdrawn** unless extended by agreement with notice to FloridaCommerce and any affected party that provided comment on the amendment pursuant to Section 163.3184(3)(c)1., F.S.

- **The adopted amendment must be transmitted to FloridaCommerce within ten working days after the final adoption hearing or the amendment shall be deemed withdrawn pursuant to 163.3184(3)(c)2., F.S.** Under Section 163.3184(3)(c)2. and 4., F.S., the **amendment effective date** is 31 days after FloridaCommerce notifies the City that the amendment package is complete or, if challenged, until it is found to be in compliance by FloridaCommerce or the Administration Commission.

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

If you have any questions concerning this review, please contact Avian Williams, Planning Analyst, by telephone at (850)-717-8504 or by email via Avian Williams.

Sincerely,

James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS /aw

Enclosure(s): Procedures for Adoption

cc: Kelly N. Gibson, AICP, Director of Planning & Conservation, City of Fernandina Beach
Elizabeth Payne, AICP, Executive Director, Northeast Florida Regional Planning Council

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NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, May 14, 2025 at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following:

COMPREHENSIVE PLAN TEXT AMENDMENT REQUEST

PAB CASE 2025-0003: CITY OF FERNANDINA BEACH REQUESTS COMPREHENSIVE PLAN TEXT AMENDMENTS TO BE IN COMPLIANCE WITH THE COMMUNITY PLANNING ACT AND THE WATER RESOURCE ACT, SECTION 163.3177(6)(c)4, FLORIDA STATUTES (F.S.), REQUIRING EACH LOCAL GOVERNMENT TO AMEND ITS LOCAL GOVERNMENT COMPREHENSIVE PLAN TO UPDATE A MINIMUM 10-YEARS WATER SUPPLY FACILITIES WORK PLAN.

THE FOLLOWING ARE PROPOSED CHANGES TO COMPREHENSIVE PLAN GOAL 4 PUBLIC FACILITIES ELEMENT

OBJECTIVE 4.03. POTABLE WATER SYSTEM AND GROUND WATER RESOURCES. POLICY 4.03.05. AND POLICY 4.03.12. UPDATED REFERENCE WORDING CONCERNING RECLAIMED WATER PROGRAMS AND VOLUNTARY WATER CONSERVATION AS DEFINED BY ST JOHN RIVER WATER MANAGEMENT AND RULE 40C-21,F.A.C., SJRWMD WATER SHORTAGE PLAN.

OBJECTIVE 4.12. WATER SUPPLY FACILITIES WORK PLAN POLICY 4.12.02-UPDATED REFERENCE WORDING. THE CITY'S WATER SUPPLY FACILITIES WORK PLAN (2025-2035) IS INCORPORATED INTO THE COMPREHENSIVE PLAN AS EXHIBIT A OF THE PUBLIC FACILITIES ELEMENT

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 at least 24 hours in advance to request such accommodation. The PAB serves as a recommending committee. Every application is submitted to the City Commission for final decision making.

Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

August 6, 2025
News Leader Edition

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, August 19, 2025, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2025-03

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE 2030 COMPREHENSIVE PLAN PUBLIC FACILITIES ELEMENT TO UPDATE THE CITY'S WATER SUPPLY FACILITIES WORK PLAN IN ACCORDANCE WITH FLORIDA STATUTE SECTION 373.709 (REGIONAL WATER SUPPLY PLANNING); PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/ COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at 310-3115.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2025-04
Land Development Code Text Amendment - Landscaping, Buffers and Tree Protection

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Consider Ordinance 2025-04 at Second Reading.

SYNOPSIS: Land Development Code (LDC) Text Amendment to modify LDC Section 1.07.00 Acronyms and Definitions, specifically adding definitions for understory tree and amending definition of tree, Section 4.05.00 Landscaping, Buffers, and Tree Protection, specifically amending references, correcting invasive plant list, and incorporating updated Florida-Friendly landscaping practices in Sections 4.05.01 Generally, 4.05.02 Applicability, 4.05.03 Landscape Materials Standards, renumbering sections which follow, and incorporating plain language in Section 4.05.04 Requirements for Landscape Plans, and 4.05.05 Minimum Requirements for Residential Development; and modifying Section 4.05.07 Parking Lot Landscaping; and modifying section 4.05.13 Hardship Relief in applicability to only landscape standards. Promotes and clarifies Florida-Friendly Landscaping principles using native plants, conserves water resources, protects native ecosystems, and ensures the long-term sustainability of the city's landscape. The PAB held a public hearing on June 11, 2025, and recommended approval.

This Ordinance was approved at First Reading at the July 19, 2025, regular Commission meeting.

FISCAL IMPACT: There are no anticipated financial implications from the proposed ordinance.

CITY ATTORNEY COMMENTS: No additional comments.

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

Margaret Pearson, Senior Planner	07/23/2025
Glenn Akramoff, Capital Project Manager	07/23/2025
Kimberly Elliott-Briley, Deputy City Clerk	07/25/2025
Jeremiah Glisson, Deputy City Manager	08/04/2025
Sarah Campbell, City Manager	08/06/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025

Katie A Newton

Date: July 22, 2025

Submitted By: Katie Newton, Paralegal

COMMISSION ACTION: Enact

ORDINANCE 2025-04

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 1.07.00 ACRONYMS AND DEFINITIONS, SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS AND RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT; AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPING REQUIREMENTS; AND SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code on September 5, 2006, which became effective on October 1, 2006; and

WHEREAS, the City of Fernandina Beach has applied for a LDC text amendment to Section 1.07.00 Acronyms and Definitions, specifically adding definition for understory tree and amending definition of tree, Section 4.05.00 Landscaping, Buffers, and Tree Protection, specifically amending references, correcting invasive plant list, and incorporating updated Florida-Friendly landscaping practices in Sections 4.05.01 Generally, 4.05.02 Applicability, 4.05.03 Landscape Materials Standards, renumbering sections which follow, and incorporating plain language in Section 4.05.04 Requirements for Landscape Plans, and 4.05.05 Minimum Requirements for Residential Development; and modifying Section 4.05.07 Parking Lot Landscaping; and modifying section 4.05.13 Hardship Relief in applicability to only landscape standards and promotes and clarifies Florida-Friendly Landscaping principles using native plants, conserves water resources, protects native ecosystems, and ensures the long-term sustainability of the city's landscape; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on May 28, 2025; and

WHEREAS, the City Commission previously consider a similar ordinance (2024-20) on September 17, 2024 and remanded back to the Planning Advisory Board (PAB) for further consideration; and

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, June 11, 2025, and unanimously recommended approval; and

WHEREAS, it is the intention of the City Commission that sections of this Ordinance may be renumbered or relettered and that the administrative correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, by filing a corrected or recodified copy of same with the City Clerk.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the Land Development Code Amendments, attached hereto as Exhibit "A," to modify landscaping sections and subsections of code contained in Chapter 1 and Chapter 4 comply with the City's 2030 Comprehensive Plan and are necessary to promote and clarify Florida-Friendly Landscaping principles using native plants, conserve water resources, protect native ecosystems, and ensure the long-term sustainability of the City's landscape.

SECTION 2. SEVERABILITY. If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

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

SECTION 4. This Ordinance shall become effective immediately upon adoption.

ENACTED this 19th day of August 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ
City Attorney

Date of First Reading: July 15, 2025
Date of Publication: August 6, 2025
Date of Second Reading: August 19, 2025

1.07.00 DEFINITIONS AND ACRONYMS

Tree means any self-supporting woody plant having at least one well-defined stem and a minimum of two and a half (2.5") ~~in~~ DBH, and which normally grows to a minimum height of ~~25~~ 15' feet in an urban area.

Understory Tree means any native self-supporting woody plant of a species that is generally wellshaped, well-branched, and well-foliated which normally grows to a minimum height of fifteen (15) feet and which is commonly accepted by the local horticultural and arboricultural professionals as a species which can be expected to survive for at least fifteen (15) years in a healthy and vigorous growing condition over a wide range of environmental conditions.

Explanation: To define the term "Understory Tree" and modify definition of Tree to align with Landscaping requirements provided in LDC Section 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION

4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION

4.05.01 GENERALLY

A. It is the intent of the City to provide standards and regulations which: protect and preserve native tree species and the natural landscape; foster and encourage maintenance of natural vegetation; minimize loss of trees to development; reduce disturbance of native soil, improve ground and surface water quality; and promote energy and water conservation through use of native plants and Florida-Friendly landscaping principles.

B. The intent of Section 4.05.00 is to provide minimum standards for landscaping, buffers, and tree protection within the City. These standards are provided to meet the following specific purposes:

1. Improving the appearance of the City;
2. Providing shade for the ground surfaces and reducing heat island effects;
3. Buffering and protection from wind and storm damage;
4. Buffering adjacent potentially incompatible land uses;
5. Screening vehicular movement from pedestrian and public view;
6. Providing for the protection and preservation of trees and native vegetation;
7. Ensuring the local stock of native trees and vegetation is replenished;
8. Improving ground and surface water quality through reduced run-off and decreased use of fertilizers and pesticides; and
9. ~~Encouraging~~ Requiring that Florida-Friendly landscaping principles and native plants will be utilized in the ~~into~~ landscape design.
10. Removing and properly disposing of invasive plants and trees within the City.

Explanation: *Requires use of Florida-Friendly landscaping principles in required landscape designs, rather than encouragement. Adds a tenth number to the list of specific purposes which supports removal of invasive plants and trees to support native plant materials: 10. Removing invasive plants/trees within the city. The City continues to offer a Free native tree exchange program for those wishing to remove an invasive tree from their property. Additionally, the City continues to partner with the Invader Raiders in weekly invasive plant and tree removal from its managed areas including City Parks, conservation lands, and the Ron Sapp Egans Creek*

Greenway. Larger initiatives have been supported for invasive removal within the greenway as part of routine management and state-funded grants.

4.05.02 APPLICABILITY

A. The types of development listed below ~~shall~~ must provide a landscaped buffer between uses, provide landscaping for parking lots, submit a tree survey prepared by a licensed Florida surveyor or a tree inventory prepared by a certified arborist with an application for site plan approval, obtain a tree permit prior to receipt of a building permit, and submit a landscape plan with any application for a development order for the situations listed below. The required landscape plan ~~shall~~ must demonstrate compliance with the standards of Section 4.05.00.

1. All new construction;
2. All development of regional impact;
3. Any change of use which results in any increase in the required off-street parking, as determined by the standards in Section 7.01.04;
4. All commercial redevelopment which results in an increased building footprint, reconfiguration of existing parking, parking lot expansions, or development of outparcels within an existing shopping center.
   A. Clearing of any site, including root-rake clearing, ~~shall~~ must be subject to the requirements for tree protection, submittal of a tree survey or a tree inventory prepared by a certified arborist, and obtaining a tree removal permit.
   B. An application for a building permit for a single-family or two-family dwelling proposed on an existing platted lot ~~shall~~ must include a tree survey or a tree inventory prepared by a certified arborist. The tree survey or a tree inventory prepared by a certified arborist ~~shall~~ must comply with the requirements of Section 4.05.04 regarding landscaping, but ~~shall~~ must not be required to provide a buffer or landscaping for a parking area.

C. The following situations are exempt from the requirements of Section 4.05.00:

1. Any interior construction, renovation, or remodeling which does not increase the footprint of the building.
2. Licensed plant or tree nurseries or botanical gardens with respect to those plants and trees grown for sale to the general public in the ordinary course of the licensed business or for public purposes.
3. The removal of underbrush and removal of trees which are less than four (4) inches Diameter at Breast Height (DBH).
4. The removal of ~~prohibited~~ invasive trees identified on the most recent Florida ~~Exotic Pest Plant~~ Invasive Species Council Plant list, as amended.
5. Heavy Industrial (I-2) zoning district is exempt from the requirements of Section 4.05.00, provided that the new construction, renovation, alteration or remodeling occurs more than 75 feet from an adjoining residentially zoned and/or used property. Within the exemption area, LDC Section 4.05.00 applies only within the project's extent occurring in the 75-foot area. The exemption exists with the intent that Heavy Industrial (I-2) zoned properties would seek to minimize an overall impact on the existing tree canopy.

Explanation: *Delete C.4 exemption which states: The removal of prohibited invasive trees identified on the most recent Florida Exotic Pest Plant Council Invasive Plant list. Contradicts 4.05.03 A.2. – Changes serve to correct this and amend the name of the list to the updated terms. All other changes are to support plain language as directed by the City Commission to update shall to must.*

4.05.03 LANDSCAPE MATERIALS STANDARDS

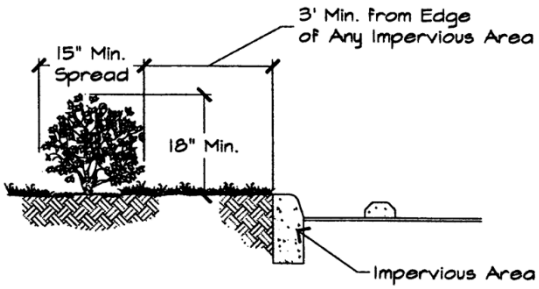
A. Plant materials

1. Trees, Shrubs, and groundcovers ~~shall~~ must be selected by using the Florida-friendly Plant Database.
2. Plants identified as ~~"prohibited" or "noxious weeds"~~ invasive species, Class I or Class II in North Florida on the most recent Florida Invasive Species Council Plant List ~~Florida Exotic Pest Plant Council Invasive Plant list~~ or any plant listed as 'Prohibited', 'Invasive', 'Invasive (No Uses)', or 'High Invasion Risk', in North Florida from UF/IFAS Assessment of Non-Native Plants in Florida's Natural Areas ~~shall~~ must be removed and disposed of properly as part of the site development process and development of new single family homes, major additions, or new accessory structures. ~~Plants identified as "invasive" may be retained on a development site but shall not count toward meeting landscaping and buffering requirements.~~

B. Minimum specifications for plant materials

1. All plants used as part of any landscape plan ~~shall~~ must be healthy, well proportioned, disease-free, pest-free, and hardy for the North Florida Region. Plant materials ~~shall~~ must meet the standards for Florida No. 1 or better, as set out in *Grades and Standards for Nursery Plants*, Department of Agriculture, State of Florida.
2. Shrubs ~~shall~~ must be at least eighteen (18) inches in height and have a minimum spread of at least fifteen (15) inches at the time of installation. Shrubs ~~shall~~ must be installed at least thirty-six (36) inches apart, measured on center and may not be placed closer than three feet from the edge of any impervious area.

Example:

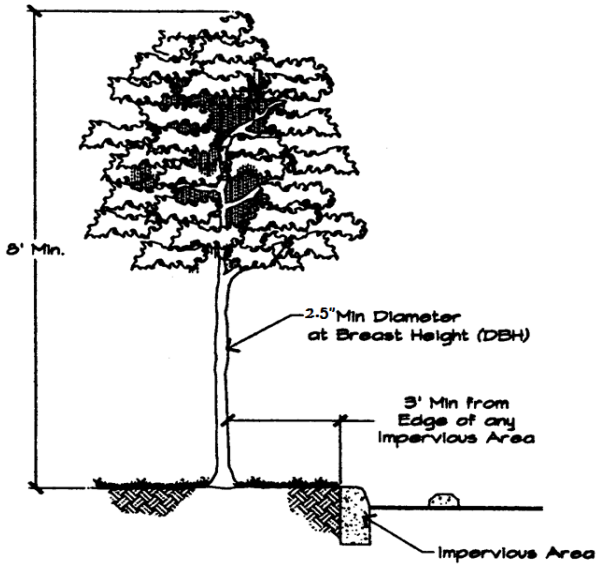


3. Hedges ~~shall~~ must be planted to create a continuous, unbroken, solid visual screen within one (1) year of planting allowing for full mature height and spread.
4. All landscaped areas ~~shall~~ must be sodded or covered with ground cover. Grassed areas ~~shall~~ must be consolidated and limited to those areas on the site which receive pedestrian traffic, provide for recreational use, provide cover for required drain fields or retention areas, or provide soil erosion control such as on slopes or in swales; and where grass is used as a design unifier or other similar practical use. Grassed areas ~~shall~~ must be planted with warm season grass species normally grown on permanent lawns in Nassau County. Special care should be taken when selecting turf grasses for shaded sites. A soil sample should be tested specifically for pH to determine which grass species is most suitable for the site. Grassed areas may be sodded, plugged, sprigged, or seeded to provide full coverage ~~shall~~ must be achieved within one (1) year after planting. Solid sod ~~shall~~ must be used in swales or areas subject to erosion. Grass sod ~~shall~~ must be clean and reasonably free of weeds and noxious pests or diseases. Grass seed ~~shall~~ must be delivered to

the job site in bags with Florida Department of Agriculture tags attached indicating the quality control program.

5. Ground cover used in lieu of grass ~~shall~~ must be planted so as to present a finished appearance and reasonably complete coverage within three (3) months of installation.
6. Vines ~~shall~~ must be a minimum of thirty (30) inches in height at planting and may be used in conjunction with fences, screens, or walls.
7. Natural mulch ~~shall~~ must be designed and installed in all planting areas to a depth of three (3) inches. The type of mulch ~~shall~~ must be specified on the landscape plan. Use of artificial mulch ~~shall~~ must not be permissible within required planting areas. Cypress mulch is strongly discouraged. Mulches are typically wood bark chips, wood grindings, pine straw, nut shells, small gravel, and shredded landscape clippings. Mulch is not required in identified annual beds. Mulch rings should extend to at least three (3) feet around freestanding trees and shrubs. All mulch should be renewed periodically. Mulches should be kept six (6) inches away from any portion of a building or structure, or trunks of trees. Plastic sheeting and other impervious materials ~~shall~~ must not be used under mulched areas.
8. Retention of native and drought tolerant species is preferred. At least fifty (50) percent of the required plants installed in landscaped buffers, landscaped parking areas, and for replacement ~~shall~~ must be native species.
9. At least fifty (50) percent of the required trees installed in landscaped buffers, landscaped parking areas, and to meet tree planting requirements ~~shall~~ must be shade trees. Existing trees, other than invasive or prohibited species, which are five (5) inches DBH or larger, and shrubs may be counted toward meeting the requirements for landscaped buffers, landscaped parking areas, and tree retention.
10. Trees ~~shall~~ must be a minimum of two and a half (2.5) inches DBH and no less than eight (8) feet tall at the time of installation. Trees ~~shall~~ must not be planted closer than three (3) feet from the edge of any impervious area. Planted trees must be a species with an average mature spread of at least twenty (20) feet, or they must be grouped so as to create a crown spread of at least twenty (20) feet.

Example:



*11. *When palm trees are used to satisfy minimum landscape requirements, three (3) palm trees shall count as one (1) shade tree for a total of 2.5 inches of the minimum landscape requirement. Palm trees must be a minimum of 8 feet tall at time of installation.

12. Shade trees ~~shall~~ must not be installed under any overhead utility line, over any buried utilities, or within a utility easement.

13. Where utilities conflict with proposed plantings, trees ~~shall~~ must be selected from a list provided by the City. Where underground utilities conflict with proposed plantings, tree placement ~~shall~~ must be a minimum of ten feet from the underground utility and a root barrier of two (2) feet deep ~~shall~~ must be installed.

C. *Specific requirements for ~~drought tolerant~~ Florida Friendly ~~or~~ and ~~x~~Xeriscape ~~l~~Landscape principles ~~m~~Materials* and use of native plant materials.

~~a. All development for which landscaping is required by Section 4.05.00 shall comply with the xeriscape requirements set forth in Table 4.05.03(C). The selected design options listed below and the accompanying points necessary to meet the following xeriscape requirements shall be clearly tabulated on the landscape plan.~~

~~b. A minimum of fifty (50) points shall be accumulated by choosing from the following table of design options. As used in Table 4.05.03(C), "list" means the list of drought tolerant species set forth in the SJRWMD edition of the *Xeriscape Plant Guide*.~~

~~Table 4.05.03(C). Design Options for Xeriscape Landscaping~~

~~Design Feature~~	**~~Standard~~**	**~~Points~~**
~~Irrigation~~	~~Moisture sensing controller other than rain switch~~	~~5~~
	~~Landscape plan depicts low, moderate, and high water usage zones and grouping of plants into hydrozones~~	~~5~~
~~Grass~~	~~25% to 50% of the grass areas use drought tolerant species~~	~~5~~
	~~51% or more of the grass areas use drought tolerant species~~	~~10~~
	~~Less than 75% of the landscaped area contains sod~~	~~10~~
	~~Compacted mulched planting beds at least 3" deep are used in all planting areas except ground cover~~	~~10~~

~~**Shrubs**~~	~~25% to 50% of the required shrubs are drought tolerant species~~	~~5~~
	~~51% or more of the required shrubs are drought tolerant species~~	~~10~~
~~**Trees**~~	~~25% to 50% of the required trees are drought tolerant species~~	~~5~~
	~~51% or more of the required trees are drought tolerant species~~	~~10~~
	~~25% increase over the required number of shade trees in vehicular use areas, provided the planting area is large enough to ensure that the additional trees will thrive~~	~~5~~
	~~50% increase over the required number of shade trees in vehicular use areas, provided the planting area is large enough to ensure that the additional trees will thrive~~	~~10~~

Replacement Sub-section C.

~~C.~~ *Standards.* Development requiring landscaping or perimeter buffers in accordance with this section must comply with the following xeriscape standards:

1. *Preserve and maintain native vegetation.* Existing and native vegetation must be maintained and preserved to the maximum extent practicable.
2. *Group plant material into water use zones based on water needs.* Plant material must be in water use zones according to the water needs of the genus and species, as follows:
3. *High-water use zones.* Where plant material associated with moist soils is located requires supplemental water in addition to natural rainfall. Plant material that falls in the high-water use zone shall be limited to 49 percent of the total landscaped area of the site.
4. *Moderate-water use zones.* Where plant material can survive on natural rainfall with supplemental water during seasonal dry periods.
5. *Low-water use zones.* Where plant material can survive on natural rainfall with no supplemental water.
6. *Ensure plant types are appropriate for soils.* Plant types appropriate for the soil(s) on the site must be used, and enhanced, if needed, to give the soil more moisture retention capabilities.
7. *Use of low water use plants.* Plants must be selected based on their adaptability to the site based on water use, desired effect, color, texture, and mature size. The landscape should be designed to give the desired aesthetic effect and plants should be grouped in accordance with their respective water needs. The use of native or Florida-Friendly species must be used, to the maximum extent practicable.

Explanation: *Proposed changes to LDC Section 4.05.03 (C.) serve to provide an update to current language for reference to the Florida Invasive Species Council Plan List since that organization has changed its name. The removal of table 4.05.03 C. with replacement of more current guidance from the Florida Friendly model ordinances specifically relying on terminology and guidance provided in Alachua County ordinance. The changes also eliminate duplication of terms as described in specific subsections for landscaping requirements such as installation and maintenance requirements. This is requested to be amended to reflect staff*

interpretation when applying the standard for minimum landscape requirements for use of palm trees.

D. Installation

1. All required landscaping installed pursuant to this section ~~shall~~ must be installed according to accepted horticultural practice.
2. Trees may not need to be staked if appropriate canopy to root ratio is achieved. However, trees ~~shall~~ must be guyed, braced, and/or staked at the time of planting to ensure establishment of the tree and erect growth, as specified by the landscape designer or architect and compliant with the ISA staking and guying guidelines. Nail staking or other methods that cause cosmetic or biological damage to the tree are prohibited. Trees ~~shall~~ must be re-staked within twenty-four (24) hours in the event of a failure in the staking or guying. Stakes ~~shall~~ must be removed not later than twelve (12) months after installation. All areas where trees are to be planted shall be excavated to the width and depth of the root ball with the upper twelve (12) inches excavated to at least three (3) times the width of the root ball prior to being backfilled with the required topsoil mix.
3. Shade trees ~~shall~~ must be provided with at least 250 square feet of planting area per tree.
4. Understory trees ~~shall~~ must be provided with at least 100 square feet of planting area.
5. Landscaped areas ~~shall~~ must be protected from vehicular encroachment by car stops, curbs, or other appropriate means.
6. Trees ~~shall~~ must be installed a minimum of three (3) feet from a paved area. A root barrier ~~shall~~ must be required prior to installation of replacement trees.
7. Landscaped areas ~~shall~~ must l be provided with an irrigation system of sufficient capacity to maintain the landscaping in a healthy growing condition. All irrigation systems shall be designed, installed, and maintained in such a manner as not to be a nuisance to adjacent properties and uses and to the general public. Irrigation systems shall include moisture sensors.
8. Irrigation systems ~~shall~~ must be designed to *"Standards and Specifications for Turf and Landscape Irrigation Systems", Fifth Edition, 2005, Florida Irrigation Society, Inc* and as subsequently amended.
9. Xeriscape areas must have a readily available water supply to provide temporary irrigation until plantings are established.
10. Natural areas and native vegetation left undisturbed by development may be excluded from the irrigation system.

E. Maintenance requirements

1. All plantings must be continually maintained in an attractive and healthy condition. Maintenance must include, but not be limited to, watering, tilling, fertilizing and spraying, mowing, weeding, removal of litter and dead plant material, and necessary pruning and trimming.
2. Required plants that become diseased or die must be replaced not later than three (3) months following the loss of the plant.
3. Replacement trees ~~shall~~ must be maintained and warranted to survive for a period of three (3) years from installation. Trees which do not survive three (3) year must be replaced with new trees of the same size. Replacement trees must comply with the same maintenance and replacement warranty as the original replacement tree(s) and the warranty period will restart at the date of planting.

4. All trees may be pruned to maintain shape and promote their shade-giving qualities and to remove diseased or dying portions in areas where falling limbs could be a hazard. The property owner is responsible for the maintenance of all required landscaping in a healthy, thriving condition. Trees ~~shall~~ must be pruned only as necessary to promote healthy growth or to avoid power lines. Trees ~~shall~~ must not be severely pruned or "hatracked," "lionstailed," or "topped" in order to permanently maintain growth at a reduced height. Pruning ~~shall~~ must comply with current International Society of Arboriculture (ISA) standards. No more than 20% of the crown ~~shall~~ must be removed within a one (1)-year period.
5. Fertilizers: It ~~shall~~ must be the goal of each landscape plan to select plant materials capable of thriving without regular fertilizer application, with exception of palms which need quarterly fertilizer to avoid nutrient deficiencies.
6. Pesticides: It ~~shall~~ must be the goal of each landscape plan to establish an Integrated Pest Management approach and reduce or eliminate the need for pesticide application.

Explanation: *Proposed changes to LDC Section subsections 4.05.03 D and E serve solely to use plain language direction of the City Commission. The most recent amendments to these sections were fully vetted and approved in 2021. There are no directive changes proposed.*

4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS

A. A landscaping plan ~~shall~~ must be provided to demonstrate compliance with the standards of this section and prepared in accordance with all applicable Florida Statutes. Landscaping plans ~~shall~~ must utilize the principles for creating a Florida Friendly landscape, utilize native drought tolerant plant materials to conserve water, avoid invasive exotic species, reduce need for fertilizers, and establish integrated pest management to reduce or eliminate pesticide use. The use of plant material, site design techniques, and planting design techniques which enhance wildlife habitat benefits is strongly encouraged. The publication "Planting a Refuge for Wildlife," available from the Florida Fish and Wildlife Conservation Commission, may be used as a guide.

B. The landscape plan ~~shall~~ must include the following elements:
   1. The name, address, and telephone number of the applicant, as well as the registered landscape architect or landscape designer.
   2. A plan showing the location, size, description, and specifications of landscaping, grade of plantings, mulch specifications, landscape area protection structures (e.g., curbs and planters), number of interior parking spaces, perimeter and interior landscape area plantings, existing trees and planting areas. The plan ~~shall~~ must illustrate the proposed irrigation hydrozones. The plan ~~shall~~ must also include property boundaries and dimensions, existing and proposed structures, pools, walks, patios, vehicular use areas, lot orientation, utility services, light poles, pad-mounted transformers, fire hydrants, existing and proposed elevations, and any other factors affecting the proposed use of the property (including the land use and zoning of adjacent properties).
   3. New landscape plans ~~shall~~ must account for plant watering needs and group plants into "hydrozones." Hydrozones and their corresponding irrigation category ~~shall~~ must be identified on the landscape plan.

Explanation: *Proposed changes to LDC Section 4.05.04 serve solely to use plain language direction of the City Commission. The most recent amendments to these sections were fully vetted and approved in 2021. There are no directive changes proposed.*

***4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT**

It is the intent of this section to provide minimum landscaping requirements for residential development. Use of ~~E~~existing plant materials is preferred, exclusive of ~~other than~~ invasive species, may be counted toward meeting the landscaping requirements set forth in this section.

A. Single-family Detached and Two-family Duplex Residential Development

Single-family and two-family development must include, at a minimum, two (2) native, shade trees for every 2,500 square feet of lot area or fraction thereof. At least four (4) native trees may be located in the front, side, or rear yard. Relocation and/or mitigation ~~of~~ existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated and/or mitigated on the site ~~and utilized~~ for use as a credit to satisfy minimum landscape requirements. Tree identification and placement must be shown on a site plan but may not be required to meet the requirements of 4.05.04(A) above.

B. Tri-plex and Multi-family Residential Development

Multi-family residential development sites must meet the following standards, in addition to the requirements set forth in Section 4.05.04(A) above:

1. There must be at least two (2) native, shade trees for each 1,500 square feet, or fraction thereof, of development site. Relocation and/or mitigation ~~of~~ existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated and/or mitigated on the site ~~and utilized~~ for use as a credit to satisfy minimum landscape requirements. There must be a planting area not less than ten (10) feet in width between the building walls and parking areas. Landscape materials must be provided as follows:
    a. One (1) tree for every 200 square feet of planting area or fraction thereof;
    b. At least fifty (50) percent of the trees must be shade trees; and
    c. A continuous hedge must be placed along the building walls.

2. There must be a planting area not less than ten (10) feet in width between an abutting right-of-way and parking areas. Landscape materials must meet the following standards:
    a. One (1) tree must be provided for every 250 square feet of planting area or fraction thereof;
    b. At least seventy-five (75) percent of the trees must be shade trees;
    c. A continuous hedge or a berm with native plantings, at least three (3) feet in height, must be provided; and
    d. The entire site, outside of the planting areas immediately surrounding the trees and shrubs, must contain grass or ground cover.

4.05.06 MINIMUM REQUIREMENTS FOR NON-RESIDENTIAL AND MIXED-USE DEVELOPMENT

A. Minimum Landscaped Area

At least twenty (20) percent of the total gross land area of a development site ~~shall~~ must be landscaped except within the Central Business District/ C-3 zoned and the 8th street Mixed Use (MU8)/MU-8 zoning properties where a minimum of 10% of the total gross land area ~~shall~~ must be landscaped. New construction and landscaped areas shall be located on the site in such manner as to maximize preservation of existing trees with priority given to specimen trees.

Minimum landscaped area requirements may be achieved through the use of planters and rooftop gardens. Planting areas which fulfill landscape design strategies located within public rights-of-way ~~shall~~ must count towards the minimum planting area, if installed and paid for by the developer or property owner.

B. Minimum Tree Planting
Nonresidential development ~~shall~~ must provide one (1) shade tree for each 1,500 square feet of gross site area, or fraction thereof. Relocation and/or mitigation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated and/or mitigated on the site for use as a credit to satisfy minimum landscape requirements.

Explanation: *Proposed changes to LDC Section 4.05.06 serve* to *encourage the overall health of the existing City's canopy and retention of existing healthy trees, avoid overcrowding, support understory plantings and take into consideration existing environmental factors such as light, wind, as well as urban conditions such as overhead wires, street and security lights, adjacent buildings and signs. Specifically, the requested minimum tree plating amendments reflect staff interpretation of how to consider existing healthy trees on a given site when applying the minimum landscape requirements. Existing interpretation supports and encourages the retention of healthy mature trees on a site while continuing to support additional landscape trees as may be needed without overcrowding.*

4.05.07 PARKING LOT LANDSCAPING

A. Intent: It is the intent of this section to promote vehicular and pedestrian safety; limit physical site access to established points of ingress and egress; delineate and buffer the bounds of abutting vehicular use areas so that distractions of movement, noise and glare from one area do not adversely affect the activity in another area; break up large expanses of pavement; and to reduce heat island effect within the vehicular use areas of a site.

B. Off-Street Parking: All off-street parking lots with ~~six (6)~~ nine (9) or more required parking spaces and vehicular use areas (access driveways, service drives, and loading areas) are required to include landscaping. Required parking lot landscaping ~~shall~~ must be in addition to requirements for protection of existing trees.

C. Perimeter Landscaping:

1. A landscaped area not less than ten (10) feet in width, exclusive of impervious area, using vertical layering of landscape materials ~~shall~~ must be located around the perimeter of the parking lot in order to provide visual screening from the right-of-way. Perimeter landscape area requirements ~~shall~~ must not apply to shared vehicular access areas or to the portion of the perimeter areas where physical interconnections exist. Perimeter landscape area requirements are reduced to a minimum of five (5) feet and permits use of understory trees for properties located within the Central Business District or 8th Street Mixed Use Overlay.

Explanation: *The proposed amendments directly address previously articulated concerns from both staff and property owners regarding the 8th Street redevelopment goals. Specifically, these changes aim to:*

- ***Align Standards -*** *The current parking lot landscaping requirement triggers at 6 spaces, while landscape islands are mandated at 10 spaces, creating an inconsistency. The change applies to all new and redeveloped parking lots.*
- ***Resolve identified obstacles within the 8th Street Mixed Use (8MU) Overlay*** *that are preventing the desired integration of diverse land uses.*
- ***Improve corridor interconnectivity****, a key concern for both pedestrian and vehicular traffic flow.*
- ***Facilitate efficient shared parking arrangements****, responding to concerns about excessive parking requirements while ensuring adequate availability during peak operational hours.*

It is important to note that these amendments are not intended as a final, comprehensive solution to all 8th Street redevelopment challenges. Rather, they represent a small, targeted measure designed to support current and future projects in moving forward. By addressing these previously raised issues, the amendments seek to streamline the 8MU Overlay and ensure the 8th Street redevelopment achieves its intended vibrancy, connectivity, and optimized parking solutions. Additional solutions may materialize as the board continues to consider measures to support redevelopment generally.

4.05.13 HARDSHIP RELIEF

A. Where a landowner is unduly burdened by the strict application of ~~this~~ the landscape sections covered in 4.05 ~~chapter~~, said landowner may apply in writing to the ~~community development department director~~ City Manager for hardship relief.

Explanation: *Proposed changes to LDC Section 4.05.13 serve to eliminate the term "chapter" as this has the potential to be arguably applied as the entirety of Chapter 4 being eligible for administrative approval relief. It is Staff's understanding that the intent of this section is to provide a minor degree of administrative latitude in allowing limited deviations to landscape requirements when a documented hardship occurs on an individual property. It was never the intention to allow administrative hardship relief requests against the entire chapter. This change is requested to better reflect the intent of only allowing that limited relief for landscape standards as approved by the City Manager.*

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 1.07.00 ACRONYMS AND DEFINITIONS, SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT; AND SECTION 4.05.07 PARKING LOT LANDSCAPING; AND SECTION 4.05.13 HARDSHIP RELIEF; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Fernandina Beach is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City of Fernandina Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
    a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
    b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
    c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
    d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Fernandina Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance serves to address the public health, safety, morals, and welfare of the City of Fernandina Beach.

Land Development Code (LDC) Text Amendment to modify LDC Section 1.07.00 Acronyms and Definitions, specifically adding definitions for understory tree and amending definition of tree, Section 4.05.00 Landscaping, Buffers, and Tree Protection, specifically amending references, correcting invasive plant list, and incorporating updated Florida-Friendly landscaping practices in Sections 4.05.01 Generally, 4.05.02 Applicability, 4.05.03 Landscape Materials Standards, renumbering sections which follow, and incorporating plain language in Section 4.05.04 Requirements for Landscape Plans, and 4.05.05 Minimum Requirements for Residential Development; and modifying Section 4.05.07 Parking Lot Landscaping; and modifying section 4.05.13 Hardship Relief in applicability to only landscape standards. The PAB held a public hearing on June 11, 2025, and recommended approval.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Fernandina Beach, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City of Fernandina Beach regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

Requires use of Florida-Friendly landscaping principles in required landscape designs, rather than encouragement. Adds a tenth number to the list of specific purposes which supports removal of invasive plants and trees to support native plant materials: 10. Removing invasive plants/trees within the city. The City continues to offer a Free native tree exchange program for those wishing to remove an invasive tree from their property. Additionally, the City continues to partner with the Invader Raiders in weekly invasive plant and tree removal from its managed areas including City Parks, conservation lands, and the Ron Sapp Egans Creek Greenway. Larger initiatives have been supported for invasive removal within the greenway as part of routine management and state-funded grants. Definitions for understory tree and amending definition of tree to help with customer's clean understanding of terms in the LDC.

Direct impacts involve the cost associated with the desired landscape materials. Florida-friendly landscaping materials are locally and regionally available as options to meet the existing landscape minimum requirements.

All large-scale development projects requiring compliance with minimum landscape standards are impacted by this ordinance.

4. Additional information the governing body deems useful (if any):

The proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated and, therefore, the proposed ordinance does not affect only businesses.

Print

Planning Advisory Board (PAB) - Submission #14017

Date Submitted: 5/24/2024

Planning Advisory Board (PAB) Application

USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

- [ ] Zoning Map Amendment (≤ 10 acres $2,500 / > 10acres $5,000)
- [ ] Land Use Map Amendment (≤ 10 acres $2,500 / > 10acres $5,000)
- [x] LDC Text Amendment ($1,500)
- [ ] Comp Plan Amendment ($5,000)
- [ ] Subdivision Plat – Preliminary (≤ 20 units $3,000 / > 20 units $5,000)
- [ ] Subdivision Plat – Final ($1,500)
- [ ] Vacation of R.O.W. ($3,500)
- [ ] Small Cell Outside R.O.W. (per application) ($500)
- [ ] Voluntary Annexation ($2,000)
- [ ] Development of Regional Impact: Amend Development Order ($1,500)
- [ ] New Telecommunications Structure ($2,500)
- [ ] Revision to each PAB Application $400

2024 Submission Deadlines + Meetings Calendar



IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 30 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:

- [x] LDC Text Amendment – see LDC Section 11.01.08.
- [ ] Preliminary Subdivision Plat – see LDC Section 11.01.05.
- [ ] Final Subdivision Plat – LDC Section 11.01.05.
- [ ] Zoning Map Changes – See LDC Section 11.01.07.

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

- [ ] A complete application filed at least forty-five (45) days before the date of the Planning Advisory Board's public hearing;
- [ ] Proof of Ownership (copy of deed or tax statement);
- [ ] A current survey of the property (no older than two years);
- [ ] If applying as an agent, Owner's Authorization for Agent Representation form needs to be signed/ notarized and included in application;
- [ ] A detailed letter of intent stating the following:
- [ ] o The consistency of the proposed amendment(s) or action(s) with the City's Comprehensive Plan.
- [ ] o A justification for the proposed amendment(s) or action(s).

Have you met with a planner for a pre-application meeting?*

Yes

What was the date of your pre-application meeting?*

5/24/2024

If you have yet to have a pre-application meeting, please choose a date and time to schedule your meeting now. Every Tuesdays are reserved for pre-application appointments.*

mm/dd/yyyy hh:mm am/p

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiser's Website → Map Search

Site Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Parcel ID #(s)*

0

Lot*

0

Block*

0

Subdivision*

0

Zoning District*

C-3

Future Land Use Designation*

Central Business District

REVIEW TYPE*

- [ ] Zoning Map Amendment ≤ 10 acres
- [ ] Zoning Map Amendment > 10 acres
- [x] LDC Text Amendment
- [ ] Comp Plan Amendment
- [ ] Subdivision Plat – Preliminary ≤ 20 units
- [ ] Subdivision Plat – Preliminary > 20 units
- [ ] Subdivision Plat – Final
- [ ] Vacation of R.O.W.
- [ ] Voluntary Annexation
- [ ] Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Kelly

Last Name*

Gibson

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Telephone Number*

9043103480

Email Address*

planninginfo@fbfl.city

OWNER'S AGENT

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

First Name

Kelly

Last Name

Gibson

Mailing Address

204 Ash Street

City

Fernandina Beach

State

Florida

Zip

32034

Telephone Number

9043103480

E-mail Address

planninginfo@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

Request adding amendments to LDC Section 4.05.00 Landscaping, Buffers, and Tree Protection, specifically amending references, correcting invasive plant list, and incorporating updated Florida-Friendly landscaping practices in sections 4.05.01 Generally, 4.05.02 Applicability, 4.05.03 Landscape Materials Standards, renumbering sections which follow and incorporating plain language in section 4.05.04 and clarifying section 4.05.13 in applicability to only landscape standards.

Certification*

- [x] 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.
- [x] I acknowledge that I understand and have complied with all of the submittal requirements and procedures.
- [x] I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

I/We understand that the City Staff may install a Notice of Hearing sign on the property 14 days before the scheduled heating and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name*

Kelly

Applicant Last Name*

Gibson

Today's Date*

5/24/2024

Upload Supporting Documentation*

06 12 24 Display Ad.docx

City of FB logo NEW Reflex

Upload 2

Choose File No…en

Upload 3

Choose File No…en

Upload 4

Choose File No…en

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

The Florida Senate

2012 Florida Statutes

Title XXVIII NATURAL RESOURCES; CONSERVATION, RECLAMATION, AND USE	Chapter 373 WATER RESOURCES Entire Chapter	**SECTION 185** **Local Florida-friendly landscaping ordinances.**

373.185 Local Florida-friendly landscaping ordinances.—

(1) As used in this section, the term:

(a) "Local government" means any county or municipality of the state.

(b) "Florida-friendly landscaping" means quality landscapes that conserve water, protect the environment, are adaptable to local conditions, and are drought tolerant. The principles of such landscaping include planting the right plant in the right place, efficient watering, appropriate fertilization, mulching, attraction of wildlife, responsible management of yard pests, recycling yard waste, reduction of stormwater runoff, and waterfront protection. Additional components include practices such as landscape planning and design, soil analysis, the appropriate use of solid waste compost, minimizing the use of irrigation, and proper maintenance.

(2) Each water management district shall design and implement an incentive program to encourage all local governments within its district to adopt new ordinances or amend existing ordinances to require Florida-friendly landscaping for development permitted after the effective date of the new ordinance or amendment. Each district shall assist the local governments within its jurisdiction by providing a model Florida-friendly landscaping ordinance and other technical assistance. Each district may develop its own model or use a model contained in the "Florida-Friendly Landscape Guidance Models for Ordinances, Covenants, and Restrictions" manual developed by the department. To qualify for a district's incentive program, a local government ordinance or amendment must include, at a minimum:

(a) Landscape design, installation, and maintenance standards that result in water conservation and water quality protection or restoration. Such standards must address the use of plant groupings, soil analysis including the promotion of the use of solid waste compost, efficient irrigation systems, and other water-conserving practices.

(b) Identification of prohibited invasive exotic plant species consistent with s. 581.091.

(c) Identification of controlled plant species, accompanied by the conditions under which such plants may be used.

(d) A provision specifying the maximum percentage of irrigated turf and impervious surfaces allowed in a Florida-friendly landscaped area and addressing the practical selection and installation of turf.

(e) Specific standards for land clearing and requirements for the preservation of existing native vegetation.

(f) A monitoring program for ordinance implementation and compliance.

(3) Each water management district shall also work with the department, local governments, county extension agents or offices, nursery and landscape industry groups, and other interested stakeholders to promote, through educational programs, publications, and other district activities authorized under this chapter, the use of Florida-friendly landscaping practices, including the use of solid waste compost, in residential and commercial development. In conducting these activities, each district shall use the materials developed by the department, the Institute of Food and Agricultural Sciences at the University of Florida, and the Center for Landscape Conservation and Ecology Florida-Friendly Landscaping Program, including, but not limited to, the Florida Yards and Neighborhoods Program for homeowners, the Florida Yards and Neighborhoods Builder Developer Program for developers, and the Green Industries Best Management Practices Program for landscaping professionals. Each district may develop supplemental materials as appropriate to address the physical and natural characteristics of the district. The districts shall coordinate with the department and the Institute of Food and Agricultural Sciences at the University of Florida if revisions to the educational materials are needed.

(a) The Legislature finds that the use of Florida-friendly landscaping and other water use and pollution prevention measures to conserve or protect the state's water resources serves a compelling public interest and that the

participation of homeowners' associations and local governments is essential to the state's efforts in water conservation and water quality protection and restoration.

(b) A deed restriction or covenant may not prohibit or be enforced so as to prohibit any property owner from implementing Florida-friendly landscaping on his or her land or create any requirement or limitation in conflict with any provision of part II of this chapter or a water shortage order, other order, consumptive use permit, or rule adopted or issued pursuant to part II of this chapter.

(c) A local government ordinance may not prohibit or be enforced so as to prohibit any property owner from implementing Florida-friendly landscaping on his or her land.

(4) This section does not limit the authority of the department or the water management districts to require Florida-friendly landscaping ordinances or practices as a condition of any permit issued under this chapter.

History.—s. 3, ch. 91-41; s. 3, ch. 91-68; s. 7, ch. 2001-252; s. 17, ch. 2009-243.

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DRAFT

MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
JUNE 11, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Richard Doster (Chair)	Victoria Robas
Mark Bennett	Barbara Gingher
Nick Gillette	Peter Stevenson

MEMBERS ABSENT:
Daphne Forehand (Vice-Chair)

OTHERS PRESENT:
Margaret Pearson, Senior Planner
Kelly Gibson, Planning & Conservation Director
Harrison Poole, City Attorney Pro Tem
Mia Sadler, Planner/Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Workshop meeting of May 7, 2025.

Chair Doster proceeded with motions to approved the following Minutes with no corrections from Board Members.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Workshop Meeting of May 7, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of May 14, 2025.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Regular Meeting of May 14, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

3.3 Approval of Minutes for the Workshop meeting of May 21, 2025.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Workshop Meeting of May 21, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4. OLD BUSINESS

4.1 ***THIS CASE WAS WITHDRAWN BY THE APPLICANT ON 6/4/2025 - SEE WITHDRAWAL LETTER ATTACHED****

PAB CASE 2025-0001: RON FLICK AGENT FOR FERNANDINA BEACH REALTY, INC., 3172 S. FLETCHER AVENUE (BEACHSIDE MOTEL)

Requesting a Future Land Use Map amendment from High Density Residential (HDR) to General Commercial (GC) and requesting a Zoning Map change from High Density Residential (R-3) zoning district to the General Commercial (C-2) zoning district for approximately 1.11 acres of land located at 3172 S. Fletcher Avenue and identified as the Beachside Motel.

Margaret Pearson, Senior Planner, noted that the applicant provided a written request to withdraw this case on June 4, 2025.

Member Stevenson asked if we need a motion. Planning Director Kelly Gibson explained that a motion was not needed.

4.2 **PAB CASE 2024-0006: *CITY OF FERNANDINA BEACH*** REQUESTS ADDING A DEFINITION FOR UNDERSTORY TREE IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS, AMENDMENTS TO LDC SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SPECIFICALLY AMENDING REFERENCES, CORRECTING INVASIVE PLANT LIST, AND INCORPORATING UPDATED FLORIDA-FRIENDLY LANDSCAPING PRACTICES IN SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANTS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPE REQUIREMENTS AND MODIFYING SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS; *Synopsis: Amends the Land Development Code to modify landscaping sections and subsections contained in Chapter 4.*

Margaret Pearson, Senior Planner, presented the case to add definition and landscaping language to the ordinance. Board Members had reviewed this language a few times and Staff made minor changes to define understory trees and amend trees as it relates to height. Mrs. Pearson explained that this is an official recommendation to the City Commission.

Margaret Kirkland, 1377 Plantation Point Drive, speaking on behalf of Conserve Nassau, noted that she was in favor of defining terms; however, was also concerned with reducing buffers and using understory trees instead of canopy trees. She emphasized that canopy trees protect us from wind, water, heat, and flooding. She also voiced concern about the loss of canopy trees.

Member Stevenson provided insight that the request to update this definition was originally initiated during the Centre Street revitalization and reinforced the need for an alternative such as understory trees. Mrs. Kirkland and Member Stevenson continued discussing the definition and its implication.

Member Robas brought up a comment made by Commissioner Ayscue during the May 6th, 2025, regular meeting of the City Commission, asking for an explanation on how our landscaping code meets state requirements regarding tree removal. Mrs. Pearson explained that the removals do meet state requirements and Mrs. Gibson further explained the areas of the code in which it is described.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB case 2024-0006 to the City Commission requesting LDC Text Amendments with the noted amendments by Staff along with the amendments proposed by Board Members; AND that PAB case 2024-0006 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4.3 **PAB CASE 2024-0010: *CITY OF FERNANDINA BEACH*** REQUESTS TO MODIFY STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AS PROVIDED IN SECTION 4.03.01 STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY BY REVISING PURPOSE, CHARACTERISTICS, DESIGN REQUIREMENTS AND SITE STANDARDS; *Synopsis: Amends the Land Development Code to modify standards for allowing Planned Unit Developments.*

In order to accommodate citizens' request to speak, this item was moved to the end of the list of Business items at 7:02 p.m.

Mrs. Gibson presented the Staff Report Analysis and explained that there has been a lot of research and discussion on this topic, but because of a lack of alignment by the Board, the City Commission requested that this comes back to the PAB to be reconsidered. Mrs. Gibson pointed out parts of the amendments for the Board to focus on and recommended approval.

Member Gillette discussed the implications of the PUD's minimum acreage and voiced support for no acre minimum but after mulling it over conceded that a minimum of 0.75 acres would provide increased flexibility. Member Bennett recommended one (1) acre to keep it simple and levelled. Member Gillette and Member Bennett went on discussing pros and cons of PUD size requirements.

Although Member Gillette brought up the positive aspects benefiting adjacent communities, Member Bennett voiced concern about setbacks in residential areas and PUDs and suggested that there should be some protection for the owners of existing residential properties. Chair Doster explained that the Board would have input and that developers could be more creative.

Mrs. Gibson explained how PUDs could address the community at large through creative solutions.

Mr. Poole suggested that updates to proper notice requirements would also need to be amended within the LDC.

Member Robas voiced support for at least one (1) acre minimum.

Chair Doster revisited the point regarding acreage being either 0.75 or one (1) acre to which Member Bennett emphasized his support to the 1-acre option.

Member Stevenson suggested that Staff could provide more statistical data to help assess that minimum number. Mrs. Gibson explained the self-filtering nature of the amendment which was created. She affirmed that the PAB will be greatly involved in the planning process of PUDs along with responses to public comments and input regarding any future PUD projects.

Member Robas reiterated that although she originally voted for no minimum, she now believes that a minimum should be at 1 acre.

Member Gillette noted that there aren't a lot of remaining undeveloped non-government parcels that are 1-acre or more. Mr. Poole pointed out that as it is written, this change does not increase the density.

Member Robas brought back her concern of a minimum acres if applied with the Tringali property. Member Gillette noted that that property would be over one (1) acre.

The Board then proceeded with a motion to recommend a .75 acreage minimum.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB case 2024-0010 to the City Commission requesting LDC Text Amendments with the noted amendments by Staff and the ones proposed by the Board Members to amend the minimum acreage standard for PUD to 0.75 acre and updating the public notice requirements ; AND that PAB case 2024-0010 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, as follows:

Member Gingher	**Aye**
Member Robas	**Nay (because of the acreage amendment)**
Member Stevenson	**Aye**
Member Bennett	**Nay (because of the acreage amendment)**
Member Gillette	**Aye**
Chair Doster	**Aye**

Motion carried.

Mrs. Gibson noted that this recommendation will potentially be heard by the City Commission at their 2nd regular meeting of July 2025.

At this point, the Board moved to Board Business item 6.1.

5. NEW BUSINESS

5.1 PAB 2025-0004 - FINAL REPLAT REQUEST - KINGDOM MINISTRY - LOT 8 BLOCK 233, S. 13TH STREET

Final subdivision replat review for the creation of 7 lots.

At this time, Member Gillette recused himself from this case.

Member Stevenson asked Mr. Gillette a question about green fields being developed. Mr. Gillette explained that it is an undeveloped piece of property. Member Stevenson then stated that he would like to know how much tree coverage will be lost with this project.

Mrs. Pearson introduced the Staff Report Analysis explaining that this plat contains 7 lots and will consist of 6 town homes and 1 single family unit. She added that this was reviewed and approved at a May 2025 Technical Review Committee (TRC) based on cohesiveness with the existing Land Development Code and Comprehensive Plan. Staff recommended approval.

Frank and Linda Cacciapouti, 907 Vernon Street, live across the street from the empty lot and are concerned with orientation, removal of trees, form of the structure as well as road access.

Shawna McKinnerney, 817 Vernon Street, voiced concern about drainage and flooding on this street with continued development. She is opposed to the development without an extensive drainage system.

Tom Wilson, 816 Vernon Street, lives adjacent to the property. He is concerned with the parking requirements and that already, people are filling up public parking spaces and parking on the grass. He also voiced the fact that there are no sidewalks on the street, that the drainage is bad, and that no one has a plan to address these problems.

Netherland Wilson, 816 Vernon Street, commented that she has lived in the area for over 20 years and emphasized the fact that her tax dollars over these years should have been applied for infrastructure and that as of now there are no sidewalks. She also noted that this is a historically African American neighborhoods and has always lacked

infrastructure improvements.

Jay Mock, 1934 Sunrise Drive, owner, and Alex Bolton, Gillette & Associates, agent for the owner, were present to answer questions. Mr. Mock stated that he relies mainly on Staff Report recommendations. Mr. Bolton spoke in relation of the site plan and there is no elevations. Mr. Bolton spoke of an on-site drainage plan using an easement and a dry swale. He also noted that tree mitigation would be performed per individual lots.

Member Robas asked if wetlands are present nearby. Stevenson asked about tree removal, retainage, and mitigation. Mr. Bolton explained the landscaping plan.

Mrs. Pearson confirmed that this was approved by TRC and has been reviewed by Planning, Stormwater, and the arborist. She also pointed out that there is parking on site with four access points and that there is a requirement to install sidewalks.

Member Robas asked about flooding issues that were brought up during Public Comments. Mrs. Pearson mentioned that the drainage for this property must be maintained on site and that the Board is not required to look at issues beyond the scope of the project. It was noted that any concern about stormwater or flooding issues could be addressed directly with the City's Stormwater Director Andre Desilet.

Members of the public raised questions regarding the ratio of tree removal, considering that most trees are located on one side of the proposed plat, and the price structure of the townhomes.

Tiana Christner, 406 Beech Street, asked about the density on the R-2 lots. She also questioned the structures and the forms they will take. She explained and questioned the stipulations around the diameter at breast height (DBH). Mrs. Gibson explained the tree mitigation ordinance and landscaping requirements.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas, to recommend approval of PAB case 2025-0004 to the City Commission requesting that a Final Plat for property located at Lot 8 Block 233 S. 13th Street be approved, and that PAB case 2025-0004, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by ayes and nays, being as follows:

Member Gingher	**Aye**
Member Robas	**Aye**
Member Bennett	**Aye**
Member Stevenson	**Nay**
Chair Doster	**Aye**

Motion carried.

5.2 **PAB CASE 2025-0006: *CITY OF FERNANDINA BEACH*** REQUESTS AMENDMENTS TO LDC SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS; *Synopsis: Amends the Land Development Code to modify parking standards and requirements for specific uses.*

At this point, Member Gillette returned as a voting member.

Mrs. Pearson presented the case and the proposed changes to the LDC previously discussed.

Board Members had further discussion.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Gillette, to recommend approval of PAB case 2025-0006 to the City Commission requesting LDC Text Amendments as presented; AND that PAB case 2025-0006 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

5.3 **PAB CASE 2025-0007: *CITY OF FERNANDINA BEACH*** REQUESTS MINOR TEXT AMENDMENTS TO ADD TERMS IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/ OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS.

Mrs. Gibson presented the Staff Report Analysis for minor text amendments to further clarify language and definitions in the Land Development Code, and recommended approval.

Member Bennett questioned some language regarding "place of business" under the Personal Trainer definition, but Mrs. Gibson affirms that this was taken directly from FL state statutes. Member Gingher mentioned that there are personal trainers everywhere on the island and that they do not train people in their homes. Further discussion ensued by Board members regarding this definition.

Member Gillette questioned the rooftop garden and the 50% specification and mentioned they could be constructed for view-corridors. Both Mrs. Gibson and Mrs. Pearson explained that 50% came from a professional article which discussed a professional standard in the planning field and that the goal is to leave it somewhat open while still providing parameters to meet minimum landscape requirements.

Further discussion with Board members and Staff ensued to justify the rooftop garden language and proposed standards.

Chair Doster suggested a change to the language for Health Studio with "health studio means any person rather than business" and also make a change to Personal Trainer language to note that they might have a private business space.

Member Robas supported the small changes requested by Chair Doster and Member Bennett in order to move forward.

Member Stevenson questioned OT-2 and its compatibility with low intensity health studios and other commercial uses. Mrs. Gibson explained another area of code that is being revised regarding development within wetlands. In the past, the city required an exemption for properties in the W-1 zoning district, in the CRA, and on the waterfront. She explains some history regarding this case.

Member Robas asked about the difference between W-1 and I-W to which Mrs. Gibson explained W-1 is for Waterfront zoning and I-W is for Industrial Waterfront zoning.

Member Gillette asked Staff why we would require 50 feet from a natural waterbody. Mrs. Gibson explained the facts of erosion concerns and wildlife considerations and that this language has been here for a long time.
Member Gillette and Mrs. Gibson proposed discussing the potential impact this change would have on various properties in the City at a later date.

Member Stevenson strongly emphasized his concern and desire to address the issues with the Waterfront.

ACTION TAKEN: A motion was made by Member Robas seconded by Member Stevenson, to recommend approval of PAB case 2025-0007 to the City Commission requesting LDC Text Amendments with the noted

amendments by Staff as presented; AND that PAB case 2025-0007 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time with the added two amendments proposed by the Board Members.

Vote upon passage of the motion was taken by voice vote, as follows:

Member Gingher	**Aye**
Member Robas	**Aye**
Member Bennett	**Aye**
Member Stevenson	**Aye**
Member Gillette	**Nay**
Chair Doster	**Aye**

Motion carried.

5.4 **PAB 2025-0008 - *CITY OF FERNANDINA BEACH*** REQUEST LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENT TO SECTIONS 9.01.00 REQUIREMENT FOR ALL BOARDS AND COMMISSIONS, 9.03.00 HISTORIC DISTRICT COUNCIL, 9.02.00 PLANNING ADVISORY BOARD, 9.04.00 BOARD OF ADJUSTMENT - ORDINANCE 2025-XX AMENDING THE LAND DEVELOPMENT CODE SECTION 9.01.06(B) QUORUM AND VOTING AND 9.03.01(B) MEMBERSHIP REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN REGULAR MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code to establish the Historic District Council Membership to seven (7) Voting Members and eliminating the Alternate Status and combines the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board."*

Mrs. Gibson presented the Staff Report Analysis and explained that this case is two-fold with the first amendment request to review a change to the Historic District Council being a five (5) voting member Board to a seven (7) voting member Board and eliminate the two (2) Alternate status. The second amendment request was initiated by the City Commission and is to evaluate the possibility of combining the Planning Advisory Board (PAB) and the Board of Adjustment (BOA) in roles, duties, and functions. She also restated that the rules, responsibilities, and appointment of members would continue to function as the PAB.

Chair Doster proceeded to open the Public Comments.

Margaret Davis, current Member of the BOA voiced strong opposition to this proposal to merge the two boards because she feels the two boards serve the community in different ways and delved into both functions.

Member Stevenson asked if the concern was that the merging of the two Boards could create additional legal issues that could result in a greater number of poor actions. Mrs. Davis answered that it depends on each case and application. She elaborated on the implications of the quasi-judicial proceedings.

Genece Minshew, current City Commissioner, provided context about the City Commissions' decision to pursue a combination of the two (2) Boards. She strongly endorsed the HDC changes from 5 to 7 voting members. She then explained the reasoning behind the request being the concern about efficiency and effectiveness and noted a short cost saving analysis. She talked about other boards being combined or sunsetted. She expressed the need for more analysis and conversation, especially given current litigation. Commissioner Minshew asked the Board to consider separating the issues and approving the HDC requested change and continuing the discussion about combining the BOA and PAB. She suggested that Staff, the City Manager, and City Attorneys discuss this request further.

Member Stevenson thanked the commissioner for her comment. He stated that although this change is technically possible, it is not logistically possible. He explained his views of the BOA being a resource to the community and

stated that the potential savings would not be worth losing the resource.

Commissioner Minshew asked the Board to pause this one request and let the commissioners and City Staff discuss.

Member Robas voiced concern about both BOA and PAB Boards not receiving input regarding this potential change, no formal communication from the source was ever initiated, and that it is unfortunate that Board members have had no input into that request.

Commissioner Minshew apologized and will instruct the City Manager to increase communication. She asked again for the PAB to take a pause on this request.

Member Robas agreed and suggested looking at the pros and cons and further discussing the impact of this change for the City as a whole. She also pointed out that each of Nassau County Planning Board members gets a $150 stipend for each meeting. She would welcome the opportunity to meet with the City Manager to discuss this further.

Minshew clarified that she would like the Board to approve the requested change regarding the HDC amendment and pause or deny the amendment regarding the merging of the PAB and BOA.

Member Bennett mentioned that the board needs to hear all the public comments before opening the board discussion.

Public Comments were opened.

Len Kreger, current member of the BOA, echoed comments from Mrs. Davis and elaborated on some other points. Mr. Kreger emphasized that it is a terrible idea to combine the two boards, and it is frustrating that this came up without any discussion with the board members.

Margaret Kirkland, 1377 Plantation Point Drive, on behalf of Conserve Nassau, agreed that the HDC change should be made. Although she respects the work of the PAB and believes that it is important to the city, she also believes that combining the PAB and BOA would be a huge mistake.

Chair Doster closed the Public Comments.

Member Bennett voiced concern that making the change to merge the PAB and BOA would create a conflict of interest as the Board would be making decisions on cases that concern rules that said Board has recommended. He noted that he would be voting no on the merging of the two boards. He also noted that he supports the changes relating to the HDC.

Member Stevenson agreed with Commissioner Minshew's recommendation and would like to get more factual data about the decision process.

Member Gillette agreed with Commissioner Minshew. He noted that he was weary of discussing such a change while pending litigations are still active and voiced that it is the wrong time to talk about this action.

Member Bennett does not want to pause this decision and will vote.

Member Gingher echoed what Minshew said about staff being involved in a continued discussion.

Commissioner Minshew returned to the podium and advised the Board Members to do what they feel is comfortable.

Chair Doster asks Mr. Poole how to proceed with the motions and voting. Mr. Poole advised on how to motion on the two separate amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Bennett, to recommend Approval of PAB case 2025-0008 to the City Commission requesting LDC Text Amendments relating to establish the Historic

District Council Membership to seven (7) Voting Members and eliminating the Alternate Status; AND that PAB case 2025-0008, as presented is sufficiently compliant with the Comprehensive Plan and Land Development code to be approved at this time; AND to recommend Denial of PAB case 2025-0008 to the City Commission relating to combining the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board"; AND that PAB case 2025-0008, as presented is not sufficiently compliant with the Comprehensive Plan and Land Development code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

At this time, Item 4.2 was presented.

6. BOARD BUSINESS

6.1 Board Discussion - Coastal High-Hazard Areas (CHHA)

Mrs. Pearson stated that she believes this has been addressed. Member Stevenson clarified that this is defined in the Comprehensive Plan and the Land Development Code. Mrs. Gibson stated that it complies with state statutes and further explains what CHHA is but Member Bennett commented that this should be further defined.

Member Stevenson read the definition of CHHA from the Comprehensive Plan and Mrs. Gibson reminded Member Bennett that this is based directly on state statutes and scientific models.

6.2 Summary of Subcommittee Findings to Date - Sadler Road Overlay

Mrs. Pearson provided a presentation about the progress of the subcommittee relating to the development of the Sadler Road overlay.

Member Stevenson questioned how the City can involve the County in this project. Chair Doster mentioned that the County can be included in this planning process.

Member Bennett said that the working group are helpful, and he believes people will continue to come to meetings and become part of the group.

Chair Doster mentioned that another workshop will be held and inquired when the draft memo would be available to be reviewed by the Board. Mrs. Gibson asked if the Board would want to review it during a regular meeting of the PAB or if the draft memo could be provided to each Board Member and then sent to the City Commission with any edits provided by each Board Member. Member Gillette noted that the memo should be sent to Chair Doster and upon his approval, it should be sent to the Commission. Mrs. Gibson affirmed that she could have this available next week. Once approved by the Board it will be delivered to the City Commission as a memo.

6.3 Member Bennett introduces material regarding 1.05.04

Chair Doster brought up Member Bennett's memo which is entered into the record.

Member Bennett suggested setting up a timeframe for owners to present potential plans for the development of their property, especially relating to separating parcels. Member Bennett suggested this should be further discussed as an item at a future regular meeting.

Further discussion incurred about homestead exemption attached to property that would potentially be separated and not qualify for the exemption once separated, then having to pay regular City property tax rate.

Members Robas and Gingher questioned this proposal vs. property rights and asked Member Bennett to clarify the proposed requirement better.

Mr. Poole interjected to clarify how he understood Member Bennett proposal in practice and state the following: that "…the mechanism to amend the portion of the code that recognizes the underlying platted substandard lot of

records for the 25 ft lot of record as a building lot, but in order to preserve this status, the lot must have been assigned a separate tax parcel ID number by a certain date."

Member Bennett commented that this is something the board may want to think about and possibly consider in the future.

7. STAFF REPORT

8. PUBLIC COMMENT

No members of the public wished to speak at this time.

9. ADJOURNMENT 8:12 PM

_____ _____

Mia Sadler, Recording Secretary Richard Doster, Chair

ORDINANCE 2024-20

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS AND 4.05.13 HARDSHIP REFLIEF; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code on September 5, 2006, which became effective on October 1, 2006; and

WHEREAS, the City of Fernandina Beach has applied for a LDC text amendment to Section 4.05.00 Landscaping, Buffers, and Tree Protection, specifically amending references, correcting invasive plant list, and incorporating updated Florida-Friendly landscaping practices in Sections 4.05.01 Generally, 4.05.02 Applicability, 4.05.03 Landscape Materials Standards, renumbering sections which follow, and incorporating plain language in Section 4.05.04, and clarifying Section 4.05.13 in applicability to only Landscape Standards; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on May 31, 2024; and

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, June 12, 2024, and unanimously recommended approval; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. **T**he City Commission finds that the Land Development Code Amendments, attached hereto as Exhibit "A," to modify landscaping sections and subsections of code contained in Chapter 4 are necessary to promote Florida-Friendly Landscaping principles, conserve water resources, protect native ecosystems, and ensure the long-term sustainability of the City's landscape.

SECTION 2. SEVERABILITY. If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 3. This Ordinance shall become effective immediately upon adoption.

ENACTED this ___ day of _____, 2024.

CITY OF FERNANDINA BEACH

_____
BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



_____
TAMMI E. BACH
City Attorney

Date of First Reading: September 17, 2024
Date of Publication:
Date of Second Reading:

NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, June 11, 2025, at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following:

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2024-0006: CITY OF FERNANDINA BEACH REQUESTS ADDING A DEFINITION FOR UNDERSTORY TREE IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS, AMENDMENTS TO LDC SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SPECIFICALLY AMENDING REFERENCES, CORRECTING INVASIVE PLANT LIST, AND INCORPORATING UPDATED FLORIDA-FRIENDLY LANDSCAPING PRACTICES IN SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS; RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANTS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT; AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPE REQUIREMENTS; AND MODIFYING SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2024-0010: CITY OF FERNANDINA BEACH REQUESTS TO MODIFY STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AS PROVIDED IN SECTION 4.03.01 STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY BY REVISING PURPOSE, CHARACTERISTICS, DESIGN REQUIREMENTS, AND SITE STANDARDS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0006: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0007: CITY OF FERNANDINA BEACH REQUESTS MINOR TEXT AMENDMENTS TO ADD TERMS IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0008: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 9.01.06(B) QUORUM AND VOTING AND 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 at least 24 hours in advance to request such accommodation. The PAB serves as a recommending committee. Every application is submitted to the City Commission for final decision making.

Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

August 6, 2025
News Leader Edition

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, August 19, 2025, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2025-04

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 1.07.00 ACRONYMS AND DEFINITIONS, SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS AND RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT; AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPING REQUIREMENTS; AND SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/ COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at 310-3115.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2025-06
Land Development Code Text Amendments - Acronyms, Definitions, Waterfront Mixed Use

ITEM TYPE: Ordinance (w/o fiscal impact)

REQUESTED ACTION: Consider Ordinance 2025-06 at Second Reading.

SYNOPSIS: Land Development Code ("LDC") text amendment to add terms to LDC Section 1.07.00 Acronyms and Definitions, specifically Health Studios, Personal Trainer as consistent with State Statute, Resides/Owner Occupied, Rooftop Garden and amend Section 3.03.03 to exempt W-1 from the wetland buffer requirements. The Planning Advisory Board held a public hearing on June 11, 2025, and recommended approval of these changes.

This Ordinance was approved at First Reading at the July 19, 2025, regular Commission meeting.

FISCAL IMPACT: No fiscal impact is anticipated as a result of these amendments.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve the proposed Ordinance 2025-06 at Second Reading.

Margaret Pearson, Senior Planner	07/23/2025
Glenn Akramoff, Capital Project Manager	07/23/2025
Kimberly Elliott-Briley, Deputy City Clerk	07/25/2025
Jeremiah Glisson, Deputy City Manager	08/04/2025
Sarah Campbell, City Manager	08/11/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025

Katie A Newton

Date: July 22, 2025

Submitted By: Katie Newton, Paralegal

COMMISSION ACTION: Enact

ORDINANCE 2025-06

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE TO ADD TERMS IN SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/OWNER OCCUPIED, ROOFTOP GARDEN; AMENDING SECTION 2.03.02 TABLE OF LAND USES TO LOCATE HEALTH STUDIOS; AMENDING SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code ("LDC") on September 5, 2006, which became effective on October 1, 2006; and

WHEREAS, the City applied for an LDC text amendment to add terms to LDC Section 1.07.00 Acronyms and Definitions, specifically Health Studios, Personal Trainer, Resides/Owner Occupied, Rooftop Garden, amend LDC Section 2.03.02 to add health studios to the Table of Uses, and amend Section 3.03.03 to exempt W-1 from the wetland buffer requirements; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Fla, on May 31, 2024; and

WHEREAS, the Planning Advisory Board, acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, June 11, 2025, and recommended approval (5-1).

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the Land Development Code Amendments, attached hereto as Exhibit A, to add definitions in Section 1.07.00, Section 2.03.02, and amend Section 3.03.03 comply with the City's 2030 Comprehensive Plan and are essential for enhancing clarity, ensuring uniform interpretation and application of the Land Development Code, and promoting effective land use planning and development within the City.

SECTION 2. SEVERABILITY. If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

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

SECTION 4. This Ordinance shall become effective immediately upon adoption.

ENACTED this 19th day of August, 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



_____
TERESA L. PRINCE, ESQ
City Attorney

Date of First Reading: July 15, 2025
Date of Publication: August 6, 2025
Date of Second Reading: August 19, 2025

1.07.00 DEFINITIONS AND ACRONYMS

Bed and breakfast inn means an owner-occupied residence offering guestrooms and abbreviated breakfast service. The owner or manager shall always provide full-time management of the establishment when the facility is occupied by one (1) or more guests.

Reside/Owner Occupied means a property is lived in by the person who owns it, making it their primary residence.

Explanation: Adds the term to define Reside/Owner Occupied and to more accurately define as it relates to Bed and breakfast inn establishments.

Rooftop garden or landscaped roof space means areas built on flat (or gently sloping) roofs that incorporate soil, plants, and additional features like seating or pathways, and are accessible to all residents of a building or development, though not necessarily to commercial tenants in mixed-use developments. Rooftop gardens must not exceed 15,625 square feet in size for any single area, with a maximum length or width of 125 feet, and should cover at least 50% of the roof area. The owner is obligated to create and execute a maintenance plan for the vegetation and landscape elements while adhering to all building and fire safety regulations.

Explanation: Adds the term "Rooftop garden" to align with *4.05.06 MINIMUM REQUIREMENTS FOR NON-RESIDENTIAL AND MIXED-USE DEVELOPMENT A. Minimum Landscaped Area as an allowable landscape option.*

Health Clubs and Gyms means a building or portion of a building designed and equipped for the conduct of sports or exercise activities operated for profit or not-for-profit, and that can be open only to bona fide members and guests of the organization or open to the public for a fee.

Explanation: Adds the term "gym" to align with use provided in Zoning table of uses 2.03.02

Health studio means any person who is engaged in the sale of services for instruction, training, or assistance in a program of physical exercise or in the sale of services for the right or privilege to use equipment or facilities in furtherance of a program of physical exercise. The term does not include an individual acting as a personal trainer. (*Reference Florida Statute Section 501.0125*)

Health studio services means privileges or rights offered for sale or provided by a health studio. (*Reference Florida Statute Section 501.0125*)

Personal trainer means an individual:

a. Who does not have an established place of business for the primary purpose of conducting physical exercise;
b. Whose provision of exercise equipment is incidental to the instruction provided; and
c. Who does not accept payment for services that are to be rendered more than 30 days after the date of payment.

(Reference Florida Statute Section 501.0125)

Explanation: To more accurately define the range of exercise services that may be conducted outside of a Health Club and Gym which is often one on one training or a small group. These terms have been researched for consistency with applicable Florida Statute Section 501.0125.

Table of Land Uses 2.03.02

Table 2.03.02. Table of Land Uses

	ZONING DISTRICTS																				
_ – Prohibited (Empty) P – Permissible S – Permissible Subject to Supplemental Standards	**R-E**	**R1-G**	**R-1**	**RLM**	**R-2**	**R-3**	**OT-1**	**OT-2**	**MU-1**	**MU-8**	**C-1**	**C-2**	**C-3**	**I-1**	**I-2**	**I-A**	**I-W**	**W-1**	**PI-1**	**CON**	**REC**
PRINCIPAL LAND USES:																					
Health Clubs and Gyms										**P**	**P**	**P**	**P**	**P**	**P**		**P**				**P**
Health Studio								**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**		**P**	**P**			**P**

Explanation: To establish which zoning districts a "Health Studio" would be made a permissible principal use.

3.03.03 Development within Wetlands

Except as expressly provided in this section, no development activity shall be permitted in a wetlands area, as defined in Section 3.03.01.

A. Wetlands shall be preserved in their natural state. No fill shall be placed in a wetland, and the wetland shall not be altered.

B. Buffering requirements for development adjacent to wetlands or natural water bodies:

1. All new development and redevelopment adjacent to jurisdictional wetlands or surface water bodies shall be required to provide a buffer zone of native vegetation at least twenty-five (25) feet wide around wetlands and fifty (50) feet from natural water bodies to prevent erosion, retard runoff, and provide areas for habitat. All new construction that is a water dependent, water enhanced, or water related use within the CRA~~,~~ or within the W-1 zoning ~~and~~ or I-W zoning is exempt from the required buffers established by this Section; and

2. This setback shall be required for any development, except docks or piers which have received a permit from the Florida DEP, SJRWMD, or the USACOE and are compliant with standards found in section 3.01.03

Explanation: To allow for exemption from wetland buffering requirements for properties zoned W-1 as is consistent with W-1 properties. The change impacts a total of three (3) waterfront lots within the Amelia River Community Redevelopment Area. The request was directed through staff of the former CRA Advisory Board.

From:	noreply@civicplus.com
To:	Planning Info
Subject:	Online Form Submittal: Planning Advisory Board (PAB)
Date:	Tuesday, June 24, 2025 2:57:09 PM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Planning Advisory Board (PAB)

Planning Advisory Board (PAB) Application
USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees	LDC Text Amendment ($1,500)

IMPORTANT NOTES

Pre-Application Meeting
To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 42 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:	LDC Text Amendment – see LDC Section 11.01.08.
The LDC is available for review at	www.fbfl.us/LDC
Application Requirements	*Field not completed.*
Have you met with a planner for a pre-application meeting?	Yes
What was the date of your pre-application meeting?	5/20/2025
PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	204 Ash Street

City	Fernandina Beach
State	FL
Zip	32034
Parcel ID #(s)	0
Lot	0
Block	0
Subdivision	0
Zoning District	C-1
Future Land Use Designation	8th St Mixed Use
Do you authorize the installation of a temporary City notice sign on your property?	YES
REVIEW TYPE	LDC Text Amendment

OWNER OF RECORD
As recorded with the Nassau County Property Appraiser

First Name	Sarah
Last Name	Campbell
Company (if applicable)	City of Fernandina Beach
Mailing Address	204 Ash Street
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	9043103480
Email Address	planninginfo@fbfl.city

OWNER'S AGENT
If other than owner. If an agent will be representing the owner, an Owner's

Authorization For Agent Representation form must be included

First Name	Kelly
Last Name	Gibson
Mailing Address	204 Ash Street
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	9043103480
E-mail Address	planninginfo@fbfl.city
PROJECT INFORMATION	
Previous Planning/Zoning Approvals	*Field not completed.*
Summary of Request (more detailed information to be provided in required letter of intent)	REQUESTS MINOR TEXT AMENDMENTS TO ADD TERMS IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/ OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures., I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

I/We understand that the City Staff may install a Notice of Hearing sign on the property 14 days before the scheduled heating and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	Kelly
Applicant Last Name	Gibson
	5/20/2025

Today's Date	
Upload Supporting Documentation	Exhibit A.docx
Upload 2	*Field not completed.*
Upload 3	*Field not completed.*
Upload 4	*Field not completed.*

DEPARTMENT OF PLANNING & CONSERVATION
204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

Email not displaying correctly? View it in your browser.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION TO ADD TERMS IN SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Fernandina Beach is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City of Fernandina Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
    a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
    b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
    c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
    d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Fernandina Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance serves to address the public health, safety, morals, and welfare of the City of Fernandina Beach.

Adds the term "Rooftop garden" to align with 4.05.06 MINIMUM REQUIREMENTS FOR NON-RESIDENTIAL AND MIXED-USE DEVELOPMENT A. Minimum Landscaped Area as an allowable landscape option for the public. Adds the term "gym" to align with use provided in Zoning table of uses 2.03.02 for clarity for LDC users. To allow for exemption from wetland buffering requirements for properties zoned W-1 as is consistent with W-1 properties. The change impacts a total of three (3) waterfront lots within the Amelia River Community Redevelopment Area. The request was directed through staff of the former CRA Advisory Board and was recommended for approval by PAB at their June 11, 2025 meeting.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Fernandina Beach, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City of Fernandina Beach regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

There are no direct impacts involved with the cost associated with the amendments.

4. Additional information the governing body deems useful (if any):

The proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated and, therefore, the proposed ordinance does not affect only businesses.

Rooftop garden or landscaped roof areas means areas that are constructed on flat (or slightly sloping) roofs and include soil, plants, and additional features such as seating or pathways and are accessible to all residents of a building or development, but not necessarily to commercial tenants in mixed-use developments. Rooftop gardens shall not exceed 15,625 square feet in size for any single area with a maximum dimension of 125 feet in length or width and cover at least 50% of the Roof area. The owner is required to establish and implement a maintenance plan for the vegetation and landscape elements and meet all building fire safety codes.

ICC Digital Codes provide guidance on rooftop garden size limitations, stating that they shouldn't exceed 15,625 square feet (1,450 m^2) in size with a maximum dimension of 125 feet (39 m) in length or width. A 6-foot wide buffer space is required between adjacent landscaped areas.

A requirement for rooftop gardens to cover at least 50% of the roof area is customary as part of certain regulations and incentive programs.

Examples:

New York City Tax Abatement: To be eligible for a property tax abatement in NYC, a green roof must have vegetation covering at least 50% of the rooftop, and at least 80% of that planted layer must be covered by live plants.

Green Roof Model Incentives: Some programs offer a bonus of one square foot of additional floor area for each square foot of rooftop garden area, provided the rooftop garden covers at least 50% of the roof area.

Specific Building Requirements: Some projects may have a 50% green roof requirement when there are no other specific green roof stipulations.

Property Tax Abatement Conditions: A program offers a tax abatement for green roofs, subject to conditions including that at least 50% of the eligible roof space is covered by the green roof.

In brief, a 50% green roof coverage requirement is a common condition for accessing incentives like tax abatements or zoning bonuses in certain areas.

Green Roof Model Incentives

The following green roof model incentives are excerpted from municipal bylaws, regulations and policies from around the United States, and offer example language for customizing incentives to meet the needs of your municipality.

FLOOR AREA RATIO BONUS

City of Portland Zoning Code Title 33, Chapter 33.510 Central City Plan District

Rooftop Gardens OptionIn CX, EX, and RX zones outside of the South Waterfront Subdistrict, developments with rooftop gardens receive bonus floor area. For each square foot of rooftop garden area, a bonus of one square foot of additional floor area is earned. To qualify for this bonus option, rooftop gardens must meet all of the following requirements.

a. The rooftop garden must cover at least 50 percent of the roof area of the building and at least 30 percent of the garden area must contain plants.
b. The property owner must execute a covenant with the City ensuring continuation and maintenance of the rooftop garden by the property owner. The covenant must comply with the requirements of 33.700.060.

GREEN ROOF POLICY

City of Portland, Green Building Policy

NOW THEREFORE, BE IT RESOLVED that the Portland City Council amends the City of Portland's Green Building Policy to direct all City Bureaus and the Portland Development Commission to:

» **Require design and construction of all new City-owned facilities to include an ecoroof with at least 70% coverage AND high reflectance, Energy Star-rated roof material on any remaining non-ecoroof roof surface area; OR, Energy Star-rated roof material when an integrated ecoroof/Energy Star-rated roof is impractical;**



GREEN ROOF BYLAW

Toronto, Canada Green Roof Bylaw

http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=83520621f3161410VgnVCM10000071d60f89RCRD&vgnextchannel=3a7a036318061410VgnVCM10000071d60f89RCRD

Toronto Municipal Code Chapter 492, Green Roofs

The Bylaw applies to new building permit applications for residential, commercial and institutional development made after January 31, 2010 and will apply to new industrial development as of April 30, 2012. The full bylaw is available at the web link above.

§ 492-2. Green roofs required.

A. Every building or building addition constructed after January 30, 2010, with a gross floor area of 2,000 square meters or greater shall include a green roof with a coverage of available roof space in accordance with the following chart:

Gross Floor Area (Size of Building)	Coverage of Available Roof Space (Size of Green Roof)
2,000 — 4,999 m^2	20%
5,000 — 9,999 m^2	30%
10,000 — 14,999 m^2	40%
15,000 — 19,999 m^2	50%
20,000 m^2 or greater	60%

GREEN PERMIT PROCESS

City of Chicago Green Permit Process

http://www.cityofchicago.org/city/en/depts/bldgs/supp_info/overview_of_the_greenpermitprogram.html

Projects meeting the following criteria are eligible for the Green Permit Process:

- **Permit applications that include green technologies such as green roofs, rainwater harvesting, solar panels, solar thermal panels, wind turbine and geothermal systems are REQUIRED to be submitted through a Green Permit Program Project Administrator.**
- **Commercial project participant must earn certification within the LEED rating system**
- **Smaller Residential Project participant must earn certification under the Chicago**



Green Homes Program checklist based rating system or LEED for Homes.

» Green Menu Items – All Green Permit Program participants must utilize certain green strategies or green technologies to receive incentives offered by the Green Permit Program.

  » Green roofs improve the urban environment by combating the urban heat island, reducing stormwater runoff, and reducing the energy use of the building beneath.

  » For projects with no other green roof requirement, provide 50% green roof. For projects with a green roof required by Department of Planning and Development, add 25% to the DPD green roof requirement.

GREEN ROOF FEE CREDIT

City of Chicago Green Roof Fee Credit

http://www.cityofchicago.org/content/dam/city/depts/bldgs/general/GreenPermit/Green_Roof_Checklistada.pdf

FEE STRUCTURE	
☐ **Building Permit Fee**	Building permit fee calculation is based on building occupancy and area of work. Please visit our website for additional information and to use the permit fee calculator. www.cityofchicago.org/buildings
☐ **Green Roof Fee Credit**	A credit of $0.05 per square foot of green roof provided will be applied to your total permit fee.
☐ **Building Permit Deposit**	50% of total building permit fee due at permit submittal meeting. Please make checks payable to **The City of Chicago Department of Revenue**

Minneapolis Fee Reductions

http://www.minneapolismn.gov/publicworks/stormwater/fee/stormwater_fee_stormwater_mngmnt_feecredits

The Stormwater Credit system provides:

» Up to 50 percent credit (reduction) in your stormwater utility fee for management tools/practices that address stormwater quality

» 50 percent or 100 percent credit (reduction) in your stormwater utility fee for management tools/practices that address stormwater quantity

Below is a partial list of stormwater BMPs approved for use in the Quality Credits program:

» Rain Gardens

» Pervious Pavers

» Wet Ponds

» Dry Wells

» Sand Filters



- Filter Strips
- Infiltration trenches
- Green Roofs

Only those properties that can demonstrate the capacity to handle a 10-year or 100-year rain event can receive a stormwater quantity credit. To apply for a stormwater quantity credit, property owners must have their applications certified by a state licensed engineer or landscape architect.

Property owners can apply for either the "Standard Quantity Reduction Credit" or the "Additional Quantity Reduction Credit."

Standard Quantity Reduction Credit. The Standard Quantity Reduction Credit is a 50 percent credit on a property's stormwater fee. The "Standard Quantity" credit is based on a property's stormwater quantity management tools/practices being able to retain the 10-year, 24-hour type II SCS storm event. To qualify for this credit, the property owner must demonstrate that stormwater from the property is controlled with an on-site constructed stormwater quantity management tool/practice (BMP).

Additional Quantity Reduction Credit. The Additional Quantity Reduction Credit is a 100 percent credit on a property's stormwater fee. To be eligible for the "Additional Quantity" credit, a property's stormwater quantity management tools/practices must be able to retain the 100-year, 24-hour type II SCS storm event. To qualify for this credit, the property owner must demonstrate that stormwater from the property is controlled with an on-site constructed stormwater quantity management tool/practice (BMP).

You can learn more about stormwater quantity management tools/practices from the Minnesota Stormwater Manual.

FOR MORE INFORMATION, PLEASE CONTACT

Pioneer Valley Planning Commission
413-781-6045

60 Congress Street, Floor 1
Springfield, MA 01104-3419

www.pvpc.org



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Green Roof Requirements in GDS / By-law

Filter by Action

Ajax

The Ajax Green Standard includes voluntary criteria for green roofs for both non-residential and mid-to high-density residential proposals. For example, tier 2 requires green roofs to be at least 10% of the total roof surface.

- Ajax Green Standard for Mid- to High-Density Residential and Non-residential

Aurora

Aurora's Green Development Standards has a Green Roof metric as part of its points based GDS. For example, Tier 1 - Roof areas are provided with one or a combination of the following covering 30% of available roof space (excludes mechanical): Green Roof, Solar PV or thermal and Cool Roof.

- Aurora's Green Development Standards

Brampton

Brampton's Sustainable New Communities Program has a Green Roof metric . For example: 4 points are given if 50% of the rooftop is green; and 6 points are given if 75% of the rooftop is green.

Burlington

In December 2021, City Council approved a recommendation to draft a business case for the preparation of a green roof bylaw and green roof construction standard in 2023. Staff continue to consider how to move this work forward, in view of several provincial policy and legislative changes aimed at increasing housing supply.

King

King Township has a cool/green roof metric within their point based green standard.

Kingston

The City of Kingston does not have gren roof requirements but By-Law No. 8499: Green Roofs and Other Rooftop Elements, states: i. Architectural appurtenances to support green roofs, other rooftop sustainability elements, or rooftop amenity spaces shall be permitted to exceed the maximum allowable building height by up to 3.5 metres.

- By-Law No. 8499

Newmarket

Ottawa

Sustainable roofing is included as a metric in the City's approved High Performance Development Standard. Providing a green roof is one of three options to achieve compliance.

Pickering

Integrated Sustainable Design Standards, 2022 has Green Roof Requirements. For example, for MURB green roof should cover at least 50% of available roof space, or a combination of a green roof, cool roof and solar PV installed for at least 75%.

- https://www.pickering.ca/en/living/resources/Appendix-II---ISDS-Checklist-Mid-to-High-Rise-ResNon-Res_ACC2.pdf

Richmond Hill

Sustainability Metrics Program (SMP) Guidebook has green roof requirements set in metric IB-8. For example, to reduce ambient surface temperatures the following must be provided: Cool roof for 100% of available roof space/ Green roof for 50% of available roof space/ Green roof for 75% of available roof space (depending on the Target Level - Good/Great/Excellent).

- Richmond Hill Sustainability Metrics Program Guidebook

Toronto

Toronto's Green Roof Bylaw sets out a graduated green roof requirement for new development or additions that are greater than 2,000 m^2 in gross floor area. The requirement ranges from 20-60% of the available roof space of a building.

- Green Roof Bylaw

Vaughan

Green Roofs Requirements are incorporated in the Sustainability Metrics Program. For example, in MURB: Provide garden space that is equal to 25 square metres (or 250 square feet) of the rooftop or total landscaped site area. On corporate side, the city is also creating a Green Building Policy that will take into consideration green roof requirements for City buildings.

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DRAFT

MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
JUNE 11, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Richard Doster (Chair)	Victoria Robas
Mark Bennett	Barbara Gingher
Nick Gillette	Peter Stevenson

MEMBERS ABSENT:
Daphne Forehand (Vice-Chair)

OTHERS PRESENT:
Margaret Pearson, Senior Planner
Kelly Gibson, Planning & Conservation Director
Harrison Poole, City Attorney Pro Tem
Mia Sadler, Planner/Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Workshop meeting of May 7, 2025.

Chair Doster proceeded with motions to approved the following Minutes with no corrections from Board Members.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Workshop Meeting of May 7, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of May 14, 2025.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Regular Meeting of May 14, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

3.3 Approval of Minutes for the Workshop meeting of May 21, 2025.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Workshop Meeting of May 21, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4. OLD BUSINESS

4.1 ***THIS CASE WAS WITHDRAWN BY THE APPLICANT ON 6/4/2025 - SEE WITHDRAWAL LETTER ATTACHED****

PAB CASE 2025-0001: RON FLICK AGENT FOR FERNANDINA BEACH REALTY, INC., 3172 S. FLETCHER AVENUE (BEACHSIDE MOTEL)

Requesting a Future Land Use Map amendment from High Density Residential (HDR) to General Commercial (GC) and requesting a Zoning Map change from High Density Residential (R-3) zoning district to the General Commercial (C-2) zoning district for approximately 1.11 acres of land located at 3172 S. Fletcher Avenue and identified as the Beachside Motel.

Margaret Pearson, Senior Planner, noted that the applicant provided a written request to withdraw this case on June 4, 2025.

Member Stevenson asked if we need a motion. Planning Director Kelly Gibson explained that a motion was not needed.

4.2 **PAB CASE 2024-0006: *CITY OF FERNANDINA BEACH*** REQUESTS ADDING A DEFINITION FOR UNDERSTORY TREE IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS, AMENDMENTS TO LDC SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SPECIFICALLY AMENDING REFERENCES, CORRECTING INVASIVE PLANT LIST, AND INCORPORATING UPDATED FLORIDA-FRIENDLY LANDSCAPING PRACTICES IN SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANTS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPE REQUIREMENTS AND MODIFYING SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS; *Synopsis: Amends the Land Development Code to modify landscaping sections and subsections contained in Chapter 4.*

Margaret Pearson, Senior Planner, presented the case to add definition and landscaping language to the ordinance. Board Members had reviewed this language a few times and Staff made minor changes to define understory trees and amend trees as it relates to height. Mrs. Pearson explained that this is an official recommendation to the City Commission.

Margaret Kirkland, 1377 Plantation Point Drive, speaking on behalf of Conserve Nassau, noted that she was in favor of defining terms; however, was also concerned with reducing buffers and using understory trees instead of canopy trees. She emphasized that canopy trees protect us from wind, water, heat, and flooding. She also voiced concern about the loss of canopy trees.

Member Stevenson provided insight that the request to update this definition was originally initiated during the Centre Street revitalization and reinforced the need for an alternative such as understory trees. Mrs. Kirkland and Member Stevenson continued discussing the definition and its implication.

Member Robas brought up a comment made by Commissioner Ayscue during the May 6th, 2025, regular meeting of the City Commission, asking for an explanation on how our landscaping code meets state requirements regarding tree removal. Mrs. Pearson explained that the removals do meet state requirements and Mrs. Gibson further explained the areas of the code in which it is described.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB case 2024-0006 to the City Commission requesting LDC Text Amendments with the noted amendments by Staff along with the amendments proposed by Board Members; AND that PAB case 2024-0006 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4.3 **PAB CASE 2024-0010: *CITY OF FERNANDINA BEACH*** REQUESTS TO MODIFY STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AS PROVIDED IN SECTION 4.03.01 STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY BY REVISING PURPOSE, CHARACTERISTICS, DESIGN REQUIREMENTS AND SITE STANDARDS; *Synopsis: Amends the Land Development Code to modify standards for allowing Planned Unit Developments.*

In order to accommodate citizens' request to speak, this item was moved to the end of the list of Business items at 7:02 p.m.

Mrs. Gibson presented the Staff Report Analysis and explained that there has been a lot of research and discussion on this topic, but because of a lack of alignment by the Board, the City Commission requested that this comes back to the PAB to be reconsidered. Mrs. Gibson pointed out parts of the amendments for the Board to focus on and recommended approval.

Member Gillette discussed the implications of the PUD's minimum acreage and voiced support for no acre minimum but after mulling it over conceded that a minimum of 0.75 acres would provide increased flexibility. Member Bennett recommended one (1) acre to keep it simple and levelled. Member Gillette and Member Bennett went on discussing pros and cons of PUD size requirements.

Although Member Gillette brought up the positive aspects benefiting adjacent communities, Member Bennett voiced concern about setbacks in residential areas and PUDs and suggested that there should be some protection for the owners of existing residential properties. Chair Doster explained that the Board would have input and that developers could be more creative.

Mrs. Gibson explained how PUDs could address the community at large through creative solutions.

Mr. Poole suggested that updates to proper notice requirements would also need to be amended within the LDC.

Member Robas voiced support for at least one (1) acre minimum.

Chair Doster revisited the point regarding acreage being either 0.75 or one (1) acre to which Member Bennett emphasized his support to the 1-acre option.

Member Stevenson suggested that Staff could provide more statistical data to help assess that minimum number. Mrs. Gibson explained the self-filtering nature of the amendment which was created. She affirmed that the PAB will be greatly involved in the planning process of PUDs along with responses to public comments and input regarding any future PUD projects.

Member Robas reiterated that although she originally voted for no minimum, she now believes that a minimum should be at 1 acre.

Member Gillette noted that there aren't a lot of remaining undeveloped non-government parcels that are 1-acre or more. Mr. Poole pointed out that as it is written, this change does not increase the density.

Member Robas brought back her concern of a minimum acres if applied with the Tringali property. Member Gillette noted that that property would be over one (1) acre.

The Board then proceeded with a motion to recommend a .75 acreage minimum.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB case 2024-0010 to the City Commission requesting LDC Text Amendments with the noted amendments by Staff and the ones proposed by the Board Members to amend the minimum acreage standard for PUD to 0.75 acre and updating the public notice requirements ; AND that PAB case 2024-0010 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, as follows:

Member Gingher	**Aye**
Member Robas	**Nay (because of the acreage amendment)**
Member Stevenson	**Aye**
Member Bennett	**Nay (because of the acreage amendment)**
Member Gillette	**Aye**
Chair Doster	**Aye**

Motion carried.

Mrs. Gibson noted that this recommendation will potentially be heard by the City Commission at their 2nd regular meeting of July 2025.

At this point, the Board moved to Board Business item 6.1.

5. NEW BUSINESS

5.1 PAB 2025-0004 - FINAL REPLAT REQUEST - KINGDOM MINISTRY - LOT 8 BLOCK 233, S. 13TH STREET

Final subdivision replat review for the creation of 7 lots.

At this time, Member Gillette recused himself from this case.

Member Stevenson asked Mr. Gillette a question about green fields being developed. Mr. Gillette explained that it is an undeveloped piece of property. Member Stevenson then stated that he would like to know how much tree coverage will be lost with this project.

Mrs. Pearson introduced the Staff Report Analysis explaining that this plat contains 7 lots and will consist of 6 town homes and 1 single family unit. She added that this was reviewed and approved at a May 2025 Technical Review Committee (TRC) based on cohesiveness with the existing Land Development Code and Comprehensive Plan. Staff recommended approval.

Frank and Linda Cacciapouti, 907 Vernon Street, live across the street from the empty lot and are concerned with orientation, removal of trees, form of the structure as well as road access.

Shawna McKinnerney, 817 Vernon Street, voiced concern about drainage and flooding on this street with continued development. She is opposed to the development without an extensive drainage system.

Tom Wilson, 816 Vernon Street, lives adjacent to the property. He is concerned with the parking requirements and that already, people are filling up public parking spaces and parking on the grass. He also voiced the fact that there are no sidewalks on the street, that the drainage is bad, and that no one has a plan to address these problems.

Netherland Wilson, 816 Vernon Street, commented that she has lived in the area for over 20 years and emphasized the fact that her tax dollars over these years should have been applied for infrastructure and that as of now there are no sidewalks. She also noted that this is a historically African American neighborhoods and has always lacked

infrastructure improvements.

Jay Mock, 1934 Sunrise Drive, owner, and Alex Bolton, Gillette & Associates, agent for the owner, were present to answer questions. Mr. Mock stated that he relies mainly on Staff Report recommendations. Mr. Bolton spoke in relation of the site plan and there is no elevations. Mr. Bolton spoke of an on-site drainage plan using an easement and a dry swale. He also noted that tree mitigation would be performed per individual lots.

Member Robas asked if wetlands are present nearby. Stevenson asked about tree removal, retainage, and mitigation. Mr. Bolton explained the landscaping plan.

Mrs. Pearson confirmed that this was approved by TRC and has been reviewed by Planning, Stormwater, and the arborist. She also pointed out that there is parking on site with four access points and that there is a requirement to install sidewalks.

Member Robas asked about flooding issues that were brought up during Public Comments. Mrs. Pearson mentioned that the drainage for this property must be maintained on site and that the Board is not required to look at issues beyond the scope of the project. It was noted that any concern about stormwater or flooding issues could be addressed directly with the City's Stormwater Director Andre Desilet.

Members of the public raised questions regarding the ratio of tree removal, considering that most trees are located on one side of the proposed plat, and the price structure of the townhomes.

Tiana Christner, 406 Beech Street, asked about the density on the R-2 lots. She also questioned the structures and the forms they will take. She explained and questioned the stipulations around the diameter at breast height (DBH). Mrs. Gibson explained the tree mitigation ordinance and landscaping requirements.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas, to recommend approval of PAB case 2025-0004 to the City Commission requesting that a Final Plat for property located at Lot 8 Block 233 S. 13th Street be approved, and that PAB case 2025-0004, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by ayes and nays, being as follows:

Member Gingher	**Aye**
Member Robas	**Aye**
Member Bennett	**Aye**
Member Stevenson	**Nay**
Chair Doster	**Aye**

Motion carried.

5.2 **PAB CASE 2025-0006: *CITY OF FERNANDINA BEACH*** REQUESTS AMENDMENTS TO LDC SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS; *Synopsis: Amends the Land Development Code to modify parking standards and requirements for specific uses.*

At this point, Member Gillette returned as a voting member.

Mrs. Pearson presented the case and the proposed changes to the LDC previously discussed.

Board Members had further discussion.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Gillette, to recommend approval of PAB case 2025-0006 to the City Commission requesting LDC Text Amendments as presented; AND that PAB case 2025-0006 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

5.3 **PAB CASE 2025-0007: *CITY OF FERNANDINA BEACH*** REQUESTS MINOR TEXT AMENDMENTS TO ADD TERMS IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/ OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS.

Mrs. Gibson presented the Staff Report Analysis for minor text amendments to further clarify language and definitions in the Land Development Code, and recommended approval.

Member Bennett questioned some language regarding "place of business" under the Personal Trainer definition, but Mrs. Gibson affirms that this was taken directly from FL state statutes. Member Gingher mentioned that there are personal trainers everywhere on the island and that they do not train people in their homes. Further discussion ensued by Board members regarding this definition.

Member Gillette questioned the rooftop garden and the 50% specification and mentioned they could be constructed for view-corridors. Both Mrs. Gibson and Mrs. Pearson explained that 50% came from a professional article which discussed a professional standard in the planning field and that the goal is to leave it somewhat open while still providing parameters to meet minimum landscape requirements.

Further discussion with Board members and Staff ensued to justify the rooftop garden language and proposed standards.

Chair Doster suggested a change to the language for Health Studio with "health studio means any person rather than business" and also make a change to Personal Trainer language to note that they might have a private business space.

Member Robas supported the small changes requested by Chair Doster and Member Bennett in order to move forward.

Member Stevenson questioned OT-2 and its compatibility with low intensity health studios and other commercial uses. Mrs. Gibson explained another area of code that is being revised regarding development within wetlands. In the past, the city required an exemption for properties in the W-1 zoning district, in the CRA, and on the waterfront. She explains some history regarding this case.

Member Robas asked about the difference between W-1 and I-W to which Mrs. Gibson explained W-1 is for Waterfront zoning and I-W is for Industrial Waterfront zoning.

Member Gillette asked Staff why we would require 50 feet from a natural waterbody. Mrs. Gibson explained the facts of erosion concerns and wildlife considerations and that this language has been here for a long time.
Member Gillette and Mrs. Gibson proposed discussing the potential impact this change would have on various properties in the City at a later date.

Member Stevenson strongly emphasized his concern and desire to address the issues with the Waterfront.

ACTION TAKEN: A motion was made by Member Robas seconded by Member Stevenson, to recommend approval of PAB case 2025-0007 to the City Commission requesting LDC Text Amendments with the noted

amendments by Staff as presented; AND that PAB case 2025-0007 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time with the added two amendments proposed by the Board Members.

Vote upon passage of the motion was taken by voice vote, as follows:

Member Gingher	**Aye**
Member Robas	**Aye**
Member Bennett	**Aye**
Member Stevenson	**Aye**
Member Gillette	**Nay**
Chair Doster	**Aye**

Motion carried.

5.4 **PAB 2025-0008 - *CITY OF FERNANDINA BEACH*** REQUEST LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENT TO SECTIONS 9.01.00 REQUIREMENT FOR ALL BOARDS AND COMMISSIONS, 9.03.00 HISTORIC DISTRICT COUNCIL, 9.02.00 PLANNING ADVISORY BOARD, 9.04.00 BOARD OF ADJUSTMENT - ORDINANCE 2025-XX AMENDING THE LAND DEVELOPMENT CODE SECTION 9.01.06(B) QUORUM AND VOTING AND 9.03.01(B) MEMBERSHIP REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN REGULAR MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code to establish the Historic District Council Membership to seven (7) Voting Members and eliminating the Alternate Status and combines the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board."*

Mrs. Gibson presented the Staff Report Analysis and explained that this case is two-fold with the first amendment request to review a change to the Historic District Council being a five (5) voting member Board to a seven (7) voting member Board and eliminate the two (2) Alternate status. The second amendment request was initiated by the City Commission and is to evaluate the possibility of combining the Planning Advisory Board (PAB) and the Board of Adjustment (BOA) in roles, duties, and functions. She also restated that the rules, responsibilities, and appointment of members would continue to function as the PAB.

Chair Doster proceeded to open the Public Comments.

Margaret Davis, current Member of the BOA voiced strong opposition to this proposal to merge the two boards because she feels the two boards serve the community in different ways and delved into both functions.

Member Stevenson asked if the concern was that the merging of the two Boards could create additional legal issues that could result in a greater number of poor actions. Mrs. Davis answered that it depends on each case and application. She elaborated on the implications of the quasi-judicial proceedings.

Genece Minshew, current City Commissioner, provided context about the City Commissions' decision to pursue a combination of the two (2) Boards. She strongly endorsed the HDC changes from 5 to 7 voting members. She then explained the reasoning behind the request being the concern about efficiency and effectiveness and noted a short cost saving analysis. She talked about other boards being combined or sunsetted. She expressed the need for more analysis and conversation, especially given current litigation. Commissioner Minshew asked the Board to consider separating the issues and approving the HDC requested change and continuing the discussion about combining the BOA and PAB. She suggested that Staff, the City Manager, and City Attorneys discuss this request further.

Member Stevenson thanked the commissioner for her comment. He stated that although this change is technically possible, it is not logistically possible. He explained his views of the BOA being a resource to the community and

stated that the potential savings would not be worth losing the resource.

Commissioner Minshew asked the Board to pause this one request and let the commissioners and City Staff discuss.

Member Robas voiced concern about both BOA and PAB Boards not receiving input regarding this potential change, no formal communication from the source was ever initiated, and that it is unfortunate that Board members have had no input into that request.

Commissioner Minshew apologized and will instruct the City Manager to increase communication. She asked again for the PAB to take a pause on this request.

Member Robas agreed and suggested looking at the pros and cons and further discussing the impact of this change for the City as a whole. She also pointed out that each of Nassau County Planning Board members gets a $150 stipend for each meeting. She would welcome the opportunity to meet with the City Manager to discuss this further.

Minshew clarified that she would like the Board to approve the requested change regarding the HDC amendment and pause or deny the amendment regarding the merging of the PAB and BOA.

Member Bennett mentioned that the board needs to hear all the public comments before opening the board discussion.

Public Comments were opened.

Len Kreger, current member of the BOA, echoed comments from Mrs. Davis and elaborated on some other points. Mr. Kreger emphasized that it is a terrible idea to combine the two boards, and it is frustrating that this came up without any discussion with the board members.

Margaret Kirkland, 1377 Plantation Point Drive, on behalf of Conserve Nassau, agreed that the HDC change should be made. Although she respects the work of the PAB and believes that it is important to the city, she also believes that combining the PAB and BOA would be a huge mistake.

Chair Doster closed the Public Comments.

Member Bennett voiced concern that making the change to merge the PAB and BOA would create a conflict of interest as the Board would be making decisions on cases that concern rules that said Board has recommended. He noted that he would be voting no on the merging of the two boards. He also noted that he supports the changes relating to the HDC.

Member Stevenson agreed with Commissioner Minshew's recommendation and would like to get more factual data about the decision process.

Member Gillette agreed with Commissioner Minshew. He noted that he was weary of discussing such a change while pending litigations are still active and voiced that it is the wrong time to talk about this action.

Member Bennett does not want to pause this decision and will vote.

Member Gingher echoed what Minshew said about staff being involved in a continued discussion.

Commissioner Minshew returned to the podium and advised the Board Members to do what they feel is comfortable.

Chair Doster asks Mr. Poole how to proceed with the motions and voting. Mr. Poole advised on how to motion on the two separate amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Bennett, to recommend Approval of PAB case 2025-0008 to the City Commission requesting LDC Text Amendments relating to establish the Historic

District Council Membership to seven (7) Voting Members and eliminating the Alternate Status; AND that PAB case 2025-0008, as presented is sufficiently compliant with the Comprehensive Plan and Land Development code to be approved at this time; AND to recommend Denial of PAB case 2025-0008 to the City Commission relating to combining the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board"; AND that PAB case 2025-0008, as presented is not sufficiently compliant with the Comprehensive Plan and Land Development code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

At this time, Item 4.2 was presented.

6. BOARD BUSINESS

6.1 Board Discussion - Coastal High-Hazard Areas (CHHA)

Mrs. Pearson stated that she believes this has been addressed. Member Stevenson clarified that this is defined in the Comprehensive Plan and the Land Development Code. Mrs. Gibson stated that it complies with state statutes and further explains what CHHA is but Member Bennett commented that this should be further defined.

Member Stevenson read the definition of CHHA from the Comprehensive Plan and Mrs. Gibson reminded Member Bennett that this is based directly on state statutes and scientific models.

6.2 Summary of Subcommittee Findings to Date - Sadler Road Overlay

Mrs. Pearson provided a presentation about the progress of the subcommittee relating to the development of the Sadler Road overlay.

Member Stevenson questioned how the City can involve the County in this project. Chair Doster mentioned that the County can be included in this planning process.

Member Bennett said that the working group are helpful, and he believes people will continue to come to meetings and become part of the group.

Chair Doster mentioned that another workshop will be held and inquired when the draft memo would be available to be reviewed by the Board. Mrs. Gibson asked if the Board would want to review it during a regular meeting of the PAB or if the draft memo could be provided to each Board Member and then sent to the City Commission with any edits provided by each Board Member. Member Gillette noted that the memo should be sent to Chair Doster and upon his approval, it should be sent to the Commission. Mrs. Gibson affirmed that she could have this available next week. Once approved by the Board it will be delivered to the City Commission as a memo.

6.3 Member Bennett introduces material regarding 1.05.04

Chair Doster brought up Member Bennett's memo which is entered into the record.

Member Bennett suggested setting up a timeframe for owners to present potential plans for the development of their property, especially relating to separating parcels. Member Bennett suggested this should be further discussed as an item at a future regular meeting.

Further discussion incurred about homestead exemption attached to property that would potentially be separated and not qualify for the exemption once separated, then having to pay regular City property tax rate.

Members Robas and Gingher questioned this proposal vs. property rights and asked Member Bennett to clarify the proposed requirement better.

Mr. Poole interjected to clarify how he understood Member Bennett proposal in practice and state the following: that "…the mechanism to amend the portion of the code that recognizes the underlying platted substandard lot of

records for the 25 ft lot of record as a building lot, but in order to preserve this status, the lot must have been assigned a separate tax parcel ID number by a certain date."

Member Bennett commented that this is something the board may want to think about and possibly consider in the future.

7. STAFF REPORT

8. PUBLIC COMMENT

No members of the public wished to speak at this time.

9. ADJOURNMENT 8:12 PM

_____ _____

Mia Sadler, Recording Secretary Richard Doster, Chair

NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, June 11, 2025, at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following:

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2024-0006: CITY OF FERNANDINA BEACH REQUESTS ADDING A DEFINITION FOR UNDERSTORY TREE IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS, AMENDMENTS TO LDC SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SPECIFICALLY AMENDING REFERENCES, CORRECTING INVASIVE PLANT LIST, AND INCORPORATING UPDATED FLORIDA-FRIENDLY LANDSCAPING PRACTICES IN SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS; RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANTS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT; AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPE REQUIREMENTS; AND MODIFYING SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2024-0010: CITY OF FERNANDINA BEACH REQUESTS TO MODIFY STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AS PROVIDED IN SECTION 4.03.01 STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY BY REVISING PURPOSE, CHARACTERISTICS, DESIGN REQUIREMENTS, AND SITE STANDARDS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0006: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0007: CITY OF FERNANDINA BEACH REQUESTS MINOR TEXT AMENDMENTS TO ADD TERMS IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0008: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 9.01.06(B) QUORUM AND VOTING AND 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 at least 24 hours in advance to request such accommodation. The PAB serves as a recommending committee. Every application is submitted to the City Commission for final decision making.

Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

August 6, 2025
News Leader Edition

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, August 19, 2025, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2025-06

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE TO ADD TERMS IN SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/OWNER OCCUPIED, ROOFTOP GARDEN; AMENDING SECTION 2.03.02 TABLE OF LAND USES TO LOCATE HEALTH STUDIOS; AMENDING SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/ COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at 310-3115.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2025-07
Land Development Code Text Amendments - Parking Standards and Parking Lot Design

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2025-07 at Second Reading.

SYNOPSIS: The Land Development Code (LDC) Text Amendments to add terms modify Section 7.01.04 Parking Standards and Parking Lot Design to clearly state the maximum parking allowed, adds parking requirements for Barber Shops, Beauty Salons, Nail Salons, Skincare, or Tattoo Parlor and modifies parking for Medical offices and Clinics in Table 7.01.04 (A) and allows for a fee in lieu of in the 8th Street Mixed Use Overlay.

This Ordinance was approved at First Reading at the July 19, 2025, Commission regular meeting.

FISCAL IMPACT: No fiscal impact is anticipated.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve the proposed Ordinance 2025-07 at Second Reading.

Margaret Pearson, Senior Planner	07/23/2025
Glenn Akramoff, Capital Project Manager	07/28/2025
Kimberly Elliott-Briley, Deputy City Clerk	08/07/2025
Jeremiah Glisson, Deputy City Manager	08/08/2025
Sarah Campbell, City Manager	08/11/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025

Katie A Newton

Submitted By: Katie Newton, Paralegal Date: July 22, 2025

COMMISSION ACTION: Enact

ORDINANCE 2025-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING LAND DEVELOPMENT CODE SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE IN TABLE 7.01.04(A) PARKING SPACE REQUIREMENTS, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code on September 5, 2006, which became effective on October 1, 2006; and

WHEREAS, the City applied for an LDC text amendment to modify Section 7.01.04 Parking Standards and Parking Lot Design to clearly state the maximum parking allowed and add parking requirements for Barber Shops, Beauty Salons, Nail Salons, Skincare, or Tattoo Parlor and modifies parking requirement for Medical Offices and Clinics in Table 7.01.04 (A) and allows for a fee in lieu of in the 8th Street Mixed Use Overlay; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Fla, on May 31, 2024; and

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meeting on Wednesday, June 11, 2025, and unanimously recommended approval; and

WHEREAS, it is the intention of the City Commission that sections of this Ordinance may be renumbered or relettered and that the administrative correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, by filing a corrected or recodified copy of same with the City Clerk.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the Land Development Code Amendments, attached hereto as Exhibit A, to modify Section 7.01.04 Parking Standards and Parking Lot Design comply with the City's 2030 Comprehensive Plan and are necessary to provide clarity, ensure consistent interpretation and application of the Land Development Code, and facilitate effective land use planning and development within the City.

SECTION 2. SEVERABILITY. If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

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

SECTION 4. This Ordinance shall become effective immediately upon adoption.

ENACTED this 19th day of August, 2025.

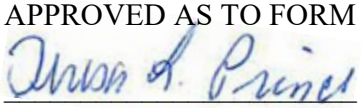
CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TERESA L. PRINCE, ESQ.
City Attorney

Date of First Reading: July 15, 2025
Date of Publication: August 6, 2025
Date of Second Reading: August 19, 2025

7.01.04 Parking Standards and Parking Lot Design

A. Parking space requirements

1. Minimum off-street vehicular parking spaces ~~shall~~ must be provided at the time of the construction of the principal building or at the time of the conversion of a building having a previously existing use to a more intensive use of the same property.
2. The minimum number of parking spaces ~~shall~~ must conform to the standards in Table 7.01.04(A) and may not exceed the parking ratio by any greater than 10%. *(Note: this was moved from prior subsection 9.)*
3. Due to the nature and character of properties within the ~~c~~Central ~~b~~Business ~~d~~District (C-3) and the Amelia River Waterfront Community Redevelopment Area waterfront lots containing ~~i~~Industrial ~~w~~Waterfront (I-W) or ~~w~~Waterfront ~~m~~Mixed ~~u~~Use (W-1) the provision of off-street parking will not be required, except for triplex and multi-family dwelling units, lodging accommodations and bed and breakfast inns.
    a. For Triplex and Multi-family dwellings, off-street parking ~~shall~~ must meet the Supplemental Standards in Section 6.02.32. Single Family and Duplex dwelling units shall meet the standards of the underlying zoning districts.
    b. For lodging accommodations and bed and breakfast inns the off-street parking requirements ~~shall~~ must be satisfied within 1,000 feet of the property involved and as otherwise required under this chapter and any applicable Supplemental Standards.
4. To support redevelopment and adaptive reuse of properties within the 8th Street Mixed Use Overlay/MU-8 Zoning District, some or all required parking may be achieved through a fee in lieu payment to support the City's creation of on-street parking improvements.
5. Calculation of required parking
    a. Where floor area determines the amount of off-street parking required, the floor area of a building ~~shall~~ must be the sum of the gross horizontal areas of every floor of the building, using exterior wall dimensions.
6. ~~For places of public assembly~~ Where the number of seats determines the amount of off-site parking, the parking space calculation is based on ~~shall be~~ the maximum occupancy load established for the building by the Fire Marshal.
7. Requirements for off-street parking for uses not specifically mentioned in this chapter ~~shall~~ must be the same as required for the use most similar to the one sought.
8. Any development adjacent to a public beach access ~~shall~~ must be prohibited from interfering in any manner with the public use of the beach access, including but not limited to blocking the parking, removing parking, or interfering with the normal flow of traffic within the beach access area.
9. ~~Off-street parking may not exceed 10% of the required parking amount on any site. relocate.~~ *Moved and combined with subsection 2 above*
10. ~~10.~~9. Up to two (2) on-site internal non-illuminated signs per business may be allowed to designate specific on-site parking areas. Signs are exempt from permitting requirements and are limited to four (4) square feet and no tall than eight (8) feet.

EXHIBIT A

Table 7.01.04(A). Parking Space Requirements

Type of Use or Activity	Minimum Number of Spaces
Assembly places (religious facilities, funeral homes, schools, theaters, auditoriums, arenas, civic centers, and facilities with an auditorium, sanctuary, or gathering place, whether fixed seats or open area)	1 space per 4 seats
Barber Shops, Beauty Salons, Nail Salons, Skincare, or Tattoo Parlor	2 spaces per customer service station, plus 1 space for each 300 ft² of gross floor area
Business and commercial activities, including retail sales, and business activities not otherwise specified	1 space per 300 ft² of gross floor area
Clubs and lodges (including fraternities, sororities, and other social or civic membership organizations)	1 space per 4 seats in the largest assembly area
Day-care and child-care centers	1.5 spaces per employee on the largest shift
Drive-in establishments	1 space per 60 ft² of gross floor area
Duplex dwellings	2 per unit[2]
Gasoline service stations	1 space per 350 ft² of floor area, plus 3 spaces per repair bay
Hospitals, nursing homes, rest homes, convalescent homes, assisted care facilities, other similar facilities, and other medical facilities providing overnight accommodations	0.25 spaces per 1 bed plus, 1 space for each 2 employees on the largest shift
Lodging accommodations, without restaurants or lounges	1space per sleeping room
Lodging accommodations, with restaurants or lounges	1space per sleeping room, plus 50% of the parking required by this section for the restaurant or lounge
Libraries and museums	1 space for each 500 ft² of gross floor area
Manufacturing, warehousing and industrial uses	1 space for each 2 employees on the largest shift, plus 1 space for each company vehicle operating from the premises
Marinas	0.5 space for each boat berth, plus 1 space per each 2 employees on the largest shift[1]
Medical offices and clinics	1 space per ~~250 ft²~~ 200 ft² of gross floor area
Mortuary and funeral homes	1 space for each 4 seats in the chapel, plus 1 space for each 3 employees
Multi-family dwellings	2 spaces per dwelling unit[3]
Offices (general, professional, or government)	1 space per 300 ft² of gross floor area
Public parks and recreation facilities	1 space per 1,000 ft² feet of active use area
Restaurants, eating, drinking, or entertainment establishments (without drive-in facilities)	1 space per 50 ft² of the customer services area or 1 space per 250 ft² of the gross floor area for those establishments without customer service areas (such as take-out windows only)
Schools and educational uses; Elementary, middle, and junior high schools	2 spaces for each classroom, office, and kitchen

EXHIBIT A

Schools and educational uses; High schools	6 spaces for each classroom, plus 1 space for each staff member
Schools and educational uses; Vocational, trade, and business schools	1 space per 300 ft² of gross floor area
Single-family dwellings	2 per unit[2]
Triplex dwellings	2 per unit[3]

[1]If a marina features a boat-launching ramp; at least fifty percent (50%) of the required parking spaces shall be designed to accommodate both a vehicle and boat trailer.

[2] Consistent with LDC policy 8.01.02(D)(4), Dwellings units within the CRA must provide two (2) spaces per dwelling unit on-site but are permitted the following exceptions: all units 1,000 sq. ft or under are only required to provide one (1) space per dwelling unit on-site and all units 1,001-1,250 sq. ft are only required to provide one and one-half (1.5) spaces per dwelling unit on-site.

[3]Triplex and multi-family dwelling units located in the Central Business District/ C-3 zoning and not within the CRA are required to provide parking as consistent with the supplemental standards directed in LDC Section 6.02.32.

B. Parking Flexibility – This section recognizes that minimum parking requirements, in certain circumstances, may result in excess provision of parking. Excess parking supply results in the inefficient use of land at the expense of additional landscaped areas, civic space, enhanced site design or building area and the reduction in subsequent tax revenue and employment opportunities. Therefore, off-street parking requirements may be met through additional and alternative measures provided in this subsection. These measures shall be requested during site plan review.

1. Shared Parking Provisions
   a. Shared parking may be applied when land uses have different parking demand patterns and can use the same parking spaces/areas throughout the day or night. Shared parking may also be applied when an existing development can demonstrate excess parking. Factors evaluated to establish shared parking arrangements shall include operating hours, seasonal/weekly/daily peaks in parking demand, the site's orientation, location of access driveways, accessibility to other nearby parking areas, pedestrian connections, distance to parking area, and availability of parking spaces.
   b. Shared parking is subject to an agreement that addresses the following:
      1. The agreement is valid only as long as the conditions described in the application for the shared parking exist, the City must be a party identified in the agreement requiring a signature from the City Manager, and the agreement must be in a form acceptable to the City Attorney recorded with the Nassau County Clerk of Courts.
      2. A copy of the recorded agreement shall be submitted to the City Attorney and City Manager within ten (10) days of its recording.
2. Off-Site Parking – Up to 50% of the overall required parking may be met in off-site parking areas through a shared parking agreement. The off-site parking area must be located within 600 feet walking distance of the structures' nearest public entrance. A pedestrian connection providing a safe, well-lit walking environment shall be required. No more than two (2) off-site non-illuminated signs per business shall be allowed in order to designate or direct use of off-site parking spaces. Signs are exempt from permitting requirements and are limited to four (4) square feet and no taller than eight (8) feet.
3. Existing Sites – If the parking deficit on an existing site is within 20% of the required additional parking generated by proposed alterations or expansions in use then those spaces may be provided in unimproved parking areas.

EXHIBIT A

4. Valet Parking – On-site or off-site valet parking is permitted. All off-site locations shall require a recorded parking agreement, meeting the requirements for shared parking arrangements. Motor vehicles may be stacked for valet operations.
5. The City may require, or an applicant may request, the elimination of up to 20% of the required parking spaces in order to preserve specimen trees. The site plan shall show the location of all required parking and the spaces eliminated to preserve the trees.
6. On-Street Parking – The City Manager may grant a parking waiver for use of on-street parking spaces immediately adjacent to the site of a commercial use, not to exceed 10% of the required parking spaces when the following conditions exist:
   a. On-street parking is permitted on both sides of the right-of-way;
   b. Sufficient improved right-of-way width is evidenced and maintained;
   c. A linear length of at least 25 feet along the right-of-way for each alternative space;
   d. On-street spaces shall not be located closer than 30 feet from an intersection or 15 feet from a driveway;
   e. The maximum utilization of other off-street parking alternatives for the commercial site shall be implemented prior to the granting of a parking waiver.

From: noreply@civicplus.com
To: Planning Info
Subject: Online Form Submittal: Planning Advisory Board (PAB)
Date: Tuesday, June 24, 2025 2:52:54 PM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Planning Advisory Board (PAB)

Planning Advisory Board (PAB) Application
USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees	LDC Text Amendment ($1,500)

IMPORTANT NOTES

Pre-Application Meeting
To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 42 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:	LDC Text Amendment – see LDC Section 11.01.08.
The LDC is available for review at	www.fbfl.us/LDC
Application Requirements	*Field not completed.*
Have you met with a planner for a pre-application meeting?	Yes
What was the date of your pre-application meeting?	5/20/2025
PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	204 Ash Street

City	Fernandina Beach
State	FL
Zip	32034
Parcel ID #(s)	0
Lot	0
Block	0
Subdivision	0
Zoning District	C-1
Future Land Use Designation	8th St Mixed Use
Do you authorize the installation of a temporary City notice sign on your property?	NO
REVIEW TYPE	LDC Text Amendment

OWNER OF RECORD
As recorded with the Nassau County Property Appraiser

First Name	Sarah
Last Name	Campbell
Company (if applicable)	City of Fernandina Beach
Mailing Address	204 Ash Street
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	9043103480
Email Address	planninginfo@fbfl.city

OWNER'S AGENT
If other than owner. If an agent will be representing the owner, an Owner's

Authorization For Agent Representation form must be included

First Name	Kelly
Last Name	Gibson
Mailing Address	204 Ash Street
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	9043103480
E-mail Address	planninginfo@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals	This application is entered in Energov on 5/21/2025 for PAB Meeting of 6/11/2025
Summary of Request (more detailed information to be provided in required letter of intent)	Request for Amendment to LDC Section 7.01.04 Parking Standards and Parking Lot Design
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures., I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

I/We understand that the City Staff may install a Notice of Hearing sign on the property 14 days before the scheduled heating and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	Kelly
Applicant Last Name	Gibson
Today's Date	5/21/2025

Upload Supporting Documentation	06 11 25_PAB RM.pdf
Upload 2	*Field not completed.*
Upload 3	*Field not completed.*
Upload 4	*Field not completed.*

DEPARTMENT OF PLANNING & CONSERVATION
204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

Email not displaying correctly? View it in your browser.

Specific Parking Standards Research

By Alyssa Hamrick

Atlantic Beach, Fl

Use	Minimum Parking Required
Restaurants	One (1) space for each four (4) seats. Any outdoor seating where service occurs shall be included.
Medical Offices	One (1) space for each two hundred (200) sq ft of gross floor area

- Beauty Salons were not stated in this community's parking standards
- Mixed use parking was not stated in this community's parking standards

Cedar Key, Fl

Use	Minimum Parking Spaces Required
Restaurant	One (1) space per 100 sq ft or one space per four seats

- Beauty Salons were not stated in this community's parking standards
- Mixed use parking was not stated in this community's parking standards
- Medical offices were not stated in this community's parking standards

Cocoa Beach, Fl

Use	Minimum Parking Spaces Required
Medical or Dental Clinic	One (1) space for each four hundred (400) sq ft of gross floor area
Restaurants	One (1) space for each three (3) seats or seating places. Or one (1) space for every one hundred (100) sq ft of floor area of the main assembly hall, whichever is greater.

- Beauty Salons were not stated in this community's parking standards
- Mixed use parking was not stated in this community's parking standards

Destin, Fl

Use	Maximum Vehicle Parking (within Old Destin MMTD); otherwise, Minimum Vehicle Parking	Minimum Bicycle Parking
Hospitals	Two (2) spaces for every bed	5%
Other residential care facilities	One (1) space for every four (4) beds, plus one (1) space per staff person working the largest shift	5%
Full-service Restaurants (quality or high turnover sit-down)	One (1) space for every 100 sq ft of gross floor area	10%
Limited-service Restaurants (delivery/ carry-out/ drive-in)	One (1) space for every 150 sq ft of gross floor area	5%
Barbershops or Beauty Parlors	One (1) space for every 150 sq ft of gross floor area	5%

- Mixed use parking was not stated in this community's parking standards

Fort Walton Beach, Fl

Use	Minimum Parking Spaces Required	Bicycle Spaces
Medical and Dental Offices and Clinics, outpatient facilities	One (1) space per 200 sq ft	One (1) per twenty (20) parking spaces
Barber, Beauty Salon, Nail Salon, etc.	Two (2) spaces per chair or station	One (1) per ten (10) parking spaces
Restaurants, indoor, enclosed outdoor seating, with or without drive-up windows	One (1) space per 100 gross sq ft	One (1) per four (4) parking spaces

- Mixed use parking was not stated in this community's parking standards

Gainesville, Fl

Use	Maximum Vehicle Spaces	Required Bicycle Spaces
Medical and Dental Offices	One (1) space for each 150 sq ft of floor area	5%
Restaurants with seating	Three (3) spaces, plus one (1) for each two (2) seats of seating capacity where service is provided	10%
Restaurants with no seating	One (1) space for each 200 sq ft of gross floor area	10%
Beauty Salons and Barbershops	Two (2) spaces per beauty or barber chair	10%

- Mixed use parking was not stated in this community's parking standards

Indian Harbour Beach, Fl

Use	Minimum Parking Spaces Required
Medical Offices	Five (5) spaces for each doctor or dentist, or one (1) space for each 200 sq ft of floor area, whichever would result in the greater number of spaces.
Restaurants or other eating places	One (1) space for each three (3) seats or seating places, or one (1) space for each 200 sq ft of floor area, whichever would result in the greater number of spaces.

- Beauty salons were not stated in this community's parking standards
- Mixed use parking was not stated in this community's parking standards

Jacksonville Beach, Fl

Use	Parking Spaces Required, in all zoning districts besides CBD and approved RD districts located within the CBD	Parking Spaces Required, within the CBD or approved RD districts located within the CBD
Barbershops and Beauty Salons	Two (2) spaces per chair or station	One (1) space per chair or station
Medical and Dental offices	One (1) space per 200 sq ft of floor area	One (1) space per 400 sq ft of floor area
Restaurants	One (1) space per 100 sq ft of floor area	One (1) space per 100 sq ft of floor area

- Mixed use parking was not stated in this community's parking standards

Nassau County, Fl

Use	Minimum Parking Spaces Required
Medical and Dental Offices	One (1) space for each doctor, plus one (1) space for each two (2) employees, plus one and one-half (1½) spaces for each consultation room or examining room, provided the maximum number of required spaces for each doctor shall not exceed seven (7).
Restaurants	One (1) space for each four (4) seats in public rooms plus one (1) space for each two (2) employees.

- Beauty salons were not stated in this community's parking standards
- Mixed use parking was not stated in this community's parking standards

New Smyrna Beach, Fl

Use	Minimum Parking Spaces Required
Medical Offices and Clinics	One (1) space for each doctor, plus one (1) space for each two (2) employees, plus one and a half(1 ½) spaces for each consultation/examination room, provided the maximum number of spaces per doctor does not exceed seven (7).
Restaurants	One (1) space for each four (4) seats in public rooms, plus one (1) space for each two (2) employees

- Beauty salons were not stated in this community's parking standards
- Mixed use parking was not stated in this community's parking standards

Panama City, Fl

Use	Minimum Parking Spaces Required
Medical Offices	Six (6) spaces per 1,000 sq ft of gross floor area.
Restaurant, lounge, or establishment for the consumption of beverages on-premises	One (1) space per 75 sq ft of floor area, plus 0.5 per seat.
Drive-in Restaurants	Subject to approval by the director.

- Beauty salons were not stated in this community's parking standards
- Mixed use parking was not stated in this community's parking standards

Sarasota, Fl

Use	Parking Spaces Required
Medical Offices and Clinics	1 space per 200 sq ft of floor area up to 3,000 sq ft of gross leasable floor area, plus 1 space/250 sq ft from 3,001 to 5,000 sq ft, plus 1 space/300 sq ft from 5,001 to 10,000 sq ft, plus 1 space/350 sq ft from 10,001 to 20,000 sq ft, plus 1 space/400 sq ft over 20,000 sq ft of gross leasable floor area
Restaurants	1 space per 150 sq ft
Restaurants, fast food	1 space per 300 sq ft
Beauty Salons and Barbershops	1 space per customer chair, plus 1 space per 250 sq ft of floor area

- Mixed use parking was not stated in this community's parking standards

St. Augustine, Fl

Use	Minimum Parking Spaces Required
Barbershops, Beauty salons	Three (3) spaces per chair or operator
Restaurants	One (1) space/ gross floor area(sq ft): 75 patron area (non-fixed seating) One (1) space/rates patron capacity: 4 patrons (fixed seating) And one (1) space per 200 sq ft of non-patron area
Restaurants, fast-food or drive-through	One (1) space/ gross floor area(sq ft): 75 patron area (non-fixed seating) One (1) space/rates patron capacity: 3 patrons (fixed seating) And one (1) space per 100 sq ft of non-patron area
Medical Offices	Three (3) spaces per doctor

- Mixed use parking was not stated in this community's parking standards

Tallahassee, Fl

Use	Minimum Parking Spaces Required
Medical Offices and Clinics	One (1) space/200 square feet of gross floor area.
Restaurants	One (1) space/100 gross square feet of floor area up to 6,000 gross square feet, plus one (1) space/75 gross square feet of floor area over 6,000 gross square feet.
Restaurants, fast food	One (1) space/200 square feet of gross floor area.
Beauty Salons and Barbershops	Two (2) space per customer chair, plus one (1) space per 250 sq ft of floor area

- Mixed use parking was not stated in this community's parking standards

Titusville, Fl

Use	Minimum Parking Spaces Required
Medical and Dental Clinics and Offices	One (1) space per 200 sq ft of gross floor area
Restaurants	One (1) space per 150 sq ft of gross floor area

- Beauty salons were not stated in this community's parking standards
- Mixed use parking was not stated in this community's parking standards

St. Petersburg, Fl

Shared Parking: Saturday and Sunday

Use	8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm	12 am
Medical offices	20	90	60	10	10	0	0	0	0
Restaurant, general	3	8	30	45	45	90	100	95	70
Restaurant, drive-thru	3	8	30	45	45	90	100	95	70

- Beauty Salons were not stated in this community's parking standards
- Mixed use parking was not stated in this community's parking standards

St. Petersburg, Fl

Shared Parking: Monday through Friday

Use	8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm	12 am
Medical offices	60	100	80	100	100	10	0	0	0
Restaurant, general	5	20	50	60	50	90	100	90	50
Restaurant, drive-thru	40	20	70	40	35	100	70	90	5

Melbourne, Fl

Use	Minimum Parking Spaces Required
Restaurants	One (1) space for each three (3) seats, one (1) space per employee on the largest working shift, plus two (2) bicycle spaces per 100 seats.
Restaurants with no seating	One (1) space per employee on the largest working shift. If drive-through or pickup area is provided, three (3) additional spaces shall be provided.
Beauty Salons and Barbershops	Two (2) spaces per station
Medical and Dental Offices	Five (5) spaces per doctor, plus three (3) administrative spaces per doctor. Or one (1) space per each 175 sq ft of building area excluding storage, whichever is greater.

- Mixed use parking was not stated in this community's parking standards

Leon County, Fl

Use	Minimum Off-Street Parking Requirements	Ratio of Full Size to Compact Parking Spaces (Full/Compact)	Required Bicycle Spaces
Barbershops or beauty parlors	One space per 250 sq ft of gross floor area	70/30	0.10 per required parking space
Restaurants -all restaurants except fast food	One space per 200 sq ft of gross floor area up to 6,000 gross sq ft, plus one space per 150 sq ft of gross floor area over 6,000 sq ft	70/30	0.10 per required parking space
Fast Food Restaurants	One space per 350 sq ft of gross floor area	70/30	0.25 per required parking space
Medical and dental offices and clinics	One space per 250 sq ft of gross floor area	70/30	0.05 per required parking space

- Mixed use parking was not stated in this community's parking standards

Summary

- Based on our research we suggest the minimum amount of parking spaces for beauty salons, barbershops, nail salons, skin care parlors, and tattoo shops to be two (2) spaces per work-station, plus one (1) space for each 350 square feet of gross floor area. Some examples of cities and counties with similar parking requirements include Fort Walton Beach, Melbourne, Gainesville, Jacksonville Beach, and Tallahassee. These examples have parking requirements of two (2) spaces per work-station, with the exception of Tallahassee, which requires two (2) spaces per work-station plus one (1) space per 250 square feet of floor area.

- We also noticed a trend with medical offices. We suggest having a parking standard of one (1) space per each 200 square feet of gross floor area instead of 250 square feet. Some examples of cities and counties with similar parking requirements include Atlantic Beach, Fort Walton Beach, Jacksonville Beach, Sarasota, Tallahassee, and Titusville. These examples have parking requirements of one (1) space per each 200 square ft of gross floor area, with the exception of Sarasota, which has the basis of one (1) space per 200 square feet but specifies parking requirements for larger building areas.

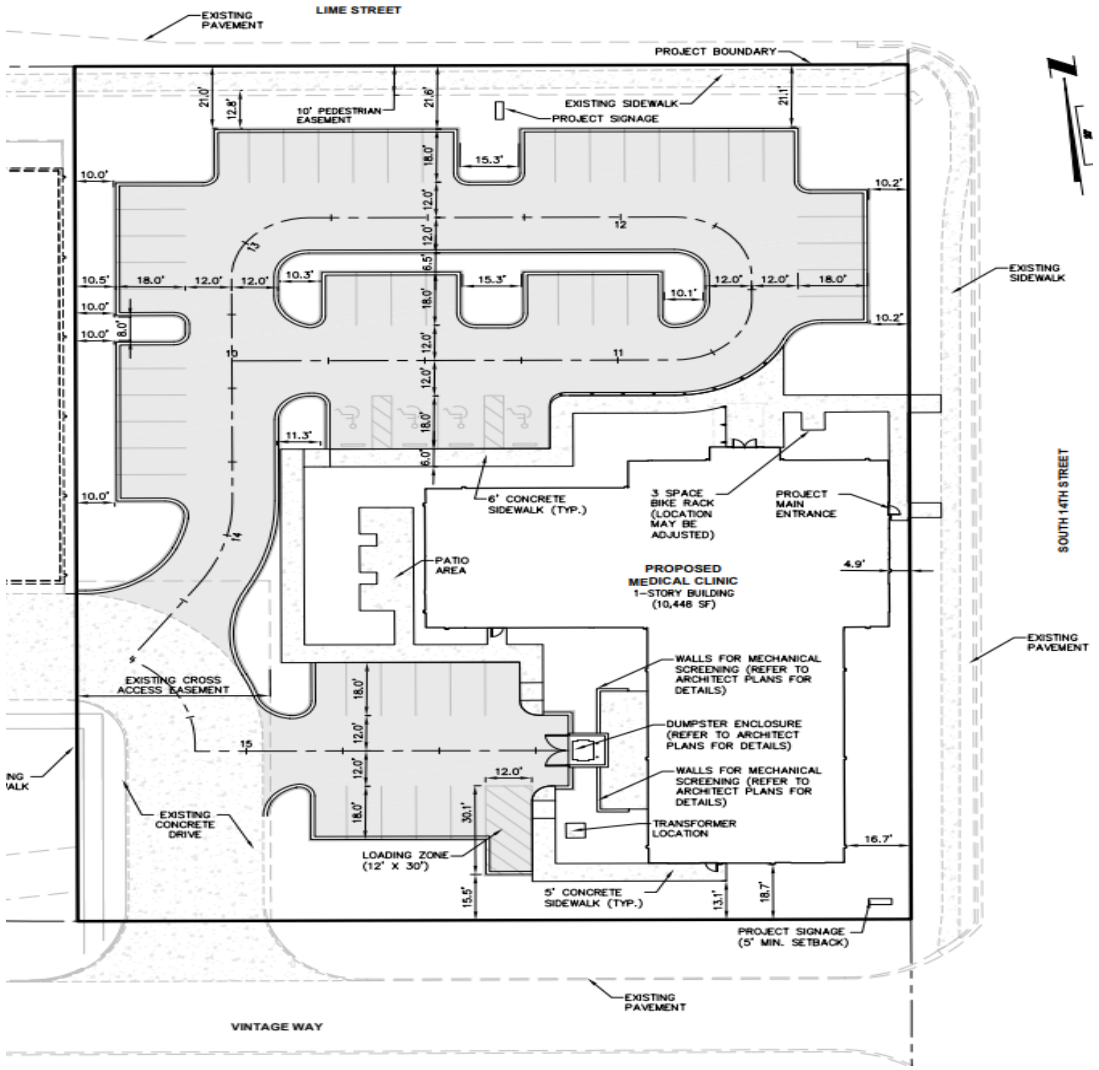
Example

- We have had inquiries in the past about allowances or variances of the amount of parking spaces for these building uses. Most recently, the Baptist medical offices that are in the process of being developed has requested additional parking spaces, which could be accommodated by the square footage change.

Allowed parking spaces as of now:
10,448 sq. ft. divided by 250 sq. ft. equals **42** parking spaces,
PLUS the 10% allowance equals a total of **47** parking spaces.

Allowed parking spaces with the square footage change:
10,448 sq. ft. divided by 200 sq. ft. equals **52** parking spaces,
PLUS the 10% allowance equals a total of **57** parking spaces.*

*This number aligns with the amount of parking spaces the developers want to have on this site.



Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Fernandina Beach is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City of Fernandina Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
    a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
    b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
    c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

[1] See Section 166.041(4)(c), Florida Statutes.

d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Fernandina Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance serves to address the public health, safety, morals, and welfare of the City of Fernandina Beach.

LDC text amendment to modify Section 7.01.04 Parking Standards and Parking Lot Design to clearly state the maximum parking allowed and add parking requirements for Barber Shops, Beauty Salons, Nail Salons, Skincare, or Tattoo Parlor and modifies parking requirement for Medical Offices and Clinics in Table 7.01.04 (A) and allows for a fee in lieu of in the 8th Street Mixed Use Overlay.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Fernandina Beach, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City of Fernandina Beach regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

There are no direct impacts involved with the cost associated with the amendments.

4. Additional information the governing body deems useful (if any):

The proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated and, therefore, the proposed ordinance does not affect only businesses.

DRAFT

MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
JUNE 11, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Richard Doster (Chair)	Victoria Robas
Mark Bennett	Barbara Gingher
Nick Gillette	Peter Stevenson

MEMBERS ABSENT:
Daphne Forehand (Vice-Chair)

OTHERS PRESENT:
Margaret Pearson, Senior Planner
Kelly Gibson, Planning & Conservation Director
Harrison Poole, City Attorney Pro Tem
Mia Sadler, Planner/Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Workshop meeting of May 7, 2025.

Chair Doster proceeded with motions to approved the following Minutes with no corrections from Board Members.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Workshop Meeting of May 7, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of May 14, 2025.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Regular Meeting of May 14, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

3.3 Approval of Minutes for the Workshop meeting of May 21, 2025.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Workshop Meeting of May 21, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4. OLD BUSINESS

4.1 ***THIS CASE WAS WITHDRAWN BY THE APPLICANT ON 6/4/2025 - SEE WITHDRAWAL LETTER ATTACHED****

PAB CASE 2025-0001: RON FLICK AGENT FOR FERNANDINA BEACH REALTY, INC., 3172 S. FLETCHER AVENUE (BEACHSIDE MOTEL)

Requesting a Future Land Use Map amendment from High Density Residential (HDR) to General Commercial (GC) and requesting a Zoning Map change from High Density Residential (R-3) zoning district to the General Commercial (C-2) zoning district for approximately 1.11 acres of land located at 3172 S. Fletcher Avenue and identified as the Beachside Motel.

Margaret Pearson, Senior Planner, noted that the applicant provided a written request to withdraw this case on June 4, 2025.

Member Stevenson asked if we need a motion. Planning Director Kelly Gibson explained that a motion was not needed.

4.2 **PAB CASE 2024-0006: *CITY OF FERNANDINA BEACH*** REQUESTS ADDING A DEFINITION FOR UNDERSTORY TREE IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS, AMENDMENTS TO LDC SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SPECIFICALLY AMENDING REFERENCES, CORRECTING INVASIVE PLANT LIST, AND INCORPORATING UPDATED FLORIDA-FRIENDLY LANDSCAPING PRACTICES IN SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANTS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPE REQUIREMENTS AND MODIFYING SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS; *Synopsis: Amends the Land Development Code to modify landscaping sections and subsections contained in Chapter 4.*

Margaret Pearson, Senior Planner, presented the case to add definition and landscaping language to the ordinance. Board Members had reviewed this language a few times and Staff made minor changes to define understory trees and amend trees as it relates to height. Mrs. Pearson explained that this is an official recommendation to the City Commission.

Margaret Kirkland, 1377 Plantation Point Drive, speaking on behalf of Conserve Nassau, noted that she was in favor of defining terms; however, was also concerned with reducing buffers and using understory trees instead of canopy trees. She emphasized that canopy trees protect us from wind, water, heat, and flooding. She also voiced concern about the loss of canopy trees.

Member Stevenson provided insight that the request to update this definition was originally initiated during the Centre Street revitalization and reinforced the need for an alternative such as understory trees. Mrs. Kirkland and Member Stevenson continued discussing the definition and its implication.

Member Robas brought up a comment made by Commissioner Ayscue during the May 6th, 2025, regular meeting of the City Commission, asking for an explanation on how our landscaping code meets state requirements regarding tree removal. Mrs. Pearson explained that the removals do meet state requirements and Mrs. Gibson further explained the areas of the code in which it is described.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB case 2024-0006 to the City Commission requesting LDC Text Amendments with the noted amendments by Staff along with the amendments proposed by Board Members; AND that PAB case 2024-0006 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4.3 **PAB CASE 2024-0010: *CITY OF FERNANDINA BEACH*** REQUESTS TO MODIFY STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AS PROVIDED IN SECTION 4.03.01 STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY BY REVISING PURPOSE, CHARACTERISTICS, DESIGN REQUIREMENTS AND SITE STANDARDS; *Synopsis: Amends the Land Development Code to modify standards for allowing Planned Unit Developments.*

In order to accommodate citizens' request to speak, this item was moved to the end of the list of Business items at 7:02 p.m.

Mrs. Gibson presented the Staff Report Analysis and explained that there has been a lot of research and discussion on this topic, but because of a lack of alignment by the Board, the City Commission requested that this comes back to the PAB to be reconsidered. Mrs. Gibson pointed out parts of the amendments for the Board to focus on and recommended approval.

Member Gillette discussed the implications of the PUD's minimum acreage and voiced support for no acre minimum but after mulling it over conceded that a minimum of 0.75 acres would provide increased flexibility. Member Bennett recommended one (1) acre to keep it simple and levelled. Member Gillette and Member Bennett went on discussing pros and cons of PUD size requirements.

Although Member Gillette brought up the positive aspects benefiting adjacent communities, Member Bennett voiced concern about setbacks in residential areas and PUDs and suggested that there should be some protection for the owners of existing residential properties. Chair Doster explained that the Board would have input and that developers could be more creative.

Mrs. Gibson explained how PUDs could address the community at large through creative solutions.

Mr. Poole suggested that updates to proper notice requirements would also need to be amended within the LDC.

Member Robas voiced support for at least one (1) acre minimum.

Chair Doster revisited the point regarding acreage being either 0.75 or one (1) acre to which Member Bennett emphasized his support to the 1-acre option.

Member Stevenson suggested that Staff could provide more statistical data to help assess that minimum number. Mrs. Gibson explained the self-filtering nature of the amendment which was created. She affirmed that the PAB will be greatly involved in the planning process of PUDs along with responses to public comments and input regarding any future PUD projects.

Member Robas reiterated that although she originally voted for no minimum, she now believes that a minimum should be at 1 acre.

Member Gillette noted that there aren't a lot of remaining undeveloped non-government parcels that are 1-acre or more. Mr. Poole pointed out that as it is written, this change does not increase the density.

Member Robas brought back her concern of a minimum acres if applied with the Tringali property. Member Gillette noted that that property would be over one (1) acre.

The Board then proceeded with a motion to recommend a .75 acreage minimum.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB case 2024-0010 to the City Commission requesting LDC Text Amendments with the noted amendments by Staff and the ones proposed by the Board Members to amend the minimum acreage standard for PUD to 0.75 acre and updating the public notice requirements ; AND that PAB case 2024-0010 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, as follows:

Member Gingher	**Aye**
Member Robas	**Nay (because of the acreage amendment)**
Member Stevenson	**Aye**
Member Bennett	**Nay (because of the acreage amendment)**
Member Gillette	**Aye**
Chair Doster	**Aye**

Motion carried.

Mrs. Gibson noted that this recommendation will potentially be heard by the City Commission at their 2nd regular meeting of July 2025.

At this point, the Board moved to Board Business item 6.1.

5. NEW BUSINESS

5.1 PAB 2025-0004 - FINAL REPLAT REQUEST - KINGDOM MINISTRY - LOT 8 BLOCK 233, S. 13TH STREET

Final subdivision replat review for the creation of 7 lots.

At this time, Member Gillette recused himself from this case.

Member Stevenson asked Mr. Gillette a question about green fields being developed. Mr. Gillette explained that it is an undeveloped piece of property. Member Stevenson then stated that he would like to know how much tree coverage will be lost with this project.

Mrs. Pearson introduced the Staff Report Analysis explaining that this plat contains 7 lots and will consist of 6 town homes and 1 single family unit. She added that this was reviewed and approved at a May 2025 Technical Review Committee (TRC) based on cohesiveness with the existing Land Development Code and Comprehensive Plan. Staff recommended approval.

Frank and Linda Cacciapouti, 907 Vernon Street, live across the street from the empty lot and are concerned with orientation, removal of trees, form of the structure as well as road access.

Shawna McKinnerney, 817 Vernon Street, voiced concern about drainage and flooding on this street with continued development. She is opposed to the development without an extensive drainage system.

Tom Wilson, 816 Vernon Street, lives adjacent to the property. He is concerned with the parking requirements and that already, people are filling up public parking spaces and parking on the grass. He also voiced the fact that there are no sidewalks on the street, that the drainage is bad, and that no one has a plan to address these problems.

Netherland Wilson, 816 Vernon Street, commented that she has lived in the area for over 20 years and emphasized the fact that her tax dollars over these years should have been applied for infrastructure and that as of now there are no sidewalks. She also noted that this is a historically African American neighborhoods and has always lacked

infrastructure improvements.

Jay Mock, 1934 Sunrise Drive, owner, and Alex Bolton, Gillette & Associates, agent for the owner, were present to answer questions. Mr. Mock stated that he relies mainly on Staff Report recommendations. Mr. Bolton spoke in relation of the site plan and there is no elevations. Mr. Bolton spoke of an on-site drainage plan using an easement and a dry swale. He also noted that tree mitigation would be performed per individual lots.

Member Robas asked if wetlands are present nearby. Stevenson asked about tree removal, retainage, and mitigation. Mr. Bolton explained the landscaping plan.

Mrs. Pearson confirmed that this was approved by TRC and has been reviewed by Planning, Stormwater, and the arborist. She also pointed out that there is parking on site with four access points and that there is a requirement to install sidewalks.

Member Robas asked about flooding issues that were brought up during Public Comments. Mrs. Pearson mentioned that the drainage for this property must be maintained on site and that the Board is not required to look at issues beyond the scope of the project. It was noted that any concern about stormwater or flooding issues could be addressed directly with the City's Stormwater Director Andre Desilet.

Members of the public raised questions regarding the ratio of tree removal, considering that most trees are located on one side of the proposed plat, and the price structure of the townhomes.

Tiana Christner, 406 Beech Street, asked about the density on the R-2 lots. She also questioned the structures and the forms they will take. She explained and questioned the stipulations around the diameter at breast height (DBH). Mrs. Gibson explained the tree mitigation ordinance and landscaping requirements.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas, to recommend approval of PAB case 2025-0004 to the City Commission requesting that a Final Plat for property located at Lot 8 Block 233 S. 13th Street be approved, and that PAB case 2025-0004, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by ayes and nays, being as follows:

Member Gingher	**Aye**
Member Robas	**Aye**
Member Bennett	**Aye**
Member Stevenson	**Nay**
Chair Doster	**Aye**

Motion carried.

5.2 **PAB CASE 2025-0006: *CITY OF FERNANDINA BEACH*** REQUESTS AMENDMENTS TO LDC SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS; *Synopsis: Amends the Land Development Code to modify parking standards and requirements for specific uses.*

At this point, Member Gillette returned as a voting member.

Mrs. Pearson presented the case and the proposed changes to the LDC previously discussed.

Board Members had further discussion.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Gillette, to recommend approval of PAB case 2025-0006 to the City Commission requesting LDC Text Amendments as presented; AND that PAB case 2025-0006 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

5.3 **PAB CASE 2025-0007: *CITY OF FERNANDINA BEACH*** REQUESTS MINOR TEXT AMENDMENTS TO ADD TERMS IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/ OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS.

Mrs. Gibson presented the Staff Report Analysis for minor text amendments to further clarify language and definitions in the Land Development Code, and recommended approval.

Member Bennett questioned some language regarding "place of business" under the Personal Trainer definition, but Mrs. Gibson affirms that this was taken directly from FL state statutes. Member Gingher mentioned that there are personal trainers everywhere on the island and that they do not train people in their homes. Further discussion ensued by Board members regarding this definition.

Member Gillette questioned the rooftop garden and the 50% specification and mentioned they could be constructed for view-corridors. Both Mrs. Gibson and Mrs. Pearson explained that 50% came from a professional article which discussed a professional standard in the planning field and that the goal is to leave it somewhat open while still providing parameters to meet minimum landscape requirements.

Further discussion with Board members and Staff ensued to justify the rooftop garden language and proposed standards.

Chair Doster suggested a change to the language for Health Studio with "health studio means any person rather than business" and also make a change to Personal Trainer language to note that they might have a private business space.

Member Robas supported the small changes requested by Chair Doster and Member Bennett in order to move forward.

Member Stevenson questioned OT-2 and its compatibility with low intensity health studios and other commercial uses. Mrs. Gibson explained another area of code that is being revised regarding development within wetlands. In the past, the city required an exemption for properties in the W-1 zoning district, in the CRA, and on the waterfront. She explains some history regarding this case.

Member Robas asked about the difference between W-1 and I-W to which Mrs. Gibson explained W-1 is for Waterfront zoning and I-W is for Industrial Waterfront zoning.

Member Gillette asked Staff why we would require 50 feet from a natural waterbody. Mrs. Gibson explained the facts of erosion concerns and wildlife considerations and that this language has been here for a long time.
Member Gillette and Mrs. Gibson proposed discussing the potential impact this change would have on various properties in the City at a later date.

Member Stevenson strongly emphasized his concern and desire to address the issues with the Waterfront.

ACTION TAKEN: A motion was made by Member Robas seconded by Member Stevenson, to recommend approval of PAB case 2025-0007 to the City Commission requesting LDC Text Amendments with the noted

amendments by Staff as presented; AND that PAB case 2025-0007 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time with the added two amendments proposed by the Board Members.

Vote upon passage of the motion was taken by voice vote, as follows:

Member Gingher	**Aye**
Member Robas	**Aye**
Member Bennett	**Aye**
Member Stevenson	**Aye**
Member Gillette	**Nay**
Chair Doster	**Aye**

Motion carried.

5.4 **PAB 2025-0008 - *CITY OF FERNANDINA BEACH*** REQUEST LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENT TO SECTIONS 9.01.00 REQUIREMENT FOR ALL BOARDS AND COMMISSIONS, 9.03.00 HISTORIC DISTRICT COUNCIL, 9.02.00 PLANNING ADVISORY BOARD, 9.04.00 BOARD OF ADJUSTMENT - ORDINANCE 2025-XX AMENDING THE LAND DEVELOPMENT CODE SECTION 9.01.06(B) QUORUM AND VOTING AND 9.03.01(B) MEMBERSHIP REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN REGULAR MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code to establish the Historic District Council Membership to seven (7) Voting Members and eliminating the Alternate Status and combines the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board."*

Mrs. Gibson presented the Staff Report Analysis and explained that this case is two-fold with the first amendment request to review a change to the Historic District Council being a five (5) voting member Board to a seven (7) voting member Board and eliminate the two (2) Alternate status. The second amendment request was initiated by the City Commission and is to evaluate the possibility of combining the Planning Advisory Board (PAB) and the Board of Adjustment (BOA) in roles, duties, and functions. She also restated that the rules, responsibilities, and appointment of members would continue to function as the PAB.

Chair Doster proceeded to open the Public Comments.

Margaret Davis, current Member of the BOA voiced strong opposition to this proposal to merge the two boards because she feels the two boards serve the community in different ways and delved into both functions.

Member Stevenson asked if the concern was that the merging of the two Boards could create additional legal issues that could result in a greater number of poor actions. Mrs. Davis answered that it depends on each case and application. She elaborated on the implications of the quasi-judicial proceedings.

Genece Minshew, current City Commissioner, provided context about the City Commissions' decision to pursue a combination of the two (2) Boards. She strongly endorsed the HDC changes from 5 to 7 voting members. She then explained the reasoning behind the request being the concern about efficiency and effectiveness and noted a short cost saving analysis. She talked about other boards being combined or sunsetted. She expressed the need for more analysis and conversation, especially given current litigation. Commissioner Minshew asked the Board to consider separating the issues and approving the HDC requested change and continuing the discussion about combining the BOA and PAB. She suggested that Staff, the City Manager, and City Attorneys discuss this request further.

Member Stevenson thanked the commissioner for her comment. He stated that although this change is technically possible, it is not logistically possible. He explained his views of the BOA being a resource to the community and

stated that the potential savings would not be worth losing the resource.

Commissioner Minshew asked the Board to pause this one request and let the commissioners and City Staff discuss.

Member Robas voiced concern about both BOA and PAB Boards not receiving input regarding this potential change, no formal communication from the source was ever initiated, and that it is unfortunate that Board members have had no input into that request.

Commissioner Minshew apologized and will instruct the City Manager to increase communication. She asked again for the PAB to take a pause on this request.

Member Robas agreed and suggested looking at the pros and cons and further discussing the impact of this change for the City as a whole. She also pointed out that each of Nassau County Planning Board members gets a $150 stipend for each meeting. She would welcome the opportunity to meet with the City Manager to discuss this further.

Minshew clarified that she would like the Board to approve the requested change regarding the HDC amendment and pause or deny the amendment regarding the merging of the PAB and BOA.

Member Bennett mentioned that the board needs to hear all the public comments before opening the board discussion.

Public Comments were opened.

Len Kreger, current member of the BOA, echoed comments from Mrs. Davis and elaborated on some other points. Mr. Kreger emphasized that it is a terrible idea to combine the two boards, and it is frustrating that this came up without any discussion with the board members.

Margaret Kirkland, 1377 Plantation Point Drive, on behalf of Conserve Nassau, agreed that the HDC change should be made. Although she respects the work of the PAB and believes that it is important to the city, she also believes that combining the PAB and BOA would be a huge mistake.

Chair Doster closed the Public Comments.

Member Bennett voiced concern that making the change to merge the PAB and BOA would create a conflict of interest as the Board would be making decisions on cases that concern rules that said Board has recommended. He noted that he would be voting no on the merging of the two boards. He also noted that he supports the changes relating to the HDC.

Member Stevenson agreed with Commissioner Minshew's recommendation and would like to get more factual data about the decision process.

Member Gillette agreed with Commissioner Minshew. He noted that he was weary of discussing such a change while pending litigations are still active and voiced that it is the wrong time to talk about this action.

Member Bennett does not want to pause this decision and will vote.

Member Gingher echoed what Minshew said about staff being involved in a continued discussion.

Commissioner Minshew returned to the podium and advised the Board Members to do what they feel is comfortable.

Chair Doster asks Mr. Poole how to proceed with the motions and voting. Mr. Poole advised on how to motion on the two separate amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Bennett, to recommend Approval of PAB case 2025-0008 to the City Commission requesting LDC Text Amendments relating to establish the Historic

District Council Membership to seven (7) Voting Members and eliminating the Alternate Status; AND that PAB case 2025-0008, as presented is sufficiently compliant with the Comprehensive Plan and Land Development code to be approved at this time; AND to recommend Denial of PAB case 2025-0008 to the City Commission relating to combining the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board"; AND that PAB case 2025-0008, as presented is not sufficiently compliant with the Comprehensive Plan and Land Development code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

At this time, Item 4.2 was presented.

6. BOARD BUSINESS

6.1 Board Discussion - Coastal High-Hazard Areas (CHHA)

Mrs. Pearson stated that she believes this has been addressed. Member Stevenson clarified that this is defined in the Comprehensive Plan and the Land Development Code. Mrs. Gibson stated that it complies with state statutes and further explains what CHHA is but Member Bennett commented that this should be further defined.

Member Stevenson read the definition of CHHA from the Comprehensive Plan and Mrs. Gibson reminded Member Bennett that this is based directly on state statutes and scientific models.

6.2 Summary of Subcommittee Findings to Date - Sadler Road Overlay

Mrs. Pearson provided a presentation about the progress of the subcommittee relating to the development of the Sadler Road overlay.

Member Stevenson questioned how the City can involve the County in this project. Chair Doster mentioned that the County can be included in this planning process.

Member Bennett said that the working group are helpful, and he believes people will continue to come to meetings and become part of the group.

Chair Doster mentioned that another workshop will be held and inquired when the draft memo would be available to be reviewed by the Board. Mrs. Gibson asked if the Board would want to review it during a regular meeting of the PAB or if the draft memo could be provided to each Board Member and then sent to the City Commission with any edits provided by each Board Member. Member Gillette noted that the memo should be sent to Chair Doster and upon his approval, it should be sent to the Commission. Mrs. Gibson affirmed that she could have this available next week. Once approved by the Board it will be delivered to the City Commission as a memo.

6.3 Member Bennett introduces material regarding 1.05.04

Chair Doster brought up Member Bennett's memo which is entered into the record.

Member Bennett suggested setting up a timeframe for owners to present potential plans for the development of their property, especially relating to separating parcels. Member Bennett suggested this should be further discussed as an item at a future regular meeting.

Further discussion incurred about homestead exemption attached to property that would potentially be separated and not qualify for the exemption once separated, then having to pay regular City property tax rate.

Members Robas and Gingher questioned this proposal vs. property rights and asked Member Bennett to clarify the proposed requirement better.

Mr. Poole interjected to clarify how he understood Member Bennett proposal in practice and state the following: that "…the mechanism to amend the portion of the code that recognizes the underlying platted substandard lot of

records for the 25 ft lot of record as a building lot, but in order to preserve this status, the lot must have been assigned a separate tax parcel ID number by a certain date."

Member Bennett commented that this is something the board may want to think about and possibly consider in the future.

7. STAFF REPORT

8. PUBLIC COMMENT

No members of the public wished to speak at this time.

9. ADJOURNMENT 8:12 PM

_____ _____

Mia Sadler, Recording Secretary Richard Doster, Chair

NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, June 11, 2025, at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following:

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2024-0006: CITY OF FERNANDINA BEACH REQUESTS ADDING A DEFINITION FOR UNDERSTORY TREE IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS, AMENDMENTS TO LDC SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SPECIFICALLY AMENDING REFERENCES, CORRECTING INVASIVE PLANT LIST, AND INCORPORATING UPDATED FLORIDA-FRIENDLY LANDSCAPING PRACTICES IN SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS; RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANTS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT; AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPE REQUIREMENTS; AND MODIFYING SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2024-0010: CITY OF FERNANDINA BEACH REQUESTS TO MODIFY STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AS PROVIDED IN SECTION 4.03.01 STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY BY REVISING PURPOSE, CHARACTERISTICS, DESIGN REQUIREMENTS, AND SITE STANDARDS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0006: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0007: CITY OF FERNANDINA BEACH REQUESTS MINOR TEXT AMENDMENTS TO ADD TERMS IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0008: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 9.01.06(B) QUORUM AND VOTING AND 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 at least 24 hours in advance to request such accommodation. The PAB serves as a recommending committee. Every application is submitted to the City Commission for final decision making.

Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

August 6, 2025
News Leader Edition

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, August 19, 2025, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2025-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING LAND DEVELOPMENT CODE SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE IN TABLE 7.01.04(A) PARKING SPACE REQUIREMENTS, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/ COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at 310-3115.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2025-08
Land Development Code Text Amendments - Historic District Council

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2025-08 at Second Reading.

SYNOPSIS: The requested Land Development Code ("LDC") text amendments serve to remove the two (2) alternate members from the Historic District Council and establish a seven (7) regular member voting council. This amendment is requested by the Historic District Council. This Ordinance was considered at First Reading at the Commission's July 15, which was approved in part, and rejected/tabled in part.

First Reading of this Ordinance included amendments to combine the roles and duties of the Planning Advisory Board and Board of Adjustment but those were tabled by the City Commission.

FISCAL IMPACT: None.

CITY ATTORNEY COMMENTS: No additional comments.

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

Margaret Pearson, Senior Planner	07/24/2025
Glenn Akramoff, Capital Project Manager	07/28/2025
Kimberly Elliott-Briley, Deputy City Clerk	08/06/2025
Jeremiah Glisson, Deputy City Manager	08/07/2025
Sarah Campbell, City Manager	08/12/2025
Teresa Prince, City Attorney	08/12/2025
Katie Newton, Paralegal	08/12/2025

Katie A Newton

Submitted By: Katie Newton, Paralegal Date: July 22, 2025

COMMISSION ACTION: Enact

ORDINANCE 2025-08

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING LAND DEVELOPMENT CODE SECTION 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL, ~~AMENDING SECTION 9.02.00 AND SECTION 9.04.00 TO MERGE THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT;~~ AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code ("LDC") on September 5, 2006, which became effective on October 1, 2006; and

WHEREAS, the City applied for LDC text amendments to modify Section 9.03.01 (B) to establish the Historic District Council Membership to seven (7) voting members and eliminating the alternate status and modify Sections 9.02.00, and 9.04.00 at the direction of the City Commission to consider combining the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board"; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Florida, on May 28, 2025; and

WHEREAS, the Planning Advisory Board ("PAB"), acting as the City's Local Planning Agency, considered the application at its regular meeting on Wednesday, June 11, 2025, and recommended approval of amending LDC Section 9.03.01 Historic District Council Created and Established (B) Membership; and

WHEREAS, PAB, serving as the City's Local Planning Agency, at its regular meeting on Wednesday, June 11, 2025, recommended denial of combining the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board; and

WHEREAS, it is the intention of the City Commission that sections of this Ordinance may be renumbered or relettered and that the administrative correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, by filing a corrected or recodified copy of same with the City Clerk.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the Land Development Code Amendments, attached hereto as Exhibit A, to modify Section 9.03.01 (B) to adjust the Historic District Council Membership to seven (7) regular members and eliminating the alternate status. ~~and modify Section 9.02.00 and Section 9.04.00 to combine the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board."~~

SECTION 2. SEVERABILITY. If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

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

SECTION 4. This Ordinance shall become effective immediately upon adoption.

ENACTED this 19th day of August, 2025.

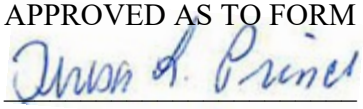
CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TERESA L. PRINCE, ESQ
City Attorney

Date of First Reading: July 15, 2025
Date of Publication: August 6, 2025
Date of Second Reading: August 19, 2025

ORDINANCE 2025-08

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING LAND DEVELOPMENT CODE SECTION 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted a unified Land Development Code ("LDC") on September 5, 2006, which became effective on October 1, 2006; and

WHEREAS, the City applied for LDC text amendments to modify Section 9.03.01 (B) to establish the Historic District Council Membership to seven (7) voting members and eliminating the alternate status and modify Sections 9.02.00, and 9.04.00 at the direction of the City Commission to consider combining the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board"; and

WHEREAS, notice of public hearing on such amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Florida, on May 28, 2025; and

WHEREAS, the Planning Advisory Board ("PAB"), acting as the City's Local Planning Agency, considered the application at its regular meeting on Wednesday, June 11, 2025, and recommended approval of amending LDC Section 9.03.01 Historic District Council Created and Established (B) Membership; and

WHEREAS, PAB, serving as the City's Local Planning Agency, at its regular meeting on Wednesday, June 11, 2025, recommended denial of combining the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board; and

WHEREAS, it is the intention of the City Commission that sections of this Ordinance may be renumbered or relettered and that the administrative correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, by filing a corrected or recodified copy of same with the City Clerk.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the Land Development Code Amendments, attached hereto as Exhibit A, to modify Section 9.03.01 (B) to adjust the Historic District Council Membership to seven (7) regular members and eliminating the alternate status comply with the City's 2030 Comprehensive Plan and improve accountability and engagement among board members by ensuring that each vote directly influences and is responsible for the outcome of the hearing.

SECTION 2. SEVERABILITY. If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding shall in no way affect the validity of the remaining portions of this Ordinance.

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

SECTION 4. This Ordinance shall become effective immediately upon adoption.

ENACTED this ___ day of _____, 2025.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



_____
CAROLINE BEST
City Clerk

_____
HARRISON W. POOLE, ESQ
City Attorney Pro Tem

Date of First Reading: July 15, 2025
Date of Publication:
Date of Second Reading:

9.03.00 HISTORIC DISTRICT COUNCIL

9.03.01 Historic District Council Created and Established

A. Establishment

There is hereby established the Historic District Council (HDC). The HDC is intended to be the City's primary agency responsible for furthering historic preservation within the City.

B. Membership

1. There shall be ~~five (5)~~ seven (7) ~~-~~regular members of the HDC.

~~2. There shall be two (2) alternate members of the HDC.~~

~~3~~. 2. Where possible, members shall include, to the extent such individuals are available in the community and willing to serve, one (1) registered architect, and professionals from the disciplines of architecture, construction, design, history, architectural history, archaeology, or other historic-related fields such as urban planning, American studies, cultural geography or cultural anthropology. Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines such as law, real estate, land development, or construction shall make up the remainder of the HDC membership. Current resumes of HDC members shall be kept by the City as a public record.

C. Authority to Seek Professional Expertise

1. With City Commission approval, the HDC may obtain the services of qualified persons to direct, advise, and assist it.

2. The HDC may request equipment, supplies, and other materials necessary for its effective operation.

3. When the HDC considers National Register nomination proposals and other actions which are normally evaluated by a professional in a specific discipline, and that discipline is not represented on the HDC, it may seek professional expertise in this area before rendering a decision. City Commission approval is required for any such professional contracts.

Explanation: The requested text amendments serve to remove the two (2) alternate members from the City's Historic District Council (HDC) and establish a seven (7) regular member voting board. This amendment is requested by the Historic District Council.

From: noreply@civicplus.com
To: Planning Info
Subject: Online Form Submittal: Planning Advisory Board (PAB)
Date: Tuesday, June 24, 2025 3:25:26 PM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Planning Advisory Board (PAB)

Planning Advisory Board (PAB) Application
USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees	LDC Text Amendment ($1,500)

IMPORTANT NOTES

Pre-Application Meeting
To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 42 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:	LDC Text Amendment – see LDC Section 11.01.08.
The LDC is available for review at	www.fbfl.us/LDC
Application Requirements	*Field not completed.*
Have you met with a planner for a pre-application meeting?	Yes
What was the date of your pre-application meeting?	5/20/2025
PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	204 Ash Street

City	Fernandina Beach
State	FL
Zip	32034
Parcel ID #(s)	0
Lot	0
Block	0
Subdivision	0
Zoning District	C-1
Future Land Use Designation	8th St Mixed Use
Do you authorize the installation of a temporary City notice sign on your property?	YES
REVIEW TYPE	LDC Text Amendment

OWNER OF RECORD
As recorded with the Nassau County Property Appraiser

First Name	Sarah
Last Name	Campbell
Company (if applicable)	City of Fernandina Beach
Mailing Address	204 Ash Street
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	9043103480
Email Address	planninginfo@fbfl.city

OWNER'S AGENT
If other than owner. If an agent will be representing the owner, an Owner's

Authorization For Agent Representation form must be included

First Name	Kelly
Last Name	Gibson
Mailing Address	204 Ash Street
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	9043103480
E-mail Address	planninginfo@fbfl.city
PROJECT INFORMATION	
Previous Planning/Zoning Approvals	*Field not completed.*
Summary of Request (more detailed information to be provided in required letter of intent)	REQUEST AMENDMENTS TO LDC SECTION 9.01.06(B) QUORUM AND VOTING AND 9.03.01(B) MEMBERSHIP REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN REGULAR MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures., I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

I/We understand that the City Staff may install a Notice of Hearing sign on the property 14 days before the scheduled heating and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	Kelly
Applicant Last Name	Gibson
	5/20/2025

Today's Date	
Upload Supporting Documentation	LDC Text Edits - BOARDS - JUNE 2025.docx
Upload 2	*Field not completed.*
Upload 3	*Field not completed.*
Upload 4	*Field not completed.*

DEPARTMENT OF PLANNING & CONSERVATION
204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning

Email not displaying correctly? View it in your browser.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE SECTION 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Fernandina Beach is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City of Fernandina Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
    a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
    b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
    c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
    d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Fernandina Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance serves to address the public health, safety, morals, and welfare of the City of Fernandina Beach.

The requested text amendments serve to remove the two (2) alternate members from the City's Historic District Council (HDC) and establish a seven (7) regular member voting board. This amendment is requested by the Historic District Council. At the direction of the City Commission, the amendments serve to combine the roles and duties of the Planning Advisory Board and Board of Adjustment. The intended direction of this combination of boards is cost saving and to increase efficiency in conducting board business.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Fernandina Beach, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City of Fernandina Beach regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

Financial Cost Saving-Recording and providing closed captioning for a meeting incurs a cost of $412 (SWAGIT), along with an estimated 3-4 hours of staff time required for each meeting per board, and an additional 3 hours of IT support needed for each meeting.

4. Additional information the governing body deems useful (if any):

The proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated and, therefore, the proposed ordinance does not affect only businesses.

DRAFT

MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
JUNE 11, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Richard Doster (Chair)	Victoria Robas
Mark Bennett	Barbara Gingher
Nick Gillette	Peter Stevenson

MEMBERS ABSENT:
Daphne Forehand (Vice-Chair)

OTHERS PRESENT:
Margaret Pearson, Senior Planner
Kelly Gibson, Planning & Conservation Director
Harrison Poole, City Attorney Pro Tem
Mia Sadler, Planner/Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Workshop meeting of May 7, 2025.

Chair Doster proceeded with motions to approved the following Minutes with no corrections from Board Members.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Workshop Meeting of May 7, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

3.2 Approval of Minutes for the Regular Meeting of May 14, 2025.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Regular Meeting of May 14, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

3.3 Approval of Minutes for the Workshop meeting of May 21, 2025.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas, to approve the Minutes for the Workshop Meeting of May 21, 2025, as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4. OLD BUSINESS

4.1 ***THIS CASE WAS WITHDRAWN BY THE APPLICANT ON 6/4/2025 - SEE WITHDRAWAL LETTER ATTACHED****

PAB CASE 2025-0001: RON FLICK AGENT FOR FERNANDINA BEACH REALTY, INC., 3172 S. FLETCHER AVENUE (BEACHSIDE MOTEL)

Requesting a Future Land Use Map amendment from High Density Residential (HDR) to General Commercial (GC) and requesting a Zoning Map change from High Density Residential (R-3) zoning district to the General Commercial (C-2) zoning district for approximately 1.11 acres of land located at 3172 S. Fletcher Avenue and identified as the Beachside Motel.

Margaret Pearson, Senior Planner, noted that the applicant provided a written request to withdraw this case on June 4, 2025.

Member Stevenson asked if we need a motion. Planning Director Kelly Gibson explained that a motion was not needed.

4.2 **PAB CASE 2024-0006: *CITY OF FERNANDINA BEACH*** REQUESTS ADDING A DEFINITION FOR UNDERSTORY TREE IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS, AMENDMENTS TO LDC SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SPECIFICALLY AMENDING REFERENCES, CORRECTING INVASIVE PLANT LIST, AND INCORPORATING UPDATED FLORIDA-FRIENDLY LANDSCAPING PRACTICES IN SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS, RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANTS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPE REQUIREMENTS AND MODIFYING SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS; *Synopsis: Amends the Land Development Code to modify landscaping sections and subsections contained in Chapter 4.*

Margaret Pearson, Senior Planner, presented the case to add definition and landscaping language to the ordinance. Board Members had reviewed this language a few times and Staff made minor changes to define understory trees and amend trees as it relates to height. Mrs. Pearson explained that this is an official recommendation to the City Commission.

Margaret Kirkland, 1377 Plantation Point Drive, speaking on behalf of Conserve Nassau, noted that she was in favor of defining terms; however, was also concerned with reducing buffers and using understory trees instead of canopy trees. She emphasized that canopy trees protect us from wind, water, heat, and flooding. She also voiced concern about the loss of canopy trees.

Member Stevenson provided insight that the request to update this definition was originally initiated during the Centre Street revitalization and reinforced the need for an alternative such as understory trees. Mrs. Kirkland and Member Stevenson continued discussing the definition and its implication.

Member Robas brought up a comment made by Commissioner Ayscue during the May 6th, 2025, regular meeting of the City Commission, asking for an explanation on how our landscaping code meets state requirements regarding tree removal. Mrs. Pearson explained that the removals do meet state requirements and Mrs. Gibson further explained the areas of the code in which it is described.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB case 2024-0006 to the City Commission requesting LDC Text Amendments with the noted amendments by Staff along with the amendments proposed by Board Members; AND that PAB case 2024-0006 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

4.3 **PAB CASE 2024-0010: *CITY OF FERNANDINA BEACH*** REQUESTS TO MODIFY STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AS PROVIDED IN SECTION 4.03.01 STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY BY REVISING PURPOSE, CHARACTERISTICS, DESIGN REQUIREMENTS AND SITE STANDARDS; *Synopsis: Amends the Land Development Code to modify standards for allowing Planned Unit Developments.*

In order to accommodate citizens' request to speak, this item was moved to the end of the list of Business items at 7:02 p.m.

Mrs. Gibson presented the Staff Report Analysis and explained that there has been a lot of research and discussion on this topic, but because of a lack of alignment by the Board, the City Commission requested that this comes back to the PAB to be reconsidered. Mrs. Gibson pointed out parts of the amendments for the Board to focus on and recommended approval.

Member Gillette discussed the implications of the PUD's minimum acreage and voiced support for no acre minimum but after mulling it over conceded that a minimum of 0.75 acres would provide increased flexibility. Member Bennett recommended one (1) acre to keep it simple and levelled. Member Gillette and Member Bennett went on discussing pros and cons of PUD size requirements.

Although Member Gillette brought up the positive aspects benefiting adjacent communities, Member Bennett voiced concern about setbacks in residential areas and PUDs and suggested that there should be some protection for the owners of existing residential properties. Chair Doster explained that the Board would have input and that developers could be more creative.

Mrs. Gibson explained how PUDs could address the community at large through creative solutions.

Mr. Poole suggested that updates to proper notice requirements would also need to be amended within the LDC.

Member Robas voiced support for at least one (1) acre minimum.

Chair Doster revisited the point regarding acreage being either 0.75 or one (1) acre to which Member Bennett emphasized his support to the 1-acre option.

Member Stevenson suggested that Staff could provide more statistical data to help assess that minimum number. Mrs. Gibson explained the self-filtering nature of the amendment which was created. She affirmed that the PAB will be greatly involved in the planning process of PUDs along with responses to public comments and input regarding any future PUD projects.

Member Robas reiterated that although she originally voted for no minimum, she now believes that a minimum should be at 1 acre.

Member Gillette noted that there aren't a lot of remaining undeveloped non-government parcels that are 1-acre or more. Mr. Poole pointed out that as it is written, this change does not increase the density.

Member Robas brought back her concern of a minimum acres if applied with the Tringali property. Member Gillette noted that that property would be over one (1) acre.

The Board then proceeded with a motion to recommend a .75 acreage minimum.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB case 2024-0010 to the City Commission requesting LDC Text Amendments with the noted amendments by Staff and the ones proposed by the Board Members to amend the minimum acreage standard for PUD to 0.75 acre and updating the public notice requirements ; AND that PAB case 2024-0010 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, as follows:

Member Gingher	**Aye**
Member Robas	**Nay (because of the acreage amendment)**
Member Stevenson	**Aye**
Member Bennett	**Nay (because of the acreage amendment)**
Member Gillette	**Aye**
Chair Doster	**Aye**

Motion carried.

Mrs. Gibson noted that this recommendation will potentially be heard by the City Commission at their 2nd regular meeting of July 2025.

At this point, the Board moved to Board Business item 6.1.

5. NEW BUSINESS

5.1 PAB 2025-0004 - FINAL REPLAT REQUEST - KINGDOM MINISTRY - LOT 8 BLOCK 233, S. 13TH STREET

Final subdivision replat review for the creation of 7 lots.

At this time, Member Gillette recused himself from this case.

Member Stevenson asked Mr. Gillette a question about green fields being developed. Mr. Gillette explained that it is an undeveloped piece of property. Member Stevenson then stated that he would like to know how much tree coverage will be lost with this project.

Mrs. Pearson introduced the Staff Report Analysis explaining that this plat contains 7 lots and will consist of 6 town homes and 1 single family unit. She added that this was reviewed and approved at a May 2025 Technical Review Committee (TRC) based on cohesiveness with the existing Land Development Code and Comprehensive Plan. Staff recommended approval.

Frank and Linda Cacciapouti, 907 Vernon Street, live across the street from the empty lot and are concerned with orientation, removal of trees, form of the structure as well as road access.

Shawna McKinnerney, 817 Vernon Street, voiced concern about drainage and flooding on this street with continued development. She is opposed to the development without an extensive drainage system.

Tom Wilson, 816 Vernon Street, lives adjacent to the property. He is concerned with the parking requirements and that already, people are filling up public parking spaces and parking on the grass. He also voiced the fact that there are no sidewalks on the street, that the drainage is bad, and that no one has a plan to address these problems.

Netherland Wilson, 816 Vernon Street, commented that she has lived in the area for over 20 years and emphasized the fact that her tax dollars over these years should have been applied for infrastructure and that as of now there are no sidewalks. She also noted that this is a historically African American neighborhoods and has always lacked

infrastructure improvements.

Jay Mock, 1934 Sunrise Drive, owner, and Alex Bolton, Gillette & Associates, agent for the owner, were present to answer questions. Mr. Mock stated that he relies mainly on Staff Report recommendations. Mr. Bolton spoke in relation of the site plan and there is no elevations. Mr. Bolton spoke of an on-site drainage plan using an easement and a dry swale. He also noted that tree mitigation would be performed per individual lots.

Member Robas asked if wetlands are present nearby. Stevenson asked about tree removal, retainage, and mitigation. Mr. Bolton explained the landscaping plan.

Mrs. Pearson confirmed that this was approved by TRC and has been reviewed by Planning, Stormwater, and the arborist. She also pointed out that there is parking on site with four access points and that there is a requirement to install sidewalks.

Member Robas asked about flooding issues that were brought up during Public Comments. Mrs. Pearson mentioned that the drainage for this property must be maintained on site and that the Board is not required to look at issues beyond the scope of the project. It was noted that any concern about stormwater or flooding issues could be addressed directly with the City's Stormwater Director Andre Desilet.

Members of the public raised questions regarding the ratio of tree removal, considering that most trees are located on one side of the proposed plat, and the price structure of the townhomes.

Tiana Christner, 406 Beech Street, asked about the density on the R-2 lots. She also questioned the structures and the forms they will take. She explained and questioned the stipulations around the diameter at breast height (DBH). Mrs. Gibson explained the tree mitigation ordinance and landscaping requirements.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas, to recommend approval of PAB case 2025-0004 to the City Commission requesting that a Final Plat for property located at Lot 8 Block 233 S. 13th Street be approved, and that PAB case 2025-0004, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by ayes and nays, being as follows:

Member Gingher	**Aye**
Member Robas	**Aye**
Member Bennett	**Aye**
Member Stevenson	**Nay**
Chair Doster	**Aye**

Motion carried.

5.2 **PAB CASE 2025-0006: *CITY OF FERNANDINA BEACH*** REQUESTS AMENDMENTS TO LDC SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS; *Synopsis: Amends the Land Development Code to modify parking standards and requirements for specific uses.*

At this point, Member Gillette returned as a voting member.

Mrs. Pearson presented the case and the proposed changes to the LDC previously discussed.

Board Members had further discussion.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Gillette, to recommend approval of PAB case 2025-0006 to the City Commission requesting LDC Text Amendments as presented; AND that PAB case 2025-0006 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

5.3 **PAB CASE 2025-0007: *CITY OF FERNANDINA BEACH*** REQUESTS MINOR TEXT AMENDMENTS TO ADD TERMS IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/ OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS.

Mrs. Gibson presented the Staff Report Analysis for minor text amendments to further clarify language and definitions in the Land Development Code, and recommended approval.

Member Bennett questioned some language regarding "place of business" under the Personal Trainer definition, but Mrs. Gibson affirms that this was taken directly from FL state statutes. Member Gingher mentioned that there are personal trainers everywhere on the island and that they do not train people in their homes. Further discussion ensued by Board members regarding this definition.

Member Gillette questioned the rooftop garden and the 50% specification and mentioned they could be constructed for view-corridors. Both Mrs. Gibson and Mrs. Pearson explained that 50% came from a professional article which discussed a professional standard in the planning field and that the goal is to leave it somewhat open while still providing parameters to meet minimum landscape requirements.

Further discussion with Board members and Staff ensued to justify the rooftop garden language and proposed standards.

Chair Doster suggested a change to the language for Health Studio with "health studio means any person rather than business" and also make a change to Personal Trainer language to note that they might have a private business space.

Member Robas supported the small changes requested by Chair Doster and Member Bennett in order to move forward.

Member Stevenson questioned OT-2 and its compatibility with low intensity health studios and other commercial uses. Mrs. Gibson explained another area of code that is being revised regarding development within wetlands. In the past, the city required an exemption for properties in the W-1 zoning district, in the CRA, and on the waterfront. She explains some history regarding this case.

Member Robas asked about the difference between W-1 and I-W to which Mrs. Gibson explained W-1 is for Waterfront zoning and I-W is for Industrial Waterfront zoning.

Member Gillette asked Staff why we would require 50 feet from a natural waterbody. Mrs. Gibson explained the facts of erosion concerns and wildlife considerations and that this language has been here for a long time.
Member Gillette and Mrs. Gibson proposed discussing the potential impact this change would have on various properties in the City at a later date.

Member Stevenson strongly emphasized his concern and desire to address the issues with the Waterfront.

ACTION TAKEN: A motion was made by Member Robas seconded by Member Stevenson, to recommend approval of PAB case 2025-0007 to the City Commission requesting LDC Text Amendments with the noted

amendments by Staff as presented; AND that PAB case 2025-0007 is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time with the added two amendments proposed by the Board Members.

Vote upon passage of the motion was taken by voice vote, as follows:

Member Gingher	**Aye**
Member Robas	**Aye**
Member Bennett	**Aye**
Member Stevenson	**Aye**
Member Gillette	**Nay**
Chair Doster	**Aye**

Motion carried.

5.4 **PAB 2025-0008 - *CITY OF FERNANDINA BEACH*** REQUEST LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENT TO SECTIONS 9.01.00 REQUIREMENT FOR ALL BOARDS AND COMMISSIONS, 9.03.00 HISTORIC DISTRICT COUNCIL, 9.02.00 PLANNING ADVISORY BOARD, 9.04.00 BOARD OF ADJUSTMENT - ORDINANCE 2025-XX AMENDING THE LAND DEVELOPMENT CODE SECTION 9.01.06(B) QUORUM AND VOTING AND 9.03.01(B) MEMBERSHIP REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN REGULAR MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Land Development Code to establish the Historic District Council Membership to seven (7) Voting Members and eliminating the Alternate Status and combines the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board."*

Mrs. Gibson presented the Staff Report Analysis and explained that this case is two-fold with the first amendment request to review a change to the Historic District Council being a five (5) voting member Board to a seven (7) voting member Board and eliminate the two (2) Alternate status. The second amendment request was initiated by the City Commission and is to evaluate the possibility of combining the Planning Advisory Board (PAB) and the Board of Adjustment (BOA) in roles, duties, and functions. She also restated that the rules, responsibilities, and appointment of members would continue to function as the PAB.

Chair Doster proceeded to open the Public Comments.

Margaret Davis, current Member of the BOA voiced strong opposition to this proposal to merge the two boards because she feels the two boards serve the community in different ways and delved into both functions.

Member Stevenson asked if the concern was that the merging of the two Boards could create additional legal issues that could result in a greater number of poor actions. Mrs. Davis answered that it depends on each case and application. She elaborated on the implications of the quasi-judicial proceedings.

Genece Minshew, current City Commissioner, provided context about the City Commissions' decision to pursue a combination of the two (2) Boards. She strongly endorsed the HDC changes from 5 to 7 voting members. She then explained the reasoning behind the request being the concern about efficiency and effectiveness and noted a short cost saving analysis. She talked about other boards being combined or sunsetted. She expressed the need for more analysis and conversation, especially given current litigation. Commissioner Minshew asked the Board to consider separating the issues and approving the HDC requested change and continuing the discussion about combining the BOA and PAB. She suggested that Staff, the City Manager, and City Attorneys discuss this request further.

Member Stevenson thanked the commissioner for her comment. He stated that although this change is technically possible, it is not logistically possible. He explained his views of the BOA being a resource to the community and

stated that the potential savings would not be worth losing the resource.

Commissioner Minshew asked the Board to pause this one request and let the commissioners and City Staff discuss.

Member Robas voiced concern about both BOA and PAB Boards not receiving input regarding this potential change, no formal communication from the source was ever initiated, and that it is unfortunate that Board members have had no input into that request.

Commissioner Minshew apologized and will instruct the City Manager to increase communication. She asked again for the PAB to take a pause on this request.

Member Robas agreed and suggested looking at the pros and cons and further discussing the impact of this change for the City as a whole. She also pointed out that each of Nassau County Planning Board members gets a $150 stipend for each meeting. She would welcome the opportunity to meet with the City Manager to discuss this further.

Minshew clarified that she would like the Board to approve the requested change regarding the HDC amendment and pause or deny the amendment regarding the merging of the PAB and BOA.

Member Bennett mentioned that the board needs to hear all the public comments before opening the board discussion.

Public Comments were opened.

Len Kreger, current member of the BOA, echoed comments from Mrs. Davis and elaborated on some other points. Mr. Kreger emphasized that it is a terrible idea to combine the two boards, and it is frustrating that this came up without any discussion with the board members.

Margaret Kirkland, 1377 Plantation Point Drive, on behalf of Conserve Nassau, agreed that the HDC change should be made. Although she respects the work of the PAB and believes that it is important to the city, she also believes that combining the PAB and BOA would be a huge mistake.

Chair Doster closed the Public Comments.

Member Bennett voiced concern that making the change to merge the PAB and BOA would create a conflict of interest as the Board would be making decisions on cases that concern rules that said Board has recommended. He noted that he would be voting no on the merging of the two boards. He also noted that he supports the changes relating to the HDC.

Member Stevenson agreed with Commissioner Minshew's recommendation and would like to get more factual data about the decision process.

Member Gillette agreed with Commissioner Minshew. He noted that he was weary of discussing such a change while pending litigations are still active and voiced that it is the wrong time to talk about this action.

Member Bennett does not want to pause this decision and will vote.

Member Gingher echoed what Minshew said about staff being involved in a continued discussion.

Commissioner Minshew returned to the podium and advised the Board Members to do what they feel is comfortable.

Chair Doster asks Mr. Poole how to proceed with the motions and voting. Mr. Poole advised on how to motion on the two separate amendments.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Bennett, to recommend Approval of PAB case 2025-0008 to the City Commission requesting LDC Text Amendments relating to establish the Historic

District Council Membership to seven (7) Voting Members and eliminating the Alternate Status; AND that PAB case 2025-0008, as presented is sufficiently compliant with the Comprehensive Plan and Land Development code to be approved at this time; AND to recommend Denial of PAB case 2025-0008 to the City Commission relating to combining the roles and duties of the Planning Advisory Board and Board of Adjustment into a single board to be named as the "Planning and Adjustment Board"; AND that PAB case 2025-0008, as presented is not sufficiently compliant with the Comprehensive Plan and Land Development code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

At this time, Item 4.2 was presented.

6. BOARD BUSINESS

6.1 Board Discussion - Coastal High-Hazard Areas (CHHA)

Mrs. Pearson stated that she believes this has been addressed. Member Stevenson clarified that this is defined in the Comprehensive Plan and the Land Development Code. Mrs. Gibson stated that it complies with state statutes and further explains what CHHA is but Member Bennett commented that this should be further defined.

Member Stevenson read the definition of CHHA from the Comprehensive Plan and Mrs. Gibson reminded Member Bennett that this is based directly on state statutes and scientific models.

6.2 Summary of Subcommittee Findings to Date - Sadler Road Overlay

Mrs. Pearson provided a presentation about the progress of the subcommittee relating to the development of the Sadler Road overlay.

Member Stevenson questioned how the City can involve the County in this project. Chair Doster mentioned that the County can be included in this planning process.

Member Bennett said that the working group are helpful, and he believes people will continue to come to meetings and become part of the group.

Chair Doster mentioned that another workshop will be held and inquired when the draft memo would be available to be reviewed by the Board. Mrs. Gibson asked if the Board would want to review it during a regular meeting of the PAB or if the draft memo could be provided to each Board Member and then sent to the City Commission with any edits provided by each Board Member. Member Gillette noted that the memo should be sent to Chair Doster and upon his approval, it should be sent to the Commission. Mrs. Gibson affirmed that she could have this available next week. Once approved by the Board it will be delivered to the City Commission as a memo.

6.3 Member Bennett introduces material regarding 1.05.04

Chair Doster brought up Member Bennett's memo which is entered into the record.

Member Bennett suggested setting up a timeframe for owners to present potential plans for the development of their property, especially relating to separating parcels. Member Bennett suggested this should be further discussed as an item at a future regular meeting.

Further discussion incurred about homestead exemption attached to property that would potentially be separated and not qualify for the exemption once separated, then having to pay regular City property tax rate.

Members Robas and Gingher questioned this proposal vs. property rights and asked Member Bennett to clarify the proposed requirement better.

Mr. Poole interjected to clarify how he understood Member Bennett proposal in practice and state the following: that "…the mechanism to amend the portion of the code that recognizes the underlying platted substandard lot of

records for the 25 ft lot of record as a building lot, but in order to preserve this status, the lot must have been assigned a separate tax parcel ID number by a certain date."

Member Bennett commented that this is something the board may want to think about and possibly consider in the future.

7. STAFF REPORT

8. PUBLIC COMMENT

No members of the public wished to speak at this time.

9. ADJOURNMENT 8:12 PM

_____ _____

Mia Sadler, Recording Secretary Richard Doster, Chair

NOTICE OF PUBLIC HEARING
PLANNING ADVISORY BOARD
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, June 11, 2025, at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following:

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2024-0006: CITY OF FERNANDINA BEACH REQUESTS ADDING A DEFINITION FOR UNDERSTORY TREE IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS, AMENDMENTS TO LDC SECTION 4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION, SPECIFICALLY AMENDING REFERENCES, CORRECTING INVASIVE PLANT LIST, AND INCORPORATING UPDATED FLORIDA-FRIENDLY LANDSCAPING PRACTICES IN SECTIONS 4.05.01 GENERALLY, 4.05.02 APPLICABILITY, 4.05.03 LANDSCAPE MATERIALS STANDARDS; RENUMBERING SECTIONS WHICH FOLLOW AND INCORPORATING PLAIN OR CLARIFYING LANGUAGE IN SECTIONS 4.05.04 REQUIREMENTS FOR LANDSCAPE PLANTS, AND 4.05.05 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT; AND MODIFYING SECTION 4.05.07 PARKING LOT LANDSCAPE REQUIREMENTS; AND MODIFYING SECTION 4.05.13 HARDSHIP RELIEF IN APPLICABILITY TO ONLY LANDSCAPE STANDARDS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2024-0010: CITY OF FERNANDINA BEACH REQUESTS TO MODIFY STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AS PROVIDED IN SECTION 4.03.01 STANDARDS FOR PLANNED UNIT DEVELOPMENT (PUD) OVERLAY BY REVISING PURPOSE, CHARACTERISTICS, DESIGN REQUIREMENTS, AND SITE STANDARDS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0006: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 7.01.04 PARKING STANDARDS AND PARKING LOT DESIGN TO AFFIRM PARKING MAXIMUM REQUIREMENTS, TO ENABLE A FEE IN LIEU FOR PARKING WITHIN THE 8TH STREET MIXED USE OVERLAY/(MU-8) ZONING, ADDING CLARIFYING LANGUAGE, INCORPORATING STANDARDS FOR BARBER SHOPS, BEAUTY SALONS, NAIL SALONS, SKINCARE, OR TATTOO PARLORS, AND MODIFYING THE STANDARDS FOR MEDICAL OFFICES AND CLINICS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0007: CITY OF FERNANDINA BEACH REQUESTS MINOR TEXT AMENDMENTS TO ADD TERMS IN LDC SECTION 1.07.00 ACRONYMS AND DEFINITIONS TO DEFINE HEALTH STUDIOS, PERSONAL TRAINER, RESIDE/OWNER OCCUPIED, ROOFTOP GARDEN, AND AMENDING LDC SECTION 3.03.03 DEVELOPMENT WITHIN WETLANDS TO EXEMPT W-1 (WATERFRONT MIXED USE) PROPERTIES FROM WETLAND BUFFER REQUIREMENTS.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0008: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 9.01.06(B) QUORUM AND VOTING AND 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL, AND MERGING THE ROLES OF THE PLANNING ADVISORY BOARD AND BOARD OF ADJUSTMENT BY AMENDING LDC SECTIONS 9.02.00 AND 9.04.00.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 at least 24 hours in advance to request such accommodation. The PAB serves as a recommending committee. Every application is submitted to the City Commission for final decision making.

Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

August 6, 2025
News Leader Edition

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, August 19, 2025, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2025-08

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING LAND DEVELOPMENT CODE SECTION 9.03.01(B) MEMBERSHIP, REMOVING ALTERNATES FROM THE HISTORIC DISTRICT COUNCIL TO ESTABLISH A SEVEN (7) REGULAR VOTING MEMBER COUNCIL; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS: PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/ COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at 310-3115.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Board Appointment
Board of Adjustment

ITEM TYPE: Board Appointment

REQUESTED ACTION: Consider board appointments.

SYNOPSIS: The Board of Adjustment ("BOA") has two vacancies: Alternate #1 created by Anne Thomas's resignation and Alternate #2 created by Kim Wolford's resignation.

Three applicants have expressed interest in serving on the BOA: Fred C. Johnson, Johnny Miller, and Mr. Richard Polk. Their applications are attached hereto for Commission consideration. The selected individuals will fill the Alternate #1 and Alternate #2 unexpired terms until December 31, 2027.

In accordance with City Charter Section 69, each BOA applicant resides within the jurisdictional boundaries of the incorporated City limits.

Additional context regarding Kim Wolford's resignation: on July 17, 2025, the City received an administrative appeal related to the Tringali property development:

- The BOA operates in a quasi-judicial capacity; proceedings and rulings are similar to those conducted in a court of law. This structure underscores the importance of fairness and impartiality in the BOA's decision-making processes.

- BOA membership is composed of five regular members and two alternate members.

- Land Development Code ("LDC") Section 11.07.04(g) states in relevant part: *"The concurring vote of five (5) members of the BOA shall be necessary to reverse any administrative decision."*

- BOA members with conflicts of interest in the Tringali matter are ineligible to vote on the administrative appeal (submitted July 17, 2025).

- Due to LDC 11.07.04(g) super majority requirements, at least one of the conflicted BOA members must resign or be removed by the City Commission.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

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

Glenn Akramoff, Capital Project Manager 08/05/2025
Sarah Campbell, City Manager 08/06/2025

Caroline Best

Date: July 29, 2025

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: Approve

Outlook

Online Form Submittal: Advisory Board/Committee Application

From noreply@civicplus.com <noreply@civicplus.com>
Date Fri 8/1/2025 10:27 AM
To Caroline Best <cbest@fbfl.org>; Kim Briley <kelliott@fbfl.org>

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	Fred C Johnson
Home Mailing Street Address	fcj133@gmail.com
City	Fernandina Beach
Zip Code	32034
Primary Phone	8646316459
Secondary Phone	*Field not completed.*

Please note that board materials are distributed electronically.

Email to receive board materials	fcj133@gmail.com
Employer	self employed
Position Title	owner

Business Address	525 w spanish way
City	fernandina
Zip	32034
Select the advisory board/committee you are applying for:	Board of Adjustment
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	This is a very important board, and I would bring new blood because of my This board needs new blood and arm's length Independance I completely understand The Sunshine laws from past experience

Eligibility

Are you a resident of the City?	Yes
Length of time:	9 months
Do you hold a public office?	No
Office name:	*Field not completed.*
Are you employed by the City?	No
Position:	*Field not completed.*
Are you currently serving on a Board?	No
Board Name:	*Field not completed.*

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
If yes, please provide details:	*Field not completed.*

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):	I served one term as mayor pro tem At Howey in the Hills Fl. I served on the Lake County Fl commission on road funding issues to recommend how to fund into the future.

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	I worked For ING in the insurance industry and lead the fix side product division. For the last 10 years I received my master coaching certification from the PBCA and was Recognized as the top financial business coach national coach in 2019 I currently work with over 10 businesses around the country.
Organization or Commissioner sponsoring nomination (if applicable):	*Field not completed.*
Educational Background: (Check all that apply)	High School
Other:	anyone is welcome to call me for more information 864.631.6459
Major areas of study:	I majored in college in business for three years and was recruited by NN to go to work Im very thankful it all worked out.

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	8-1-2025
Applicant's Signature	Fred Johnson

Email not displaying correctly? View it in your browser.

Outlook

Online Form Submittal: Advisory Board/Committee Application

From noreply@civicplus.com <noreply@civicplus.com>
Date Wed 7/30/2025 3:54 PM
To Caroline Best <cbest@fbfl.org>; Kim Briley <kelliott@fbfl.org>

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	Johnny Miller
Home Mailing Street Address	301 S. 18th St.
City	Fernandina Beach
Zip Code	32034
Primary Phone	9045563299
Secondary Phone	*Field not completed.*

Please note that board materials are distributed electronically.

Email to receive board materials	*Field not completed.*
Employer	*Field not completed.*
Position Title	*Field not completed.*

Business Address	*Field not completed.*
City	*Field not completed.*
Zip	*Field not completed.*
Select the advisory board/committee you are applying for:	Board of Adjustment
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	*Field not completed.*

Eligibility

Are you a resident of the City?	Yes
Length of time:	19 years
Do you hold a public office?	No
Office name:	Commissions / Mayor
Are you employed by the City?	No
Position:	*Field not completed.*
Are you currently serving on a Board?	No
Board Name:	*Field not completed.*

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:	*Field not completed.*
Organization or Commissioner sponsoring nomination (if applicable):	*Field not completed.*
Educational Background: (Check all that apply)	*Field not completed.*
	Field not completed.
Other:	
	Field not completed.
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	7/30/2025
Applicant's Signature	Johnny Miller

Email not displaying correctly? View it in your browser.

From: noreply@civicplus.com
To: cbest@fbfl.org; kbriley@fbfl.org
Subject: Online Form Submittal: Advisory Board/Committee Application
Date: Thursday, July 24, 2025 3:51:04 PM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

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	Richard Polk
Home Mailing Street Address	653 Spanish Way E
City	Fernandina Beach
Zip Code	32034
Primary Phone	6784856811
Secondary Phone	*Field not completed.*

Please note that board materials are distributed electronically.

Email to receive board materials	rich_p@bellsouth.net
Employer	Retired
Position Title	Civil Engineer
Business Address	653 Spanish Way East
City	Fernandina Beach
Zip	32034

Select the advisory board/committee you are applying for:	Board of Adjustment
Additional board that you are applying for:	None
Why are you interested in serving on this Board? Please explain.	I am concerned about current development plans for the COFB. I want to know if these plans comply with current LDC regulations. I am also concerned about the skills and qualifications of the engineers, staff and principals of the development companies that submit plans for approval.

Eligibility

Are you a resident of the City?	Yes
Length of time:	16 years
Do you hold a public office?	No
Office name:	*Field not completed.*
Are you employed by the City?	No
Position:	*Field not completed.*
Are you currently serving on a Board?	No
Board Name:	*Field not completed.*

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

If yes, please provide details:	*Field not completed.*
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):	I have been an Ambassador for the group called Conserve Nassau for two years. I don't have authority to vote or make any decisions for this not for profit organization.
Qualifications:	
Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	I hold a Bachelor of Civil Engineering degree from Georgia Tech class of 1988. I held the position of Senior Project Engineer for the USDOT for 28 years from 1991 to 2019. I also hold a two year technical school diploma and, an Georgia Non-Restricted Contractors license dated 1979. (This license expired and has not been renewed since 1988). I have worked in the construction building industry for most of my life. I have experience producing solicitations for design and implementation of large scale construction projects. I have the skills and qualifications necessary to review plan drawings and make recommendations for procurement of construction contracts.
Organization or Commissioner sponsoring nomination (if applicable):	none
Educational Background: (Check all that apply)	High School, BS/A
Other:	I never obtained professional registration. I am only a degreed engineer. My achievement of Senior Project Engineer for the USDOT was the result of many years of work on the front line.
Major areas of study:	Civil Engineering, USACE, NFPA, ASTM, ASCE, U.L.

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

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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	07/24/2025
Applicant's Signature	Richard Polk

Email not displaying correctly? View it in your browser.

Board of Adjustment

Position	Term	Name & Address	Phone
1	12-31-2024	Len Kreger 1313 Hickory Street, Fernandina Beach, FL 32034 l.kreger@comcast.net	(224) 558-5735
2	09-04-2018	Steven Papke 2845 1st Avenue, Fernandina Beach, FL 32034 steven.papke@gmail.com	(904) 887-8318 (904) 887-8318
3	12-31-2024	Taina Christner 406 Beech Street, Fernandina Beach, FL 32034 tainachristner@yahoo.com	(904) 206-0077
4	Vacant		
5	02-06-2024	Margaret Davis 2162 1st Avenue, Fernandina Beach, FL 32034 mnd.fbfl@gmail.com	(713) 899-2452
6	02-01-2016	Barry Hertslet 2705 Robert Oliver Avenue, Fernandina Beach, FL 32034 barry.hertslet@gmail.com	(904) 491-0720
7	Vacant		

Board of Adjustment

Term Length: 3 Months **Max Terms:** No Limit

Number of Members: 7 **Meeting Schedule:** Third Wednesday of every month

Meeting Time: 5:00 PM

Meeting Location: City Commission Chambers

Meeting Address: 204 Ash Street

Type: Advisory Board

Description:

Council Liaison:

Staff Liaison:
Kelly Gibson

kgibson@fbfl.org

Position Number	Name	Appt Date	No. of Terms Served	Term Expiration Date
1	Len Kreger	12/03/2024	1	12/31/2027
2	Steven Papke	09/04/2018	1	12/31/2027
3	Taina Christner	12/03/2024	1	12/31/2027
4	Vacant			
5	Margaret Davis	02/06/2024	1	12/31/2025
6	Barry Hertslet	02/01/2016	2	12/31/2027
7	Vacant			