



AGENDA
Special, Workshop & Town Hall City Council Meeting
Monday, August 17, 2026, 6:00 P.M.
Council Chambers, 116 First Street, Neptune Beach, Florida

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENTS
3. ITEMS FOR CONSIDERATION:
 - A. Disaster Debris Management, Recovery and Response Services **p. 3**
 - B. Jarboe Park Volleyball Court IFB (Invitation for Bid) **p. 137**
 - C. Raftelis Contract for Utility and Municipal Impact Fee Study **p. 164**
4. ADJOURN

WORKSHOP CITY COUNCIL MEETING IMMEDIATELY FOLLOWING
THE ABOVE SPECIAL MEETING

1. CALL TO ORDER / ROLL CALL
2. AWARDS / PRESENTATIONS / RECOGNITION OF GUEST / NONE
3. PUBLIC COMMENTS
4. PROPOSED ORDINANCES / NONE
5. CONTRACTS / AGREEMENTS / NONE
6. ISSUE DEVELOPMENT
 - A. FY27 Budget Review **p. 185**
7. PUBLIC COMMENTS
8. COUNCIL COMMENTS
9. ADJOURN

TOWN HALL MEETING
IMMEDIATELY FOLLOWING THE ABOVE WORKSHOP

1. CALL TO ORDER / ROLL CALL
2. PUBLIC COMMENTS – OPEN TOPICS
3. ADJOURN

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person 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 to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statute, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at least 48 hours prior to the meeting.



**Special Meeting
Agenda Item #3A
Disaster Debris
Management**

**CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT**

AGENDA ITEM:	Disaster Debris Management, Recovery and Response Services
SUBMITTED BY:	Deryle Calhoun, P.E. Public Works Director
DATE:	August 10, 2026
BACKGROUND:	In the event of a disaster requiring debris removal support and for which FEMA assistance would be sought, FEMA would require the city to “maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.” Additional information can be found: https://www.fema.gov/assistance/public/process/debris-removal The City of Jacksonville Beach advertised a Request for Proposals and subsequently awarded to DebrisTech, LLC, in September 2025 to provide the required services as noted in Section B of the solicitation. The contract period is five years. The City of Neptune Beach utilized the services of DebrisTech during Hurricane Irma and provided a letter of recommendation in 2018 based upon that experience.
BUDGET:	Not applicable
RECOMMENDATION:	Award to DebrisTech, LLC, to provide described services
ATTACHMENT:	• City of Jacksonville Beach Request for Proposals • DebrisTech response to RFP • Signed contract – Debris Tech, LLC and COJB • Piggyback agreement – DebrisTech, LLC and CONB



City of Jacksonville Beach

Property and Procurement Division
1460A Shetter Ave., Jacksonville Beach, FL 32250
Purchasing@jaxbchfl.net



REQUEST FOR PROPOSALS (RFP)

RFP Number:	10-2425
RFP Title:	DEBRIS MONITORING SERVICES

Submittal Deadline	
Day:	Wednesday
Date:	July 30, 2025
Time:	2:00 P.M.
Location:	Property and Procurement
Address:	1460A Shetter Ave., Jacksonville Beach, FL 32250

ANTICIPATED TIME LINE: The **anticipated** schedule for this RFP is as follows:

RFP Advertised	2-July-2025
Deadline to Submit Questions	18-July-2025
Addendum (if necessary) Issued	23-July-2025
RFPs Opened	30-July-2025

REQUEST FOR PROPOSALS

Sealed proposals in **TRIPLICATE**, subject to the terms and conditions specified in this **Request for Proposals (RFP)**, will be received until Wednesday, **2:00p.m. July 30, 2025**, and then opened publicly by the Property and Procurement Division, 1460A Shetter Avenue, Jacksonville Beach, Florida 32250 for furnishing the following:

RFP Number: 10-2425

Debris Monitoring Services

Please submit three (3) completed proposal packages in one sealed envelope clearly marked with the RFP number and title. **It is incumbent upon the respondent to ensure that all copies of the RFP package submittal are complete and exact replicas of each other. Packages received without the requested information or quantities may be rejected.**

Place the sealed envelope within another sealed envelope clearly marked in the same manner as the first envelope. This is done to prevent accidental opening of the sealed proposals by our staff.

Submissions received after the posted due date and/or time will not be considered. Modifications received after the due date and/or letters of withdrawal received after the due date or after contract award, whichever is applicable, will not be considered.

No verbal interpretations will be made of any proposal documents. Requests for such interpretations shall be made via email to Purchasing@jaxbchfl.net at least seven (7) days prior to the proposal opening date. Interpretation will be in the form of an addendum and issued to all respondents.

CITY OF JACKSONVILLE BEACH

Luis F. Flores
Property and Procurement Officer
1460A Shetter Avenue, Jacksonville Beach, FL 32250

GENERAL PROVISIONS

1.1 INSTRUCTIONS TO RESPONDENTS

- **Specifications** that are **explicit** to this particular **RFP 10-2425** are at **Exhibit “A”**, which begins on **page 31**.
- Respondent must provide the following, completely filled out, appropriately executed, and timely submitted as the minimal proposal package. These required documents start on **page 18**:
 - **Proposal Tender Form** (3 pages),
 - **Forms 2, 3, 4, 5, 6, 7, 8, 9, 10** (9 pages), and
 - **Respondent’s Criteria Submittal**, (see page 48, Sub-section 15 of Exhibit “A”).
 - **Tab 1: Respondent’s profile and submittal letter**
 - **Tab 2: References**
 - **Tab 3: Experience of Personnel**
 - **Tab 4: Approach, Methodology and Timeliness**
 - **Tab 5: Electronic Device & Automated Debris Management System**
 - **Tab 6: Occupational License and W-9**
 - **Tab 7: Proof of bonding ability from Surety Company as requested**

The CITY will evaluate submittals based on the criteria set forth in this package. Fees may be requested as part of the package. However, if fees are requested, the CITY reserves the right, at its sole discretion, to exclude the fees from the evaluation process. The evaluation process will consider all other requested criteria to determine which firm is the most highly qualified to perform the required services.

Failure to comply with the requirements of this paragraph may be construed by the CITY as proper grounds for disqualifying any proposal at the CITY’s sole discretion.

1.2 TERMS AND CONDITIONS

- A. **General**. It is the purpose and intent of this contract to secure the supplies and/or services listed herein for the City of Jacksonville Beach, Jacksonville Beach, Florida, hereinafter called the “CITY.”
- B. **Time for CITY Acceptance**. Respondent shall honor its bid proposal for 90 days from Submission Deadline date.
- C. **Effective Contract Term Start Date**. The effective contract term start date shall be the date of award by the CITY or date of Notice to Proceed, whichever is later.
- D. **Extension of Contract**. If the CITY should have a need to re-advertise for proposals, the contract resulting from this RFP shall automatically be extended month-to-month past its term end date. This mandatory extension will allow the CITY to receive and assess proposals, to award a new contract, and to ensure a smooth, cooperative and seamless transition between contractors; to minimize impact and disruption to customers; and, to maintain public safety and health standards.
- E. **Contract Termination**. Subject to a thirty (30) day written notice, the CITY reserves the right to terminate the resulting contract for the following causes:
 - 1) The Contractor fails to perform the work in a satisfactory manner as determined by the CITY.

- 2) The Contractor fails to perform the work in a timely manner as determined by the CITY.
 - 3) *For convenience.* By the CITY, effective upon the receipt of notice by CONTRACTOR. The CITY's performance and obligation to pay under this Agreement is contingent upon annual appropriations.
- F. Award.
- 1) The CITY reserves the right to waive informalities, to reject any and all proposals, in whole or in part, and to accept the proposal that in its judgment will best serve the interest of the CITY.
 - 2) The CITY specifically reserves the right to reject any conditional proposal and will normally reject those that make it impossible to determine the true amount of the submittal. Each item must be submitted separately and no attempt shall be made to tie any item or items together.
- G. Inspection. All supplies and workmanship shall be subject to inspection and test after arrival at destination. In case any articles are found to be defective, or otherwise not in conformity with the specification requirement, the CITY shall have the right to reject such articles.
- H. Payments. The Contractor shall be paid, upon the submission of an invoice, the prices stipulated herein for articles delivered and accepted. Invoices must show Purchase Order Number. Payments shall be made in conformance with the Florida Prompt Payment Act and after approval by the CITY Finance Department. Payment is contingent upon appropriation of funds by the City Council.

1.3 ADDITIONAL INFORMATION

The information in this RFP package is provided to facilitate proposals. Much effort was made to provide necessary and accurate information, but the CITY is not to be penalized for any lack of completeness. If you require further information regarding this submittal, please contact Luis F. Flores, Property and Procurement Officer, in the Property and Procurement Division via email at Purchasing@jaxbchfl.net.

1.4 ADDENDA TO THE RFP

If any addenda are issued to this RFP, a good faith attempt will be made to deliver a copy to each of those respondents, who, according to the records of the Property and Procurement Division previously requested a copy of this RFP. However, prior to submitting a proposal, it shall be the responsibility of the respondent to contact the CITY's Property and Procurement Division at Purchasing@jaxbchfl.net to determine if any addenda were issued and if so, to obtain such addenda for attachment to, and consideration with, the RFP. Respondents should either acknowledge receipt of such addendum(s) on their proposal, or attach such addendum(s) to their proposal. Additionally, all documents associated with this RFP are available on the CITY's webpage:

<http://www.jacksonvillebeach.org/government/departments/finance/bidrfp-rfq-listings>

1.5 USE OF PROPOSAL RESPONSE FORMS

All proposals must include the completed *Proposal Tender Form* provided in this package, and all questions must be answered. Proposals will not be accepted where the *Proposal Tender Form* has been retyped or altered by the respondent. Failure to comply may preclude consideration of the proposal. Supplemental information may be attached to the *Proposal Tender Form*.

1.6 DEVIATIONS FROM REQUESTED PLAN

The contract terms and conditions stipulated in this RFP are those required by the CITY. Respondents are required to submit their responses, which complies with the request. Any deviations from the request should be clearly noted. Any deviation or incomplete response or nonresponse may be deemed as a nonconforming, nonresponsive bid.

1.7 CONFLICT WITH SPECIMEN CONTRACTS

Unless specifically noted to the contrary as a deviation from the RFP, the submission of respondent's specimen contract with a proposal submittal shall not constitute notice of the respondent's intent to deviate from the RFP in a restrictive manner. Unless specifically noted otherwise, the attachment of the respondent's specimen contract shall be deemed to be an offer in at least full compliance with the RFP, and the respondent expressly agrees to reform said contract to the extent inconsistent in a restrictive manner from the RFP. That is, submission of a respondent's contract shall be deemed solely an offer of supplemental terms and conditions not otherwise addressed in the RFP or a broadening of terms and conditions to the benefit of the CITY beyond that required by the RFP.

1.8 ERRORS IN SUBMITTALS

Respondents shall fully inform themselves as to the conditions, requirements and specifications before submitting the proposal. Failure to do so will be at the respondent's own risk, and a respondent cannot secure relief on a plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of the respondent.

1.9 LEGAL AND REGULATORY COMPLIANCE

PUBLIC RECORDS

The Respondent must agree to comply with all applicable federal, state and local laws, ordinances, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to the Public Records Law, Chapter 119, Florida Statutes. In accordance with Section 119.0701, Florida Statutes, the following provisions are included in this Contract:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE CITY OF JACKSONVILLE BEACH, CITY CLERK'S OFFICE:

TELEPHONE NUMBER: 904-247-6250 EXT # 10

EMAIL ADDRESS: CITYCLERK@JAXBCHFL.NET

MAILING ADDRESS: 11 NORTH THIRD STREET, JACKSONVILLE BEACH, FL 32250.

The Contractor shall comply with public records laws of Florida, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. 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 records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency 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 records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

E-VERIFY / AUTHORIZED WORKER STATUS:

Pursuant to Section 448.095, Florida Statutes, CONTRACTOR, and any subcontractor thereof, shall register with and use the E-Verify system to verify the work authorization status of all new employees of CONTRACTOR or subcontractor(s).

Should CONTRACTOR enter into a contract with a subcontractor for the work to be provided to the CITY herein, the subcontractor shall provide CONTRACTOR with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. CONTRACTOR shall maintain a copy of such affidavit for the duration of the contract.

The CITY, CONTRACTOR, or subcontractor who has a good faith belief that a person or an entity with which it is contracting has knowingly violated Section 448.09(1), Florida Statutes, shall terminate the contract with the person or entity in violation.

If the CITY has a good faith belief that a subcontractor has knowingly violated this Article, but CONTRACTOR otherwise complied with this Article, the CITY shall promptly notify

CONTRACTOR and order CONTRACTOR to immediately terminate the contract with the subcontractor.

If this Agreement is terminated under this Article, it is not a breach of contract and may not be considered as such. If the CITY terminates this Agreement with CONTRACTOR under this Article, CONTRACTOR may not be awarded a public contract for at least one year after the date on which this Agreement is terminated. CONTRACTOR shall be liable for any additional costs incurred by the CITY as a result of the termination of this Agreement.

The CITY, CONTRACTOR, or subcontractor may file a cause of action with a circuit or county court to challenge termination under this Article no later than 20 calendar days after the date on which this Agreement was terminated.

PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL, OR IDEOLOGICAL INTEREST:

In accordance with Sec. 287.05701, F.S., the City may not request documentation of, consider, or give preference to a vendor based on a vendor's social, political, or ideological interest when determining if the vendor is a responsible vendor.

1.10 CANCELLATION/NON-RENEWAL/ADVERSE CHANGE/RATE INCREASE NOTICE

The CITY should be given at least 90 days' notice of cancellation, non-renewal, adverse change or increase in rates. (If applicable)

1.11 WAIVER/REJECTION OF PROPOSALS

The CITY reserves the right to waive formalities or informalities in proposals and to reject any or all proposals or portions of proposals, or to accept any proposals or portions of proposals deemed to be in the best interest(s) of the CITY or to negotiate or not negotiate with the respondent. The CITY reserves the right to reject all bids and re-advertise a new RFP for this work and project.

1.12 AUTHORIZED OFFER

The person submitting the proposal should indicate the extent of authorization by the Company to make a valid offer in the proposal summary that may be accepted by the CITY to form a valid and binding contract.

If the person submitting the proposal is not authorized to submit a proposal that can be bound by CITY acceptance, such a person should also obtain the signature of an authorized representative of the insurer, that may result in a bound contract upon the CITY's acceptance.

1.13 EVALUATION OF PROPOSALS

The CITY will evaluate each proposal based on all the criteria set forth in the RFP. Fees may be requested as part of the proposal package. However, if fees are requested, the CITY reserves the right at its sole discretion to exclude the fees from the evaluation process. The evaluation process will consider all other requested criteria to determine which firm is the most highly qualified to perform the required services.

1.14 USE OF PROPOSAL BY OTHER AGENCIES

It is hereby made a part of this RFP that the submission of any proposal response to the advertisement request constitutes a proposal made under the same terms and conditions, for the same contract price, to other government agencies if agreeable by the submitter and the government agency.

At the option of the vendor/contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies including the State of Florida, its agencies, political subdivisions, counties and cities.

Each governmental agency allowed by the vendor/contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this RFP and subsequent contract award.

1.15 PUBLIC ENTITY CRIMES STATEMENT

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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit a proposal 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**, for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list (**See attached Form 3**)

1.16 CONFLICT OF INTEREST / CONE OF SILENCE

All solicitations once advertised, and until the appropriate authority has approved an award recommendation, are under the "Cone of Silence." This limits and requires documentation of communications between potential proposers and/or proposers on CITY solicitations, the CITY's professional staff, and the City Council members.

Any lobbying by or on behalf of the respondent may result in rejection/disqualification of said proposal at the CITY's sole discretion. Respondents shall refrain from any communication with City Council members, CITY Staff, or the CITY's Evaluation Committee, or members of any Board or Agency of the CITY, regarding this RFP.

DURING THE PERIOD BETWEEN PROPOSAL ADVERTISEMENT DATE AND THE CONTRACT AWARD, RESPONDENTS, INCLUDING THEIR AGENTS AND REPRESENTATIVES, SHALL NOT DIRECTLY DISCUSS OR PROMOTE THEIR PROPOSAL WITH ANY MEMBER OF THE CITY COUNCIL, CITY STAFF, CITY EVALUATION COMMITTEE OR MEMBERS OF ANY BOARD OR AGENCY OF THE CITY, EXCEPT UPON THE REQUEST OF THE CITY OF JACKSONVILLE BEACH PROPERTY AND PROCUREMENT DIVISION IN THE COURSE OF CITY-SPONSORED INQUIRIES, BRIEFINGS, INTERVIEWS, OR PRESENTATIONS.

This provision is not meant to preclude respondents from discussing other matters with City Council, CITY staff or members of any CITY Board or Agency. This policy is intended to create a level playing field for all potential respondents, assure that contract decisions are made in public, and to protect the integrity of the RFP process. Its purpose is to stimulate competition, prevent favoritism and secure the best work and materials at the lowest practicable price, for the best interests and benefit of the taxpayers and property owners. Violation of this provision may result in rejection of the respondent's proposal.

The Cone of Silence shall be imposed on this RFP upon its advertisement and shall terminate at the time the City Council and/or City Manager awards the solicitation. However, if the City Council and/or the City Manager refers the recommendation of award back to the CITY staff for further review, the Cone of Silence shall be re-imposed until such time as the City Council and/or the City Manager makes a subsequent award for the solicitation.

The Cone of Silence prohibits the following activities:

- A. Any communication regarding this RFP between a potential vendor, service provider, respondent, lobbyist or consultant and the CITY's professional staff;
- B. Any communication regarding this RFP between the Mayor, Council members and any member of any Board or Agency of the CITY;
- C. Any communication regarding this RFP between potential vendor, service provider, respondent, lobbyist or consultant and any member of a selection or evaluation committee;
- D. Any communication regarding this RFP between the Mayor, Council members; any member of any Board or Agency of the CITY and the selection or evaluation committee therefore;
- E. Any communication regarding this RFP between any member of the CITY's professional staff and any member of the selection or evaluation committee; and
- F. Any communication regarding this RFP between a potential vendor, service provider, respondent, lobbyist or consultant and the Mayor, Council members and any member of any Board or Agency of the CITY.

The Cone of Silence may not apply to:

- A. Oral communications at pre-proposal meetings;
- B. Oral presentations before selection or evaluation committees;
- C. Public presentations made to the City Council during any duly noticed public meeting;
- D. Written communications regarding a particular RFP, RFQ, or ITB between a potential vendor, service provider, respondent, lobbyist or consultant and the CITY's Purchasing Agent or CITY employee designated responsible for administering the procurement process of such RFP, RFQ, or ITB, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;
- E. Communications with the CITY Attorney and his or her staff;
- F. Duly noticed site visits to determine the competency of respondents regarding a particular submittal/statement during the time period between the opening of RFPs and the time the City Council and/or City Manager makes the award;
- G. Any emergency procurement of goods or services pursuant to CITY Code;

- H. Contract negotiations during any duly noticed public meeting;
- I. Communications to enable CITY staff to seek and obtain industry comment or perform market research, provided all communications related thereto between a potential vendor, service provider, respondent, lobbyist, or consultant and any member of the CITY's professional staff including, but not limited to, the City Manager and his or her staff are in writing or are made at a duly noticed public meeting.

Violation of the Cone of Silence by a particular respondent may render the RFP award to said respondent voidable by the City Council and/or City Manager at the CITY's sole discretion.

1.17 NON-COLLUSION AFFIDAVIT

As part of the solicitation process, Respondents are required to complete a Non-Collusion Affidavit. This is intended to prevent corruption in the solicitation process by requiring a declaration from the Respondent that they have not colluded with any other party in preparation of their proposal (**See attached Form 5**)

1.18 DISCRIMINATION CLAUSE

An entity or affiliate who has been placed on the discriminatory vendor list may not submit on a contract to provide goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

1.19 SAFETY REQUIREMENTS FOR CONTRACTORS PROVIDING SERVICES TO CITY

- A. The Contractor shall comply with all Federal/State Occupational Safety and Health Act (OSHA) Standards including 29 CFR 1910 and any other rules and regulations applicable to construction and maintenance activities in the State of Florida. The Contractor shall also comply with Chapter 442, Florida Statutes (Toxic Substances in the Workplace) and any county or city or any other agency's rules and regulations regarding safety.
- B. The Owner's safety personnel or any supervisor or inspector may, but is not required to, order that the work be stopped if a condition of immediate danger is found to exist. Nothing contained herein shall be construed to shift responsibility or risk of loss for injuries or damage sustained as a result of a violation of this Article from the Contractor to the Owner; and the Contractor shall remain solely and exclusively responsible for compliance with all safety requirements and for the safety of all persons and property at the project site.
- C. The parties hereto expressly agree that the obligation to comply with applicable safety provisions is a material provision of this contract and a duty of the contractor. The Owner reserves the right to require demonstration of compliance with the safety provisions of this contract. The parties agree that such failure is deemed to be a material breach of this agreement; and the Contractor agrees that upon such breach, all work pursuant to the contract shall terminate until demonstration to the Owner that the safety provisions of this agreement have been complied with. In no event shall action or failure to act on the part of the Owner be construed as a duty to enforce the safety provisions of this agreement nor shall it be construed to create liability for the Owner for any act or failure to act in respect to the safety provisions of this agreement.

1.20 INSURANCE REQUIREMENTS

A. GENERAL PROVISIONS

Hold Harmless: The City shall be held harmless against all claims for bodily injury, disease, death, personal injury, and damage to property or loss of use resulting there from, to the extent caused by the Contractor, unless such claims are a result of the City's sole negligence.

Defense fees and costs on behalf of the City: The Contractor agrees to pay on behalf of the City, the City's legal defense fees and costs, for all third party claims and actions filed against the City arising from or relating to any scope of work or services performed by the Contractor as described herein.

Such payment on behalf of the City shall be in addition to all other legal remedies available to the City and shall not be considered to be the City's exclusive remedy.

Loss Control/Safety: Precaution shall be exercised at all times by the Contractor for the protection of all persons, employees, and property. The Contractor shall comply with all laws, regulations and ordinances related to safety and health, shall make special efforts to detect hazardous conditions, and shall take prompt action where loss control and safety measures should reasonably be expected.

B. PROOF OF CARRIAGE OF INSURANCE & NAMING CITY AS ADDITIONAL INSURED

The Contractor shall furnish the City with satisfactory proof of carriage of insurance required herein. The Contractor shall name the City of Jacksonville Beach (City) as additional insured on the Contractor's, and any sub-consultant or subcontractor's Public Liability, Property Damage and Comprehensive Automobile Liability Insurance Policies. The additional insured shall be provided the same coverage as the primary insured for losses arising from work performed by the Contractor or its sub-consultants or subcontractors. The proof of carriage or a copy of all policies shall be required prior to commencement of any work under this Contract.

The CITY may order work to be stopped if conditions exist that present immediate danger to persons or property. The CONTRACTOR acknowledges that such stoppage will not shift responsibility for any damages from the CONTRACTOR to the Organization.

C. INSURANCE REQUIREMENTS:

Basic Coverages Required: During the term of this contract, the Contractor shall procure and maintain the following-described insurance and/or self-insurance except for coverage's specifically waived by the City. All policies and insurers must be acceptable to the City.

These insurance requirements shall not limit the liability of the Contractor. The City does not represent these types of amounts of insurance to be sufficient or adequate to protect the Contractor's interests or liabilities, but are merely minimums.

All insurers must carry a current A M Best rating of at least A-

Worker's Compensation Coverage is **required**.

The CONTRACTOR and all subcontractors shall purchase and maintain worker's compensation insurance for all workers' compensation obligations imposed by state law and employer's liability limits of at least \$100,000.00 each accident, \$100,000.00 each employee and \$500,000.00 policy limit for disease.

The CONTRACTOR and all subcontractors shall also purchase any other coverages required by law for the benefit of employees.

General Liability Coverage is **required for Contractor and all subcontractors**.

Commercial General Liability in Occurrence Form.

Coverage A shall include Bodily Injury and Property Damage coverage for liability claims arising from premises, operations, contractual liability, independent Contractors, products and complete operations and including but not limited to coverage for claims resulting from explosion, collapse, or underground (x,c,u) exposures (if any).

Coverage B shall include personal injury and is **required**.

Coverage C medical payments is **not required**.

Amounts:	Bodily Injury:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate
	Property Damage:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate

Products and Completed Operations are **required for Contractor and all subcontractors**.

Amount:	\$1,000,000	Aggregate
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Business Auto Liability Coverage is **required for Contractor and all subcontractors**.

Business Auto Liability Coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

Amounts:	Bodily Injury:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate
	Property Damage:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate

Professional Liability **Not Required**

Pollution Liability Required of Contractor and all subcontractors.

The City requires Pollution/Environmental Liability insurance covering cleanup costs including on-site discovery and third party liability, on-site and off-site third party pollution liability coverage, natural resources damage coverage.

Limits of Liability:	\$1,000,000	Each Pollution Event Limit
	\$1,000,000	Aggregate Policy Limit

Excess or Umbrella Liability Coverage.

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages.

Limits of Liability:	\$1,000,000	Each Occurrence
	\$1,000,000	Aggregate

Claims Made Coverage – No Gap

If any of the required professional or pollution liability insurance is provided on a “claims made” form, such coverage shall extend for a period of not less than 36 months following completion of the contract. In the event of termination of claims made policy, extended coverage may be provided by assurance that extended discovery coverage of at least 36 months will be purchased from the expiring insurer, or by assurance that the succeeding insurer will provide retroactive coverage with an inception date of at least on or before the effective date of this contract.

D. CERTIFICATES OF INSURANCE OF CONTRACTOR AND ALL SUBCONTRACTORS

Required insurance shall be documented in Certificates of Insurance which provide that the CITY shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change.

New Certificates of Insurance are to be provided to the CITY at least 15 days prior to coverage renewals.

If requested by the CITY, the CONTRACTOR shall furnish complete copies of the CONTRACTOR's insurance policies, forms and endorsements.

For Commercial General Liability coverage, the Contractor shall at the option of the City, provide an indication of the amount of claims, payments, or reserves chargeable to the aggregate amount of liability coverage. NOTE: Any subcontractors approved by the City shall be required to provide proof of insurance identical in amounts as required by the contract to perform related services. All coverages shall name the City as “additional insured”.

Receipt of certificates or other documents of insurance or policies or copies of policies by the

City, or by any of its representatives, which indicate less coverage than required will not constitute a waiver of the successful proposer(s)' obligation to fulfill the insurance requirements herein.

1.21 PERFORMANCE AND PAYMENT BONDS

Respondents shall furnish in their proposal "proof of bond ability" from their Surety Company indicating their ability to obtain a performance and payment bond of at least \$5,000,000 in the event it shall be requested by the City. Surety shall indicate in their letter their history with the Respondent and their willingness to process P&P Bonds as needed on the Respondent's behalf.

The awarded Respondent shall furnish within seventy-two (72) hours of an "Event" Notice to Proceed a 100% Performance Bond and 100% Payment Bond in conformance with Florida Statute 255.05, payable to the City as security for the faithful performance of the Contract and payment of subcontractors and/or suppliers. The Performance and Payment Bond shall be issued for each particular disaster event in which the Notice to Proceed is executed. The Performance and Payment Bonds shall be maintained throughout the Notice to Proceed execution period. At the completion of all work under a particular Notice to Proceed, the Performance and Payment Bonds shall be released after 90 days to ensure all subcontractors have been paid. Costs of all bonds shall be included in proposed unit pricing. The Performance and Payment Bond Form supplied by the City shall be the only acceptable forms for these bonds.

If Respondent fails to deliver the Performance and Payment Bond within the specified time, including any extensions approved by the City, the City shall declare the Respondent in default of the contractual terms and conditions, and the Respondent shall cease work until the required Performance and Payment Bond is submitted to the City's Property and Procurement Division.

The bond shall be issued by an agency authorized to do business in the State of Florida with a rating of "A" or higher, as listed in the A.M. Best & Company latest published rating. An Attorney in fact who signs a Performance Bond must file with the bond a certified copy of his/her power of attorney to assign said bond.

Level I Event: Tropical Storm to Hurricane Category 1; shall be in the amount of one million (\$1,000,000.00) dollars.

Level II Event: Hurricane Category 2; shall be in the amount of three million (\$3,000,000.00) dollars.

Level III Event: Hurricane Category 3 and above; shall be in the amount of five million (\$5,000,000.00) dollars.

Performance and Payment Bond amounts for other events shall be determined based on the severity and magnitude of the event. Should a catastrophe other than a hurricane occur, the City will inform the selected firm(s) of the level of bonding required.

Performance and Payment Bonds for each event shall comply with all other requirements, unless otherwise stated. If the catastrophic event diminishes after the Event "Notice to Proceed" is issued, a stop work order shall be issued to cancel the Performance and Payment Bonds tied to

said event.

1.22 NOTICE TO PROCEED

The City will issue an Emergency Purchase Order Number along with a written “Notice to Proceed” for the services referenced in this RFP and resulting contract. The Respondent must acknowledge receipt of the written Notice to Proceed.

Upon Notice to Proceed and mobilization, the Respondent shall provide the City with a detailed cost estimate. Upon receipt of the cost estimate the City will issue a Task Assignment along with a Purchase Order covering the costs listed in the Task Assignment.

1.23 BANKRUPTCY

No firm will be issued a contract for the work, where a key representative has filed for bankruptcy personally or has been an officer or principal of a firm, which has filed bankruptcy in the past seven (7) years. Attached is a Non-Bankruptcy Affidavit form. All submitted proposals must include this form executed by the proper representative of the respondent company. **(See attached Form 6).**

1.24 NONEXCLUSIVE

Notwithstanding the contract resulting from this RFP, the CITY reserves the right to follow its normal purchasing procedures at any time to procure additional services for any of the types of work noted in this RFP. Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

1.25 DRUG FREE WORKPLACE COMPLIANCE FORM

Attached is a Drug Free Workplace Compliance Form. All submitted proposals must include this form executed by the proper representative of your company. **(See attached Form 4.)**

1.26 WARRANTY:

All warranties express and implied shall be made available to the City for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the successful respondent against factory defects and workmanship. At no expense to the City, the successful respondent shall correct any and all apparent and latent defects that may occur within the manufacturer’s standard warranty.

1.27 PROTEST:

Any respondent who perceives themselves aggrieved in connection with a recommended award may protest to the Property and Procurement Officer. A written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) days after receipt by the respondent of the Proposal Award Notice, in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual. Failure to follow the protest procedures or failure to meet any deadline set forth herein shall automatically nullify any protest or claim brought by an aggrieved bidder/proposer.

In the event of a timely protest, the City shall not proceed further with award of the contract and agreement until all administrative remedies are exhausted, or until the City Manager determines

the award of the contract is immediately necessary to protect the public health, welfare, or safety.

1.28 FRAUD AND MISREPRESENTATION:

Any individual, corporation, or other entity that attempts to meet its contractual obligations with the City through fraud, misrepresentation, or material misstatement, may be debarred for up to five (5) years. The City, as a further sanction, may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.29 OMISSIONS IN SPECIFICATIONS:

The scope of services or description of items contained within this solicitation describes the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the respondent from furnishing, installing, or performing such work where required to the satisfactory completion of the project.

1.30 FORCE MAJEURE

The City and the successful respondent are excused from the performance of their respective obligations under the contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control, including fire, flood, explosion, strikes or other labor disputes, natural disasters, public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance provided that:

- a) The non-performing party gives the other party prompt written notice describing the particulars of the force majeure, including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the force majeure.
- b) The excuse of performance is of no greater scope and of no longer duration than is required by the force majeure.
- c) No obligations of either party that arose before the force majeure causing the excuse of performance are excused as a result of the force majeure.
- d) The non-performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the successful respondent shall not constitute a force majeure. The term of the contract shall be extended by a period equal to that during which either party's performance is suspended under this section.

1.31 RFP AWARD NOTICE FORM:

Attached is a RFP Award Notice Form. All submitted proposals are to include this form to be notified of the recommendation of award. (See **attached Form 2**).

1.32 INDEMNIFICATION:

The Respondent to whom a contract is awarded shall defend, indemnify and hold harmless the City as outlined below.

The CONTRACTOR covenants and agrees to indemnify, hold harmless and defend City, its council, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by City, and any other losses, damages, and expenses of any kind, including attorney's fees, court costs and expenses, which arise out of, in connection with, or by reason of services provided by the CONTRACTOR or any of its Subcontractor(s) in any tier, occasioned by the negligence, errors, or other wrongful act or omission of the CONTRACTOR, its Subcontractor(s) in any tier, their officers, employees, servants or agents.

In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the CONTRACTOR's failure to purchase or maintain the required insurance, the CONTRACTOR shall indemnify the City from any and all increased expenses resulting from such delay. Should any claims be asserted against the City by virtue of any deficiency or ambiguity in the plans and specifications provided by the CONTRACTOR, the CONTRACTOR agrees and warrants that CONTRACTOR shall hold the City harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the City's behalf.

The first ten dollars (\$10.00) of remuneration paid to the CONTRACTOR is consideration for the indemnification provided for above.

The extent of liability is in no way limited to, reduced, or lessened by the insurance requirements contained elsewhere within this agreement.

This indemnification shall survive the expiration or earlier termination of the contract.

1.33 RFP IS NOT A BID:

This Request for Proposals is not to be considered a bid. The City will evaluate responses based on the criteria set forth in this RFP. The evaluation process is to consider all requested criteria to determine which firm is the most responsive, responsible and highly qualified to perform the required services.

FORM 1: PROPOSAL TENDER FORM (Page 1 of 3)

RFP NUMBER: _____

RFP DATE: _____, 2025

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

FROM: _____

Respondent must provide an hourly price on each pay item listed. If your company provides other related positions, please add as appropriate. Note that descriptions are indicative of the type of work normally performed but descriptions are not comprehensive. All entries in the entire proposal must be made clearly in ink. Hourly Prices on the ***Proposal Tender Form*** must be written in figures. Proposals in which the prices undistinguishable may be rejected by the City at its sole discretion.

Table 1: Rate Structure Debris Monitoring

Labor Classification	Hourly Rate
Principal	
Project Manager	
Field Operation Manager	
Field Coordinator	
Disposal Site Monitor with Electronic Device	
Load Site Monitor with Electronic Device	
FEMA/FHWA Liason	
Billing/Invoicing Manager	
Data Manager	
Automated Ticket Analyst	

Table 2: Rate Structure for Program Management

Labor Classification	Hourly Rate
Principal In Charge	
Subject Matter Expert	
Project Manager	
Senior Damage Assessment Estimator	
Damage Assessment Estimator	
Clerical	
Senior FEMA Program Advisor	
FEMA PA Program Coordinator	
Grants Management Supervisor	
Grants Manager	
FEMA Project Specialist	

FORM 1: PROPOSAL TENDER FORM (page 2 of 3)

NOTE: Respondent is solely responsible for developing / determining / verifying for this project all plans / all methods / all quantities / all measurements and all manufacturers' requirements / recommendations necessary to provide a satisfactory fully completed project under the provisions of the RFP, to the CITY's satisfaction, to include costs for all labor, all equipment, all materials, all rental / leasing / purchasing of equipment and materials, all preparations, all repairs, all safety work, all quality control work, all disposal work, all mobilization and demobilization work, all subcontractor work, all taxes, all insurance, all bonding if required, all inspection work, all verification work, all warranty work, all permitting at all levels of government, all contractor overhead, all contractor profit, and any / all other project related work and/or cost/expense that is not listed, and all of which shall be the basis for the Respondent's proposal for this RFP, the cost of such is incorporated into the hourly rates as proposed on page 1 of the Proposal Tender Form.

I hereby certify that I have read and understand the requirements of **RFP 10-2425** Standby Contract for Disaster Debris Management, Recovery and Response Services and as the respondent, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any Contract(s) and/or other transactions required by award of this RFP.

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____

TELEPHONE NUMBER: _____

LICENSE NUMBER: _____

(If Corporation, President, Secretary and Treasurer identification)

PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

SEAL: (if Proposal is by a Corporation.)

FORM 1: PROPOSAL TENDER FORM (page 3 of 3)

The respondent understands that the CITY reserves the right to: 1) reject all proposals and waive informalities in the proposals, and 2) the CITY may award the RFP to up to three (3) qualified respondents.

ADDENDA RECEIPT VERIFICATION

Respondent shall acknowledge receipt of all addenda, if any, to the Request for Proposals, by filling in Addenda Numbers and dates below.

Addendum #: _____	Dated: _____		Addendum #: _____	Dated: _____
Addendum #: _____	Dated: _____		Addendum #: _____	Dated: _____

PROPOSAL DOCUMENT TURN-IN CHECKLIST

The following documents are to be completed, signed and submitted as part of the Proposal Submittal Package in response to this RFP. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted proposal. This consideration will be at the sole discretion of the CITY.

INITIAL Check-Off	FORM/TAB	SECTION TITLE
[____]	FORM 1	<i>PROPOSAL TENDER FORM (Pages 18 thru 20)</i>
[____]	FORM 2	<i>PROPOSAL AWARD NOTICE FORM – Mandatory Cover Sheet (Page 21)</i>
[____]	FORM 3	<i>REQUIRED DISCLOSURE FORM (Page 22)</i>
[____]	FORM 4	<i>DRUG-FREE WORKPLACE COMPLIANCE FORM (Page 23)</i>
[____]	FORM 5	<i>NON-COLLUSION AFFIDAVIT (Page 24)</i>
[____]	FORM 6	<i>NON-BANKRUPTCY AFFIDAVIT (Page 25)</i>
[____]	FORM 7	<i>CERTIFICATION PURSUANT TO FLORIDA STATUTE §287.135 (Page 26)</i>
[____]	FORM 8	<i>SUSPENSION & DEBARMENT PURSUANT TO FLORIDA STATUTE §287.1351, EXECUTIVE ORDERS 12549 AND 12689, 2 C.F.R. PART 180 (Page 27)</i>
[____]	FORM 9	<i>ANTI-HUMAN TRAFFICKING (Page 28)</i>
[____]	FORM 10	<i>SCHEDULE OF SUBCONTRACTORS (page 29)</i>
[____]	TAB 1	<i>RESPONDENT'S PROFILE AND SUBMITTAL LETTER</i>
[____]	TAB 2	<i>REFERENCES</i>
[____]	TAB 3	<i>EXPERIENCE OF PERSONNEL</i>
[____]	TAB 4	<i>APPROACH, METHODOLOGY AND TIMELINESS</i>
[____]	TAB 5	<i>ELECTRONIC DEVICE AND AUTOMATED DEBRIS MANAGEMENT SYSTEM</i>
[____]	TAB 6	<i>OCCUPATIONAL LICENSE AND W-9 (attach completed and signed W-9 form, which can be obtained from www.irs.gov)</i>
[____]	TAB 7	<i>PROOF OF BOND ABILITY FROM SURETY COMPANY</i>

NOTE: Please INITIAL Check-Off of each document / activity / requirement that is attached to the Unit Price Proposal Tender Form and/or is required by the RFP and/or Addenda.

By: _____
Signature of Authorized Submitter

Title (typed or neatly printed)

SUBMITTED BY: _____
Typed/Printed Name of Authorized Submitter

DATE: _____

FORM 2

RFP AWARD NOTICE FORM

City of Jacksonville Beach

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

Mandatory Cover Sheet

NOTICE: Items 1 to 6 are to be completed by the Respondent. The Respondent is to submit the form to the CITY along with the *Unit Price Proposal Tender Form* and other required documents.

1. Company Name: _____
2. Address Name: _____
3. City, State and Zip _____
4. Attention: _____
5. Phone: _____ Fax: _____
6. E-mail address: _____

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Proposals were received and evaluated, and the following recommendation will be presented to the City Council for award of RFP No. 10-2425 per the attached Proposal Tabulation form(s).

A written notice of intent to file a protest must be filed with the Purchasing Administrator within three (3) days after receipt by the respondent or proposer of the RFP Award Notice from the Purchasing Administrator in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual.

If awarded RFP or combination of Pay Items, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

Thank you for your proposal.

Sincerely,

CITY OF JACKSONVILLE BEACH
Luis F. Flores
Property and Procurement Division

REQUIRED DISCLOSURE FORM

[illegible]

Contractor: _____

FORM 4

DRUG-FREE WORKPLACE COMPLIANCE FORM

IDENTICAL TIE PROPOSALS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, 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 violations 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 contractual services that are under proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (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 guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so 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 the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

(Word/Drug Free)

FORM 5

NON-COLLUSION AFFIDAVIT

_____, being first duly sworn deposes and says that:

1. He (it) is the _____, of _____ the respondent that has submitted the attached Proposal;
2. He is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employee, or parties in interest, including this affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted; or to refrain from responding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any respondent, firm, or person to fix the price or prices in the attached Proposal or of any other respondent, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price in any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;
5. 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 respondent or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

By: _____

Sworn and subscribed to before me this _____ day of _____,

20____, in the State of _____, County of _____.

Notary Public

My Commission Expires: _____

FORM 6

NON-BANKRUPTCY AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ is an officer and member of the firm
of _____, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFP #: 10-2425**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

Affiant Signature

Sworn to before me this _____ day of _____, 20____ by _____.
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

Signature of Notary

Notary's Printed Name

Expiration of Notary's Commission

Affix Seal Here:

FORM 7

CERTIFICATION PURSUANT TO FLORIDA STATUTE §287.135

I, _____ on behalf of _____ certify Print
Name and Title Company Name

that _____ :
Company Name

- a. 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 City may immediately terminate this Agreement at its sole option if the Company is found to have submitted a false certification; or if the Company 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 Company 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 City may immediately terminate this Agreement at its sole option if the Company is found to have submitted a false certification; or if the Company 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.

SUSPENSION & DEPARTMENT PURSUANT TO FLORIDA STATUTE
§287.1351, EXECUTIVE ORDERS 12549 AND 12689, 2 C.F.R. PART 180

FORMS 30

FORM 9

ANTI-HUMAN TRAFFICKING

**AFFIDAVIT OF COMPLIANCE WITH SECTION 787.06(13)
FLORIDA ANTI-HUMAN TRAFFICKING PROVISIONS
(To be used when a contract is executed, renewed or extended)
(Required only for non-governmental vendors)**

STATE OF _____

COUNTY OF _____

I, {full legal name} _____, swear and affirm that I am an officer or a representative of the Contractor and that _____ does not use coercion for labor or services as those terms are defined in Section 787.06(13), Fla. Stat.

AFFIANT HEREBY CERTIFIES UNDER PENALTY OF PERJURY THAT THE STATEMENTS AND FACTS IN THIS AFFIDAVIT AND IN ANY ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Dated: _____

Signature of Affiant: _____

Sworn to or affirmed and signed before me on _____ by

_____ who is personally known to me or presented

_____, as identification.

Notary Public, State of _____

My commission expires: _____

FORM 10

SCHEDULE OF SUBCONTRACTORS

1. _____
(Company name) (type of work)

(address) (telephone #)

(city/state/zip) (federal I.D. #)

2. _____
(Company name) (type of work)

(address) (telephone #)

(city/state/zip) (federal I.D. #)

3. _____
(Company name) (type of work)

(address) (telephone #)

(city/state/zip) (federal I.D. #)

Signed: _____

Title: _____

Contractor: _____

W-9 Form (Attach completed and signed form, which can be obtained from www.irs.gov)

EXHIBIT "A"

SPECIFICATIONS FOR DEBRIS MONITORING SERVICES

The City of Jacksonville Beach seeks to establish contractual arrangements with at least one (1) or more (up to 3) qualified firms to provide support and assistance to the City in its emergency debris management and planning operations, by accomplishing the removal and lawful disposal of disaster-generated debris from public properties and public rights-of-way in order to eliminate immediate threats to life, public health and safety, and assist in the economic recovery to the City in the event of natural or man-made catastrophe. All such operations shall be in full compliance with regulatory agency requirements and be consistent with Federal Emergency Management Agency (FEMA) and Federal Highway Administration (FHWA) requirements for cost reimbursement for debris management, removal and disposal.

SECTION A: GENERAL SPECIFICATIONS

1. OBJECTIVE

The purpose of this Request for Proposal (RFP) is to solicit competitive sealed proposals to furnish Disaster Debris Inspection, Monitoring and Reporting Services within the City of Jacksonville Beach, Florida, if the President of the United States or the Governor of the State of Florida declares the City of Jacksonville Beach and/or Duval County a disaster site.

Disasters most often produce substantial volumes of debris, creating hazardous conditions to the public health, welfare and safety, which result in disruption of the essential physical and economic life of the community.

It is mandatory that there be an early, safe and quick response to restoring environmentally safe and economically viable conditions to the disaster affected areas. This objective has the highest priority in the City's planning and its ability to deal with all damage.

Disasters could result in large expenditures of manpower, equipment and related materials and supplies, at substantial cost to the City.

It is imperative that the City be prepared to provide all necessary disaster recovery services and have the means to recover all eligible costs from State and Federal Agencies that have funds to assist local governments to cope with all natural and manmade disasters.

2. CONTRACT AWARD

The City reserves the right to enter into a contract with the selected firm(s) that the City deems to offer the best overall proposal(s). The City is therefore not bound to accept a proposal on the basis of lowest price. In addition, the City Manager, as the City's representative, in his sole discretion, reserves the right to cancel this RFP, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the City to do so.

3. AWARD TERM

The City is looking to promote partnership relationships within the policies and procedures of public procurement. Pursuant toward that end, the selected firm shall be awarded a contract term for five (5) years, with a one-year extension available.

SECTION B: TECHNICAL SPECIFICATIONS

1. SCOPE OF SERVICES:

- 1.1** The City of Jacksonville Beach seeks to establish a contractual arrangement with a qualified firm to monitor Disaster Debris Recovery efforts and provide related technical assistance, on an as needed basis. The selected firm will provide disaster recovery monitoring expertise and services to assist the City to monitor the removal, reduction and environmentally approved disposal of debris and other obstacles resulting from these disasters. Such efforts shall fully comply with the regulatory agency requirements and be consistent with Federal Emergency Management Agency (FEMA) requirements for cost reimbursement for debris management, removal and disposal.
- 1.2** The selected firm shall provide all labor, materials, software and equipment to perform all requirements and meet all specifications while under contract with the City.
- 1.3** The selected firm shall have an excellent understanding of the documentation involved for the reimbursement from FEMA relief programs to make the process of cost recovery efficient and accurate. The processes and documentation required will be in strict compliance with FEMA regulations regarding eligibility. Contracts must meet rules for Federal Grants, as provided for in Title 44 Code of Federal Regulations (CFR) Part 13, (§13.36, Procurement) in order to be eligible for reimbursement under Public Assistance Program.
- 1.4** The selected firm will advise and support the City during a disaster recovery effort and will be responsible for the overall inspection, monitoring and reporting services relating to the collection and disposal of debris. This will include services to inspect, monitor and report on the removal process, and ensure the debris is lawfully processed and disposed (other than hazardous materials and household putrescible garbage) from City property and other public property (herein after referred to as City property) within the City of Jacksonville Beach, Florida in response to an emergency event such as, but not limited to, hurricane(s) or other natural or manmade disaster(s). The selected firm shall coordinate with the City's current Debris Removal Contractor and the City to insure a compliant, well-managed and organized approach to debris inspection, monitoring and reporting services.
- 1.5** It shall be understood by all Respondents that a separate solicitation was issued, different from this one, to establish a contract with a firm to perform Emergency Debris Clearing and Removal Services. The City sees it as a conflict of interest to contract with a Debris Monitoring Firm and a Debris Removal Contractor, which is of the same entity, owned by the same company or has similar interests in their ownership.
- 1.6** The selected firm's response to the recovery process must be immediate, rapid, and efficient, with acceptable cost controls, accountability procedures, with written reports and submittals in place, to assure that the City will have the means to be reimbursed for all eligible disaster recovery costs from appropriate Federal and State Agencies.
- 1.7** The selected firm shall mobilize personnel for this task and shall be fully mobilized to begin debris monitoring operations within 24 hours following the day of the disaster.

Debris monitoring work within the City will be prioritized by the City of Jacksonville Beach. The selected firm shall be responsible for providing all necessary staff and equipment for carrying out its responsibilities under this contract.

- 1.8 The selected firm must be prepared to carry out the assigned tasks in compliance with the applicable provisions of City of Jacksonville Beach's "Phase I (Rapid Response) and Phase II (Debris Removal, Reduction and Disposal) of the City's Disaster Debris Management Plan."

1.9 **FEMA Policies/Procedures/Guidelines/Instructions:**

Debris Management Services shall be defined, regulated and executed in the manner prescribed by the Federal Emergency Management Agency (FEMA). Incorporated into the scope of work shall be the "Public Assistance Debris Management Guides," as promulgated, modified and published by FEMA. At the time of this contract, the most current publication shall be identified. Additional FEMA guidelines pertaining to conduct of work, documentation of activities and expenses and general administration of debris management activities shall also be incorporated into the Scope of Work upon publication of the information by FEMA whether as new information or amendments to existing guidelines or policy. It shall be the responsibility of both parties to obtain and maintain the current policies, procedures, guidelines and instruction published by FEMA on Debris Management.

- 1.10 The selected firm must have the capability and ability to rapidly respond to wide scale debris volumes typically produced in hurricanes, tornadoes and other disaster types as well as small scale debris volumes.

2. DEBRIS INSPECTION, MONITORING AND REPORTING SERVICES:

2.1 Project Management

The selected firm will be responsible for providing managerial support to coordinate the efforts of the City and the Debris Removal Contractor. The selected firm's Project Manager will provide assistance to the City in contract administration and assist to enforce the provisions of the City's contract with the Debris Removal Contractor, consistent with the guidelines for debris management outlined in the City's MCEMP, ANNEX III, titled DEBRIS MANAGEMENT. See ATTACHMENT A to this RFP for the current version of City Debris Management Plan.

2.2 Disaster Debris Monitoring Services

- 2.2.1 Coordinate daily briefings, work progress, staffing and other key items with the City.
- 2.2.2 Selection and permitting of debris monitoring service locations and any other permitting/regulatory issues as necessary.
- 2.2.3 Scheduling work for all team members and contractors on a daily basis.
- 2.2.4 Hiring, training, scheduling, and managing field staff.
- 2.2.5 Monitoring Debris Removal Contractor operations and making or implementing recommendations to improve efficiency as well as speed up recovery work to assure all debris removal work meets FEMA eligibility guidelines.
- 2.2.6 Assisting the City with responding to public concerns and comments.
- 2.2.7 Developing daily operational reports to keep the City informed of work progress.

- 2.2.8 Development of maps, Geographic Information System “GIS” applications, etc., as necessary.
- 2.2.9 Comprehensive review, reconciliation, and validation of Debris Removal Contractor invoices prior to submission to the City for processing.
- 2.2.10 Track all contract costs and adhere to the ‘not to exceed’ limit as defined. Notice must be provided to the City as costs approach the limit.

2.3 Collection Routing

The selected firm will assist in the development and implementation of a collection routing plan. This task will ensure a managed, organized approach to debris collection, reducing the potential for contractors to focus collection efforts on those areas with the highest profit potential.

2.4 Collection Inspection

In order to obtain FEMA reimbursement, all loads must be inspected in the field by collection inspectors. The selected firm will establish a load ticket process and provide collection inspection staff to record required FEMA data. The selected firm will train collection inspectors to assure proper FEMA documentation protocol requirements are instituted and followed.

- 2.4.1 Certifying Debris Removal Contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- 2.4.2 Entering load tickets into a database application.
- 2.4.3 Digitization of source documentation (such as load tickets).
- 2.4.4 Furnishing and operating an automated/electronic (paperless) debris tracking system.

2.5 Disposal Site Inspections

FEMA reimbursement requires all trucks to be measured for volume and inspected to determine fullness, type of waste and point of origin. The selected firm will provide tower monitors and spotters to include; inspection of debris during loading and observe unloading operations at designated disposal sites. The selected firm will coordinate the logistics of the disposal site to ensure efficient traffic flow and proper handling of load tickets that record required FEMA data (such as truck fullness, type of waste, etc.). As necessary, the selected firm must provide professional engineers to provide oversight to ensure compliance with Florida Department of Environmental Protection (FDEP) regulations and FEMA reporting requirements.

- 2.5.1 Development of a debris management plan – including identification of an adequate number of locations for debris monitoring services. Staff training as necessary upon request of the City.
- 2.5.2 Hazard mitigation plans and programs upon request of the City.

2.6 Data/Documentation Preparation

The selected firm will be responsible for collecting, spot auditing for completeness and accuracy, entering, tabulating, and organizing disposal data into required FEMA formats. The selected firm will provide the City and the Debris Removal Contractor with regular updates on the quantities of debris collected.

- 2.6.1 Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, and any other applicable agency for disaster recovery efforts by City staff and designated debris removal contractors.
- 2.6.2 Other emergency management plans and documents as directed by the City.

2.7 Grant Management Consulting Services

As directed by the City, the selected firm shall provide:

- 1) Identification of eligible emergency and permanent work (Category A-G).
- 2) Damage Assessment.
- 3) Assistance in attaining Immediate Needs Funding.
- 4) Prioritization of recovery workload.
- 5) Loss measurement and categorization.
- 6) Insurance evaluation, documentation adjusting and settlement services.
- 7) Project Worksheet formulation, generation and review.
- 8) FEMA, FHWA, HMGP, CDBG, NRCS and additional reimbursement support.
- 9) Staff augmentation, final inspections, supplemental Project Worksheet generation and final review.
- 10) Appeal services and negotiations.
- 11) Reconstruction and long-term infrastructure planning, and
- 12) Final review of all emergency and permanent work performed.

3. LOAD TICKETS

- 3.1 “Load tickets” will be used to record volume of debris from City locations. “Electronic” Load Tickets are required to help with documenting, tracking and reporting. Use of Electronic Load Tickets/Reporting must include all necessary information required by FEMA and FHWA and follow all Federal, State and local laws, rules, regulations and guidelines.
- 3.2 Load tickets (electronic) will be issued by the selected firm Debris Manager or designee prior to departure from the loading site. The Debris Manager or designee will provide one (1) certified paper copy of the ticket and create one (1) digital copy. The selected firm for this solicitation will track and log all Load Tickets subject to current FEMA guidelines at the time of the event and shall utilize electronic devices to capture the load ticket information in real time.
- 3.3 Each load ticket will contain the following information:
 - 1) Ticket Number
 - 2) Contract Number
 - 3) Date
 - 4) Debris Monitoring Firm Name
 - 5) Site Departure Time
 - 6) Dump Arrival Time
 - 7) Debris Classification
 - 8) Debris Quantity
 - 9) Site Origin
 - 10) GPS Coordinates of the Load Location
 - 11) Debris Removal Contractor name or code

- 12) Photo of load at load site
 - 13) If tonnage contract, weight of debris in tons
 - 14) If cubic yardage contract, percentage full of truck bed and separate percentage full of trailer if a trailer is attached
 - 15) Any additional information required by FEMA
- 3.4** Automated Debris Tracking & Reporting Systems “Electronic Load Tickets” per FEMA policy document 327 “Public Assistance Debris Monitoring Guide”, recent advances in automated debris management tracking systems have provided real-time and automated tracking and reporting. FEMA embraces technological advancements and recognizes the potential benefits of these automated systems.

Respondents must demonstrate in its proposal that it maintains on hand sufficient automated debris tracking equipment dedicated to meet the needs of the City. Respondents must demonstrate a minimum of three (3) successful projects using Automated Debris Monitoring Software (ADMS) technology within the last three (3) years. If the Respondent is licensing such technology, the Respondent must provide a written letter from licensor acknowledging licensor has a minimum of 100 devices on hand for the Respondent’s use in the event of a disaster and that such devices will be made available for the City’s recovery efforts. The Respondent shall include graphic illustration and explanation of system capability and be prepared to demonstrate system functionality if requested at the time of proposal evaluation and/or interview.

4. REPORTING

- 4.1** The selected firm shall provide the following assistance in addition to debris inspection, monitoring and reporting services:
- Recovery process documentation – review the Debris Removal Contractor’s recovery process documentation plan.
 - Review documentation of recovery process.
 - Provide written and oral status reports as requested by the City.
 - Review documentation for accuracy and quantity.
 - Assist in preparation of claim documentation.
- 4.2** The selected firm shall review daily reports by the Debris Removal Contractor submitted to the City’s Debris Manager each day during the performance of this contract. Each report shall contain, at a minimum, the following information:
- Selected Firm Name
 - Contract Number
 - Crew
 - Location of Work
 - Day of Report
 - Daily and cumulative totals of debris removed, by category
- 4.3** Inform the City of any discrepancies between the daily reports and the corresponding load tickets and follow up to make sure the items have been reconciled no later than the following day.

5. REQUIRED EQUIPMENT AND MANPOWER

The selected firm shall make available all man power necessary to carry out all essential activities to fulfill this contract. The inspection, monitoring and reporting work must be conducted in a systematic and predictable manner. The selected firm shall ensure all staffed and sub-contracted employees use proper safety equipment, including but not limited to: hard hat, safety glasses, ear plugs, work boots (with safety toe) gloves and rain gear if necessary to complete the activities required to fulfill this contract.

6. PERSONNEL QUALIFICATIONS

6.1 Project Manager:

A Project Manager must have a minimum of five (5) years' experience in disaster debris management. All Project Managers assigned to this contract must be an employee of the selected firm. This position will serve as the selected firm's manager on the project. This position will direct the activities of contractor staff and will work directly with the City's Debris Manager. The Project Manager will be involved in pre-event planning and meetings as to become familiar with the City and its operation.

6.2 Field Operation Manager:

A Field Operations Manager must have a minimum of two (2) years' experience in disaster debris management. They will oversee all Inspectors and Monitors listed below and must be an employee of the selected firm.

6.3 Field Coordinators:

Assist in setting-up and manning the Debris Management Services. Help train the Site and Field Monitors and track their performance. Assist in assigning Field Monitors to contract haulers. Assist in assigning Field Monitors and contract haulers to specific locations. Assist in tracking the daily collection on countywide grid map. Assist in coordinating the daily collection operation in concert with the contract hauler's Site Superintendent. Track the daily count of Field Monitors necessary to meet the contract hauler's demands. Track the daily count of contract hauler's trucks, trailers and loading equipment. Provide daily collection status reports to the Project Coordinator on request. Fill in as Site Monitor if needed. Record and inspect any property damage, public or private that may occur during the debris removal operation. Track and verify the satisfactory repair of any damage.

6.4 Disposal Site Monitors:

Disposal Site Monitors and Disposal or Tower Monitors must have a High School Diploma or GED and be adequately trained on Debris Operations. Site Monitors must be trained to evaluate and certify that each load of debris represents the actual size of the load by percentage of total rated capacity. Site Monitors must certify the percentage of load and sign off on the electronic load ticket for the cubic yard quantity or weight to be FEMA reimbursable.

6.5 Load Site Monitors:

Trained to follow each contract hauler as debris is collected throughout the City. The Monitor must witness and certify by street address that the storm debris was collected from City Property only. The Monitor must verify that the debris piles are not mixed (vegetation or construction & demolition debris) before loading. The Monitor is assigned to the hauler(s) and given certain locations to collect either vegetation or C&D debris. The Monitor must assure that all targeted debris is removed by the contract hauler during each pass before the contract hauler may move to a new location. The Monitor must record the

time, location and sign the electronic load ticket before the load can be delivered to the collection site for processing. The Monitor is responsible for reporting any unsafe or unauthorized collection practices to the Disposal Site Monitors for corrective action.

6.6 Billing / Invoicing Manager:

A Billing / Invoice Manager must have a minimum of two (2) years' experience working with Accounting to ensure all invoices are properly handled and payment for subcontractors are processed in a timely manner. The Billing/Invoice Manager will work under the supervision of the Project Manager and be an employee of the selected firm.

6.7 Data Manager:

A Data Manager must have a minimum of two (2) years' experience working with a relational database management system. The Data Manager will work under the supervision of the Project Manager and be an employee of the selected firm.

6.8 Automated Ticket Analyst: will report to the Data Manager.

7. SERVICES TO BE PROVIDED BY THE SELECTED FIRM

7.1 Administration

The listed services shall be performed by the selected firm:

- 1) The selected firm shall ensure electronic daily reports are provided to the City's Debris Manager or designee and other key City personnel within a minimum number of hours requested by the Debris Manager. The selected firm shall ensure that debris monitors report within a minimum number of hours after the disaster event.
- 2) It is the responsibility of the selected firm to assist the City's Debris Manager in performing:
 - a) Contract Administration.
 - b) Damage Assessment.
 - c) Environmental permitting of temporary debris management sites.
 - d) Truck Certification.
 - e) Debris Removal Monitoring.
 - f) Quality Assurance and Quality Control of all documentation pertaining to debris removal monitoring.
 - g) Assist the City in responding to public inquiries.
 - h) Be available to address questions from FEMA and FHWA both during and after services have been performed.
 - i) Other duties as assigned related to debris management.
- 3) Provide assistance as needed pre-event which may require location in a designated county or city.

7.2 Debris Monitoring Operations:

The selected firm shall coordinate with the City to schedule debris removal monitoring and oversee all contractor operations. The selected firm shall provide the following:

The selected firm Project Manager shall be responsible for the overall project management and coordination of the debris monitoring services required to oversee the debris removal operation. The Project Manager shall be the point of contact to the City. The Project Manager shall assign Field Operations Manager(s) to oversee the Debris Removal

Contractor(s), monitors, and a Data Manager to provide supervision of the data collection operation and documentation process. Project Manager duties include but are not limited to the following:

- 1) Ensure a sufficient number of trained debris monitors are available to monitor the “first push” (cut & toss) operations.
- 2) Ensure a sufficient number of trained debris monitors are available to monitor all “first pass” and subsequent passes of debris removal and hauling activities.
- 3) Provide tower / disposal site monitors to observe and record all debris loads entering the temporary debris management sites.
- 4) Provide tower / disposal site monitors to observe and record all debris loads exiting the temporary debris management sites for final disposal.
- 5) Conduct safety meetings with field staff, as necessary.
- 6) Respond to and document issues regarding complaints, damages, accidents or incidents involving the Consultant or Contractor personnel and ensure that they are fully documented and reported.
- 7) Coordinate daily briefings with the City and the Debris Removal Contractor(s), daily status reports of work process and staffing if requested by City.
- 8) Ensure documentation of environmental authorizations and/or permits for temporary debris management sites and final disposal.
- 9) Review and reconcile debris removal contractor invoices submitted to the City.
- 10) Preparation of interim operations and status reports and final report, as directed by the City Debris Manager.

7.3 Field Monitoring

The selected firm shall provide trained staff with all necessary equipment and transportation in sufficient numbers to adequately monitor all operations supervised by Field Operations Managers. Duties of monitors shall include, but are not limited to, the following:

- 1) Truck certification and documentation of all vehicles used in the debris removal activities utilizing automated debris system.
- 2) Quality assurance / quality control (QA/QC) of truck certification measurements throughout life of project.
- 3) Provide monitoring services and documentation of all eligible debris removal activities from Federal Aid eligible roadways – First Push (Cut & Toss) and First Pass using electronic devices.
- 4) Provide monitoring services and documentation of all eligible debris removal activities on non-Federal Aid eligible roadways as directed by the City – First Push (Cut & Toss) and First Pass.
- 5) Provide monitoring services and documentation of all eligible debris removal activities from second and subsequent passes on all roadways as directed by the City.
- 6) Ensure that ineligible debris is not collected by the Debris Removal Contractor, unless directed in writing by the City.
- 7) Disposal Site/Tower Monitors will observe and record electronically the truck quantity estimates of inbound and outbound debris. Photographs are required to support documentation.

- 8) Exit Site Monitors will observe that all outbound trucks are fully discharged of their load prior to exit from the temporary debris management site and capture a photo of the empty truck or trailer using the electronic device.
- 9) Monitors will ensure that accurate, legible, and complete documentation is provided through load tickets, truck certifications, and/or other logs and reports, as required and that all information is captured electronically in real time using electronic devices.
- 10) Maintain photo documentation of the debris removal trucks and activities, specifically of the hazardous stump removal process, hangers, leaners, or tree removal and/or other special or unusual occurrences in the field utilizing electronic devices and system.
- 11) Document and report activities to the City which may require remediation, such as: fuel spills, hazardous materials collection locations, and other similar environmental concerns.
- 12) Document and report to the City damages which occur on public or private property as a result of the debris removal operations.
- 13) Document and report to the City any violations of Department of Environmental Protection's (DEP) debris site conditions.
- 14) If DEP debris site conditions are violated the Consultant shall oversee tasks sufficient to satisfy the DEP performed by the debris removal contractor.

7.4 Data Management and Documentation:

The selected firm shall ensure all necessary documentation is provided as follows:

- 1) Ensure all eligible debris removal operations activities are documented and tracked specific to the FEMA Public Assistance "PA" program or other applicable Federal state or local agencies utilizing electronic devices.
- 2) Documentation of the number of crews and types of equipment utilized, actual hours of operation, and locations of work performed during the time and materials phase of operations.
- 3) Completion of truck certifications, equipment certifications, and establishment of a QA/QC program throughout the life of the project.
- 4) Load tickets documenting the eligible debris removal and/or disposal activities by the applicable FEMA PA program, and/or other federal, state or local programs as outlined in and in accordance with the Debris Management Plan. All load tickets shall be captured using electronic devices.
- 5) Documentation of eligible hazardous stump removal, hangers, leaners, or tree removal which includes photos, GPS coordinates street identifier, and/or other information as available and applicable shall all be captured and recorded in real time using electronic devices.
- 6) Environmental authorizations and/or permits, as applicable.
- 7) Daily electronic spreadsheet summaries of cubic yards/tons collected by Federal program. The daily summary shall be communicated to the City's Debris Manager or designee via electronic mail delivery.
- 8) Production in electronic format copies of all documentation for submittal to Federal and/or State agencies.
- 9) Assist the City in creating field maps using Geographic Information Systems (GIS), as well as track and present contractor progress in GIS as requested by the

City.

- 10) Organize, maintain, and provide the City electronic copies of documentation in a satisfactory manner. All documentation and information related to the project shall be surrendered to the City upon completion of the project.

7.5 Equipment Requirements

The selected firm must utilize electronic debris monitoring and must comply with requirements set forth in the following sub-sections 7.5 through 7.6.

7.5.1 Handheld Units (HHU) – The selected firm will provide weather proof and shock resistant handheld units (HHU) for recording debris management data in the field. These HHU devices will be capable of writing data to, and reading data from, the remote database. HHU's shall have the capability to determine locations by GPS and the capability to write GPS coordinates to the data being recorded in real time. All field units will be operated by stand-alone power sources which will allow the units to perform uninterrupted for a shift. The HHU's will perform three functions: (1) Recording of initial load data information with photos, (2) verification of vehicle certification, and recording of debris type and quantity, and (3) recording of final disposal and dump information for the final disposal place of debris for each load.

- a) HHU's capable of recording truck certification data into a remote database are used at the truck certification area. Truck certification records will include truck measurements, Truck ID, Driver ID and a digital photograph of the truck and trailers with separate identification for both truck and trailer.
- b) HHU's capable of recording user ID information, including a unique user ID, digital photograph and any additional user information required for system operation.
- c) GPS – HHU units shall have integrated GPS capability. GPS readings (accuracy within 3 meters of the HHU) shall automatically be recorded without any additional manual effort each time the HHU unit records and retrieves information related to the debris mission. External GPS units shall have reliable connectivity to the HHU and be rugged and durable.

7.5.2 Durable Printer – The selected firm shall provide a durable printer to print load tickets at the request of the City. Once the tower manager completes the load data entries the information shall be transmitted to the printer. The printer will print a minimum 2 copies of the ticket. Two copies shall be given to the driver (one copy for the driver and the other for the prime contractor). The HHU should have program flexibility to alter the number of printed tickets. The printed ticket paper and print shall be of a quality that the print is not affected by harsh weather conditions and does not fade over time, nor smear or deteriorate due to moisture or UV rays. All field units will be operated by stand-alone power sources which will allow the units to perform uninterrupted for a minimum of a shift.

7.5.3 Server(s) – The selected firm shall provide computer servers for the storage and maintenance of records. The data contained in the selected firm's database shall be placed on the Internet for controlled use, and be password protected by the selected firm. Upon completion of the work, the selected firm shall surrender the records to

the City who shall maintain the official database and records on its government furnished secure server.

- 7.5.4 Back-up equipment** – In the event of equipment malfunction, loss or damage, the selected firm shall assure a sufficient supply of replacement equipment and personnel are available such that production is not affected. The back-up equipment shall be readily available on-site for rapid distribution.
- 7.5.5 GIS** – GIS Mapping shall be provided by the selected firm from the most current source(s) available. This information shall be used as a base map to visually illustrate work zones, ticket and tower personnel locations and activities, work progress, historically and/or environmentally sensitive areas, geospatial data and other mission informational needs from the data gathered by the HHUs.
- 7.5.6 Internet Accessible database** – The selected firm will establish a web based database which is updated in real-time. The data shall be accessible, by permission only, to subcontractors, local and state officials and others on a “need to know” basis. Database access will be role-based and no direct access to the data tables shall be allowed.

7.6 General Statement of Electronic Debris Monitoring System Parameters

- 7.6.1** The system must utilize an encryption protected data storage device. The data storage device will store data collected in the field, such as fields typically found on traditional debris paper load tickets as well as truck certification information. The device must be capable of depicting images and other identifying data.
- 7.6.2** The system must have a database capable of storing all data collected in the field. The selected firm shall provide the City a copy of the database with a matching structure at the completion of the work unless otherwise specified.
- 7.6.3** The system must include the capability to share database records with contractors, subcontractors, or designated Departments within the City, and others via the internet. Data contained in the system must be password protected, implement role based access controls and must have viewing, printing and editing capabilities. Each contractor, subcontractor and customer must have permissions that allow only them to review and print information specific to their need. The system shall also have the capability to generate reports on all aspects of the debris mission.
- 7.6.4** HHUs are used at the debris verification area of disposal site(s) by tower manager. The vehicle driver presents the printed load ticket, which was previously initiated by the field monitor, to the tower manager personnel located in the disposal site tower(s). The tower manager verifies the debris classification is appropriate (vegetative, C&D, missed) etc. and manually revises, if needed), verifies vehicle(s) and driver information is correct, estimates and enters the load quantity into the HHU. The HHU will automatically extract the information recorded earlier on the database and add the information to the tower manager’s HHU including the date, time debris arrives, site ID, GPS readings, load quantity and tower manager’s unique ID Code.

7.7 Functional Specifications and System Architecture

- 7.7.1 Ticket/Tower Managers** – Personnel Registration, Administration and Management: The system shall have the capability to manage user roles. The

majority of the system users will be either ticket or tower managers. At a minimum, the system must have the following capabilities:

- a) Electronic registration of ticket/tower monitor.
- b) Link designated ticket/tower personnel roles to a specific mission.
- c) The ability to edit ticket/tower personnel roles i.e., create, update and delete.
- d) Store ticket/tower personnel contact information relative to the mission.
- e) Track and Manage ticket/tower personnel role and status.
- f) Assign and track equipment assigned to the user.
- g) Reject invalid ticket/tower personnel credentials.
- h) Reject invalid certification credentials.

7.7.2 Truck Certification: The system shall have the capability to record truck and trailer certification data. Truck certification is used to register authorized debris hauling vehicles and equipment. The following should be included:

- a) A means of electronically registering authorized debris vehicles and equipment.
- b) Generate uniform measurements e.g. feet and inches.
- c) Capture vehicle volume.
- d) Utilize industry standard equations for all volume calculations.
- e) Capture drivers and certification team member unique identification numbers.
- f) A means to create barcodes with unique truck ID, digital photograph, truck and /or trailer measurements, vehicle volume, and other identifying data associated with the barcode.
- g) Must depict image and other identifying data.
- h) Must contain counter area for total cubic yards hauled.
- i) Must employ anti-tampering mechanism.
- j) Capability to recertify vehicles.
- k) Recertified vehicles must be recorded in an audit table and updated in real time
- l) Certification data must be associated to authorized system user.
- m) Create a printed truck certification record.
- n) Administrative reporting capabilities.

7.7.3 Debris Disposal Site Management: Completed Per-Unit point of origin transactions must be received at the approved disposal site. Transactions are not considered complete until they are processed through the receiving applications. The system should provide the capability to:

- a) Accept site configuration data at the beginning of each work day.
- b) Dynamically configure receiving application based on site configuration data.
- c) Display certification data and photo of load so that ticket/tower personnel can perform a field audit of truck/trailer to assure data matches certification and placard barcode number.
- d) Accept loads where:
 - Mission and applicant are valid.
 - Authentication data is valid and unaltered.

- Paper ticket contains valid load data.
- e) Designate debris type.
- f) Record debris volume (based on unit of measure).
- g) Receive volume or per unit loads.
- h) Identify original load data.
- i) Identify duplicate load data.
- j) Configure number of hard copies.
- k) Create load data record in internal storage and remote database.
- l) Continuously calculate and present real-time disposal site statistics.
- m) Re-print load ticket data.
- n) Interface with durable outdoor printer.
- o) Preserve in its original state, and transmit real time transaction data.
- p) Associate ticket/tower personnel credentials with each received load.

7.7.4 Field Administrative Functions: The system should have the capability to perform administrative duties in the field. Requirements include the capability to edit user roles, verify vehicle audit information, display real-time collection volumes, and review ticket/tower personnel GPS audit logs. the system should provide the capability to:

- a) Change ticket/tower personnel identification badge roles and responsibilities.
- b) Review total CY quantities in real time.
- c) Audit vehicle certification data.
- d) Validate/Invalidate barcodes and identifying credentials of trucks.
- e) Reinitiate security sequence for ticket/tower personnel or load monitors.
- f) In tabular format, display the results of daily debris totals and quantities.

7.7.5 Data Consolidation and Analysis/Reports Generation: Transactional data must be summarized, validated, presented and audited to provide an overall status of mission performance. The system must facilitate billing, error reporting, performance tracking and graphical data preparation in real time.

7.7.6 Field Architecture – The field based system must be characterized by the following general statements of direction with respect to construction, operability, supportability and security. The system should:

- Require user authentication credentials.
- Display current version,
- Synchronized with Greenwich Mean Time (GMT) for all date/time fields.
- System must remain in a ready state by default.
- Acknowledge successful load ticket submission via display status message.
- Create identification structures which utilize encryption technologies.
- Employ anti-tamper and anti-tearing methods and technologies.
- Perform validation and checksum (a running production total of cubic yards or appropriate payment capacity) stored on each debris vehicle's remote certification records.

7.7.7 Initial Startup Procedure for Debris Removal – Debris missions are critical to emergency response and the selected firm should be adequately prepared to respond.

7.8 Reporting

The City requires the selected firm to provide daily status reports, unless otherwise specified, of the debris removal operations, preparation of interim reports (as directed by the City Debris Manager), as well as a final report of the debris removal operations all of which shall be in electronic format.

7.8.1 The daily status report shall include at a minimum: the daily cubic yards/tons collected by material and by program cumulative totals in cubic yards/tons by debris type, number of debris removal crews and equipment operating, cubic yards/tons by debris type hauled to final disposal and location of final disposal, and total cubic yards/tons hauled to recycling or salvage facilities.

7.8.2 An interim status report may be required at the discretion of the City Debris Manager. A final report covering the history of the operations, the locations of temporary debris sites used, remediation and site closure activities, including any environmental reports or authorizations generated; and the locations of final disposal sites and permits, recycling facilities and salvage facilities used during operations. The report may include identification of weakness in the operations and recommendations for future debris activities.

7.9 Permits

The selected firm should: assist the City with any permit applications and coordination with environmental agencies; assist the City with any pre or post sampling of soil or groundwater and monitor compliance by the contractors to any permit requirements.

7.10 Meetings and Communication

The selected firm should conduct daily meetings with the City and the Debris Removal Contractor and conduct field meetings as needed.

8. MEASUREMENTS

The selected firm shall verify measurements submitted by the Debris Removal Contractor.

Measurements for burnable debris removal will be by the cubic yard as predetermined through truck bed measurements. Trucks with less than full capacity will be adjusted down by visual inspection by the Debris Manager or designee. Measurements will be documented by load tickets utilizing the electronic devices in real time.

Measurements for non-burnable debris removed will be by the cubic yard as predetermined through truck bed measurements. Trucks with less than full capacity will be adjusted down by visual inspection by the Debris Manager or designee. Measurements will be documented by load tickets utilizing the electronic devices in real time.

Measurements for payment of stumps removed with less than or equal to twenty four (24) inches diameter base cuts (measured twenty four (24) inches up from where the tree originally exited the ground) shall be included as burnable debris.

Measurements for payment of stumps removed with greater than twenty four (24) inches diameter base cuts (measured twenty four (24) inches up from where the tree originally exited the ground) shall be per stump.

9. PAYMENTS

The selected firm shall verify payments submitted by the Debris Removal Contractor. All payments made under this contract will be in accordance with the Payment Section of this RFP.

10. COMMUNICATION

The selected firm's staff working on site shall be equipped with a cell phone or smart phone. Cell phone and smart phone numbers must be kept up to date and any changes must be IMMEDIATELY communicated to the City's Property and Procurement Division for distribution to user departments.

In the event that the selected firm can begin work at the time of site visit, the selected firm's authorized representative must have estimate forms with them at all times so that authorized City Staff can approve work in writing before work begins.

The selected firm owner/authorized representative must be equipped with technology capable of receiving email outside of the office.

11. MOBILIZATION

A minimum of 24 hours prior to a known or anticipated event the contractor will mobilize as outlined in Section "Required Equipment and Manpower."

12. OTHER CONSIDERATIONS

The selected firm shall inspect and monitor the work, to ensure use of skilled labor and proper equipment for all tasks. Safety of the selected firm's personnel is the responsibility of the selected firm. Unit price shall include the cost of all materials, personnel, taxes, and fees necessary to perform under the terms of this contract.

The selected firm must be duly licensed in accordance with the State's statutory requirements to perform work.

The selected firm shall be responsible for taking corrective action in response to any notices of violations issued as a result of the selected firm's or any subcontractor's actions or operations during the performance of this contract. Corrections of any such violations shall be at no additional cost to the City.

The City reserves the right to direct other Contractors and/or City personnel to work within the area included in this contract, if deemed necessary.

Depending on the size of the event and extent of required debris removal, the City will determine whether debris monitoring services are necessary. The City reserves the right to handle the debris monitoring services for small events.

13. PRICE ADJUSTMENTS:

- 13.1** Contract renewal may be based upon satisfactory performance and funding as made available by the City through its regular budgeting process on an annual basis. Total Contract term will not exceed a period of five (5) consecutive years, with a one year extension available. This contract allows for an annual percentage price adjustment.
- 13.2** Annual price adjustments will be based solely upon changes as documented by the Employment Cost Index (ECI) as published by the Bureau of Labor Statistics. The base index number will be the base for the fourth quarter of 2025 as published in January 2026. The initial adjustment determination index number will be the index for the fourth quarter of 2026 as published in January 2027.
- 13.3** Refer to Employment Cost Index, Table 5, for total compensation private industry workers, by industry and occupational group at: www.bls.gov/news.release/eci.t05.htm.
The base figure will be tied to Trade, Transportation, and Utilities under the heading Service Providing Industries.
- 13.4** The difference will be the maximum percentage increase allowed. This percentage may be applied to both the rate paid to the respondent's employee and the billed rate.
[Example: December 2023 Index = 167.5, December 2024 Index =173.1: therefore the maximum increase =173.1 – 167.5 = 5.6%].
- 13.5** For all periods after the first year the January indexes will be used.
- 13.6** If the City and the selected firm cannot agree on the price adjustment determination, then the contract will expire without prejudice. The City reserves the right to award any service(s) from an expired contract to the next ranked firm that is still under contract.

14. EVALUATION AND AWARD PROCEDURES

To be eligible for contract award, the respondent must have, and must document, that it has the following:

- 1) At least five (5) years of experience in conducting disaster debris inspection, monitoring and reporting services.
- 2) Provided services similar to those required in this RFP to at least one (1) government jurisdiction.

Award of the contract will be based on the evaluation criteria listed below:

Evaluation Criteria	Maximum Points
1) Qualifications and experience	20
2) Approach, Methodology and Timelines	25
3) Electronic Devices & Automated Systems	20
4) References	25
5) Price proposal	<u>10</u>
TOTAL	100

The City reserves the right to award the contract to the respondent who will best serve the interest of the City. 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.

Proposals will be evaluated in a two-step process by an evaluation committee of qualified City staff and other persons selected by the City. In step one, each committee member will independently evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The independent evaluations will include a score and ranking of each proposal. Committee member scores will be totaled for an overall ranking of each proposal. The top three (3) ranked proposals may be considered for further evaluation. If less than three (3) responsive proposals are received, the committee will give further consideration to all responsive proposals.

Finalists may be required to provide an oral presentation by appearing before the evaluation committee or by conference telephone call for clarification purposes only. In the event the committee requires oral presentations, the committee will then re-score and re-rank the finalist's proposals at the conclusion of all presentations.

The first ranked respondent resulting from this process will be recommended to the City Manager for award.

15. SUBMITTAL REQUIREMENTS/WRITTEN EVALUATION CRITERIA

Proposals shall include all of the information solicited in this RFP, and any additional data that the Respondent deems pertinent to the understanding and evaluating of the proposal. Proposals shall be organized and sections tabbed in the following order. The Respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Each Respondent will be ranked based on an analysis of the criteria herein addressed.

15.1 ALL PROPOSALS SHALL INCLUDE AT MINIMUM:

The required Forms described in GENERAL PROVISIONS, Paragraph 1.1 INSTRUCTIONS TO RESPONDENTS, together with the following Tabs:

Tab 1: Respondent's Profile and Submittal Letter

RFP Submittal Letter signed by authorized agent of the business/corporation with proof of authorization from business.

A brief profile of the firm, including:

- A brief history of the business
- Organizational structure of business
- Designation of the legal entity by which the business operates (i.e. sole proprietorship, partnership, limited liability partnership, corporation, Limited Liability Corporation, etc.)
- Ownership interests
- Present status and projected direction of business
- Documentation from the appropriate state's agency confirming firm's legal entity type (i.e. sole proprietorship, partnership, limited liability

partnership, corporation, Limited Liability Corporation, etc.). For non-Florida businesses submit documentation from the state in which the business was formed and documentation from the State of Florida providing authorization to perform business in the state of Florida

- Federal Identification Number of firm.

Tab 2: References

List at least three (3) recent and relevant references where the proposed services have been used within the past five (5) years. The degree of relevant experience of the Respondent with agencies of similar size and character will be a primary factor. The information requested in this section should describe the qualifications of the firm, key staff and subcontractors providing Debris Inspection, Monitoring and Reporting Services for state and local governments that are similar in size and scope, to demonstrate competence to perform these services. Disclose any past problems with FEMA or similar agencies.

Tab 3: Experience of Personnel

Describe the approach and methods for managing the operation as well as the completion of this project. Provide a list of staff who will be assigned to the City's account. Include a resume for each listed individual, with a description of their qualifications and nature of their previous assignments.

Tab 4: Approach, Methodology and Timelines

Describe Respondent's understanding of the City's needs, the objectives to be accomplished, and should refer to the Scope of Services of this Request for Proposal. Describe the scope of services proposed for the project, including the Respondent's overall approach to address tasks assigned. Suggested deviations from the tasks or schedule may be proposed but must be clearly identified as such and explained. Suggested deviations from the tasks or schedule may be proposed but must be clearly identified as such and explained. The submittal shall also include copies of the Respondent's proposed "debris Load Tickets" and "Daily Reports."

Tab 5: Electronic Device & Automated Debris Management System

Describe in depth the key components of the electronic devices proposed to be used in providing the necessary services as well as the architecture of the automated debris management system.

Tab 6: Occupational License and W-9

Tab 7: Proof of bonding ability from Surety Company

The respondent shall provide proof of bonding ability per the requirements of *GENERAL PROVISIONS, Sub-section 1.21 PERFORMANCE AND PAYMENT BONDS*.

ATTACHMENT A

MCEMP ANNEX

DEBRIS MANAGEMENT PLAN

Introduction

Debris Management is an important part of the Response/Recovery Phase of a disaster. Following a major disaster, emphasis will focus on the rapid removal of debris from public rights-of-way to allow emergency responders and critical personnel access followed by efforts to reduce potential threats to health, safety, and welfare of impacted citizens and city infrastructure. Included in debris management may be demolition, sand removal, disaster recovery services, reimbursement assistance, etc. While the majority of debris removal may be the result of a hurricane, tornadoes, or severe weather, it may also result from other man-made disasters. Debris management will follow the guidelines and policies as established in the City's MCEMP and FEMA guidelines.

Purpose

To provide organizational structure, guidance, and standardized procedures for the clearance, removal, and disposal of debris after a large scale debris event in the most efficient and cost effective methods available. This document is also intended to help expedite debris response efforts that will provide visible signs of recovery designed to mitigate the threat to health, safety, and welfare of residents.

Concept of Operation

The City of Jacksonville Beach will use a debris management contractor, subcontractors, and a debris monitoring contractor to coordinate the clearance, collection, reduction, and disposal needs following a disaster. Jacksonville Beach Public Works personnel will oversee debris management operations ensuring the following:

- all local, state, and federal requirements are being met
- coordination with other agencies is occurring
- appropriate documentation requirements are performed.

To ensure adequate resources are available when needed it is necessary to maintain a current contract with a debris management contractor.

Situation

Natural and man-made disasters precipitate a variety of debris that includes but is not limited to such things as trees, building and construction material, sand, gravel, vehicles, personal property, etc. Being the City of Jacksonville Beach is located on a barrier island, it is probable that the greatest risk and damage from debris will be from wind and water resulting from an Atlantic basin hurricane and associated tornadoes.

Duval County is divided into four areas with the beaches being one of those areas; it is identified as the Beach Division. The Beach Division operates as a multi-agency coordinating group that including Jacksonville Beach, Neptune Beach, and Atlantic Beach. The City of Jacksonville Beach utilizes a unified command structure as part of the Beach Division. However the City of

Jacksonville Beach utilizes a separate debris contractor.

Issues

The quantity and type of debris from any particular disaster is a function of the location, kind of event, as well as the magnitude, duration, and intensity. The quantity, type, location, and area over which debris is dispersed directly impacts the type of collection and disposal methods used, the associated cost incurred, and the speed at which the problem can be addressed.

Coordination

The Jacksonville Beach Public Works Department (JBPW) will coordinate with the debris management and monitoring contractors, the City of Jacksonville, FDOT, and other State and Federal agencies to ensure requirements are met, plans are followed, and temporary or permanent debris disposal sites are identified and coordinated.

Debris Management Contractors

The City of Jacksonville Beach contracted with Ceres Environmental Services, LLC in 2020, a debris management contractor based in Sarasota, Florida, for disaster recovery services for five years. They were chosen based on their qualifications, past performance, financial stability, pricing, technology, and other factors. Shawnee Mission Tree Service Inc. dba Arbor Masters Tree Service was also selected as a debris management contractor in 2020 for five years. In 2020, a 60 month contract with Debris Tech LLC, from Picayune MS., was completed for debris monitoring. A competitive bid process was used in choosing the debris and monitoring contractors following State/Federal guidelines. (FEMA RP 9580.201)

Legal Requirements

Section 403 and 407 of the Stafford Act and Title 44 CFR sections 206.224 and 225 provide criteria for determining eligibility of debris activities and supplemental assistance from FEMA for debris related activities. Under the City of Jacksonville Beach Code of Ordinances, Chapter 2, Article VII, Civil Emergencies, the responsibilities of the city related to debris removal during a declared disaster.

Environmental considerations and legal issues pertaining to State and Federal requirements must be considered for pick-up and delivery, reduction, and demolition when selecting debris management sites (DMS), and for final disposal of debris. Environmental and Historic requirements include but are not limited to the Clean Water Act (CWA), Clean Air Act (CAA), Endangered Species Act, Coastal Barrier Resource Act (COBRA), National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Resource Conservation and Recovery Act, Flood Plain and Wetland Protection issues as well as Environmental Justice issues by Executive Orders.

Responsibilities

The Jacksonville Beach Public Works Department (JBPW) is responsible for debris management. With assistance from the Fire Marshal (Emergency Management Coordinator) JBPW is also responsible for developing and coordinating the Debris Management Plan within the MCEMP and ensuring the plan is kept up to date. Training and review of the Debris Management Plan and other sections of the MCEMP is to be performed annually.

Specific Responsibilities:

Fire Marshal/Emergency Management Coordinator

The Emergency Management Coordinator is responsible to ensure the Emergency Operations Center is in a state of readiness if activation is needed. Other responsibilities include: conduct an annual multi- agency hurricane exercise, ensure City Departments perform annual hurricane training, and provide Situation Reports (SITREP) for the entire city beginning 7days prior to the potential arrival of an event. When an event is declared the Fire Marshal will assume the position of Safety Officer.

Police Chief/Incident Commander/Unified Command

The Police Chief will take over Emergency Management Activities when an event is declared and the EOC is activated. He/she is responsible for staffing the Emergency Operations Center and establishing a unified command to manage the overall incident. Other responsibilities include ensuring:

- The Incident Commander/Unified Command, the designated safety officer, as well as the JBPW supervisor overseeing debris operations, is responsible for the safety of all personnel operating within the Debris Management section. Safe practices are to be followed, proper equipment is to be used, and safety measures are to be in place to protect the workers and environment.
- Damage assessment teams (Police/Fire Marshal/Building Dept) are sent out to conduct a quick initial assessment of all zones as soon as possible. An estimate of the amount of debris is to be determined (JBPW) along with a preliminary estimated dollar loss the community has suffered (Planning and Development Dept).
- Needed supplies and staff are provided to JBPW.
- Public information related to debris management issues is released (Communication Officer).

Jacksonville Beach Public Works (JBPW)

JBPW administration is responsible for staffing all assigned positions in the ICS system related to debris management. They will also be responsible for supplies, funding, equipment, and documentation.

They are to coordinate and oversee all debris management operations and activities prior to and following an event. Maps, drawings, IAPs will need to be developed to assist in coordinating activities.

A Debris Manager, Debris Monitor, and Tower Monitors are to be assigned to coordinate activities, oversee operations and the documentation of debris including load tickets. Additional contract Debris Monitors may be needed.

A “Notice to Proceed and Scope of Services” is to be developed by JBPW with the debris contractor and monitor prior to activities outlining the debris plan, disposal and reduction sites, the disaster debris management sites (DDMS), associated cost, schedule, documentation, and other issues.

Other JBPW responsibilities include:

- Based on the initial damage assessment make an estimation of the location, type, and amount of debris that will be generated from the incident.
- Identify debris plans and potential Disaster Debris Management Sites (DDMS)

- for small, medium, and large debris events.
- Identify and address any air quality issues, environmental permits required, and land variances needed related to a DDMS sites located in Jacksonville Beach.
- Prior to each hurricane season, DDMS are to be submitted and approved by the State. Currently there are four local sites; for a small and medium event.
- During an event, DDMS are to be identified and removal, chipping, and recycling activities developed and coordinated.
- With the Debris Manager a traffic plan for debris removal routes is to be developed.
- With the Debris Manager and/or Debris Monitoring Contractors are responsible for estimating the quantities and type of debris, and all required documentation related to the debris management program. This includes personnel, units, equipment, costs, etc.
- At the end of each IAP period an activity sheet and situational report will be turned into the PW Director and forwarded to the Assistant Finance/Budget Officer.
- Responsible for monitoring loading, loads, safety at the sites, and documentation requirements.
- With the Debris Manager and/or Debris Monitoring Contractors coordinate debris activities with Co/Jax Public Works Division and Solid Waste Management.
- Assist the PIO and Communication Officer in developing public information related to debris operations, schedules, and pick-up within the city limits. This may be in the form of press releases, flyers, social media, city web site, or Code Red messaging.
- The City's Debris Manager and/or Debris Monitoring Contractors are responsible for the safety of debris response and monitoring crews and will hold health and safety briefings with crews on issues related to debris management.

JBPW Debris Management Staffing: For any size event, the City is authorized to fill Debris Management Staffing requirements using city or other governmental employees, direct contracted labor, by contract with a private or public organizations/businesses, volunteers or a combination thereof. For past small events, the minimum staffing used has been as follows:

- Debris Manager (PW staff)- Oversees the debris operation including debris management sites and documentation/permit requirements. The debris manager coordinates with contractor, crews, and other outside agencies. The Debris Manager will oversee the use of all force account labor and equipment and ensure proper documentation of hours. He/she is responsible for overseeing the DDMS sites.
- Debris Monitors (Streets Division or Contractor)- Monitors contractors, schedules, zones, and load documentation.
- Emergency Debris Crews (Streets Division.)- Responds to emergency debris removal issues.
- Tower Monitors (Water Plant Division or Contractor)- Oversees the loads/tickets.
- Contractor Debris Crews- Responsible for loading, transporting and sorting debris based on the agreed upon services provided.

Debris/Monitoring Contractors: Responsible to assist JBPW in developing a "Notice to Proceed and Scope of Services". Under the JBPW Division Debris Manager the Debris Contractor is also responsible for coordinating all subcontractors activities related to removal, loading, transportation, and or reduction/disposal of debris. This contractor shall provide equipment and supplies to debris sub- contractors and may be assigned other monitoring duties by JBPW.

Assistant Finance Budget Officer: Event costs and project worksheets are to be kept and coordinated by the Assistant Finance Budget Officer. He/she is also responsible to assist JBPW with FEMA Public Assistance estimates and reimbursements for debris management. The completed Public Assistance Initial Damage Assessment form identifies the estimated amount of debris and other information. This information is to be sent to the Co/Jax EOC to aid with determining if the requirements for a declaration of disaster have been met.

Planning and Development: Will assist JBPW (debris section) in identifying hazardous areas related to flooding and wind damage and in developing mitigation programs to reduce their potential future impact.

City of Jacksonville: If the City of Jacksonville Beach's Disaster Debris Management Sites (DDMS) are not functional or usable, the City of Jacksonville (Duval County) will be responsible for providing temporary DDMS or permanent landfills that are available for the City of Jacksonville Beach use. This will be coordinated with the debris contractor and the City of Jacksonville PW Department as well as the Solid Waste Division.

Communications

Communication between the Debris Manager, contractors, and monitors will be by cell phones or the City's 800 MHZ radio system. Mutual aid frequencies and satellite phones are also available.

Health/Safety

During the daily debris briefings, safety issues will be discussed ensuring that safety standards are met, equipment and resources are provided and in working order, and other health issues are planned for such as; food, water, sleeping, sanitary needs, and medical needs of personnel. OSHA guidelines are to be followed and a safety officer assigned.

Training

Review of the Debris Plan and specific training will be conducted in May/June of each year by all JBPW personnel involved in the debris operations and exercised during the annual hurricane training and table-top exercise. The Debris Contractor will also participate in the exercise. Personnel involved in the debris plan are to review FEMA guidelines and complete any new debris management courses offered.

Debris Assumptions

While the majority of debris removal may be the result of a hurricane, tornado, or severe weather, it may also result from other man-made disasters. Since Jacksonville Beach is a coastal community, the types of debris will vary based on the type and size of an event. Hurricanes and tropical storms will result in wind, storm surge, and flooding events generating debris such as; heavy vegetative, sand, and building construction materials. Also there may be white goods and some household hazardous material. Large scale recycling operations should be utilized for metals, construction materials, plastics and glass, soil, and vegetative debris whenever possible. Approved debris is covered under Public Assistance but must meet the following criteria:

- Debris was generated by the disaster event
- Debris is located within a designated disaster area on the applicants designated rights-of-way

- Debris is the legal responsibility of the applicant

Based on past history this chart estimates the amount and types of debris that may be generated In Jacksonville Beach, a city of 8 square miles.

EVENT SIZE	DEBRIS (TYPE)	EST. DEBRIS AMT. (CY)	PERCENTAGE (%)
SMALL	VEGETATIVE	17,500	37%
	METALS	2,500	2%
	SAND	62,500	63%
	TOTAL	182,500	100%
MEDIUM	VEGETATIVE	75,000	26%
	WHITE GOODS	12,500	4%
	BUILDING MATERIALS	50,000	17%
	HOUSEHOLD MATERIALS	25,000	9%
	METALS	3,000	2%
	SAND	125,000	43%
	TOTAL	292,500	100%
LARGE	VEGETATIVE	150,000	26%
	WHITE GOODS	25,000	4%
	BUILDING MATERIALS	100,000	17%
	HOUSEHOLD MATERIALS	50,000	9%
	METALS	50,000	2%
	SAND	250,000	43%
	TOTAL	585,000	100%

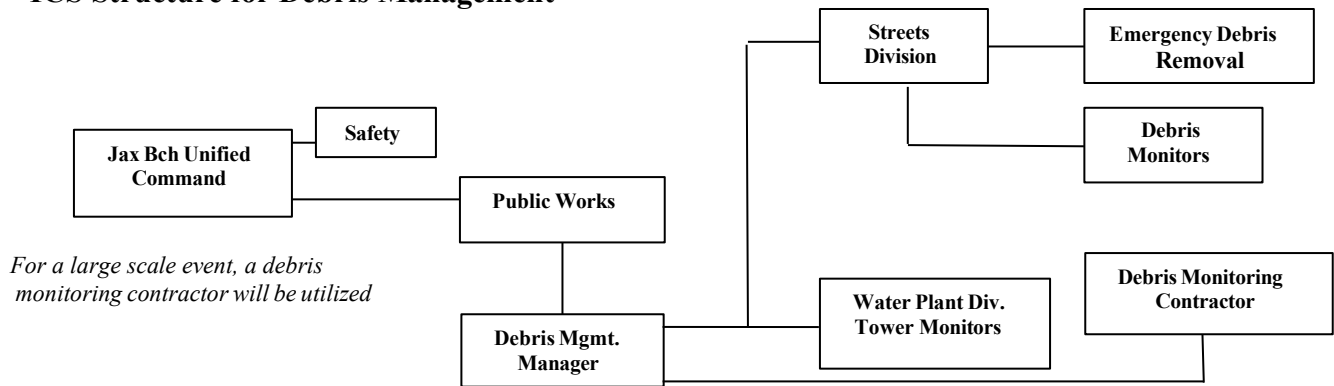
Note: Due to rounding the percentages may not add up to exactly 100 percent.

Debris Management Operational Plan

Debris management is the responsibility of JBPW. The operational plan for debris management for the city will be based on the IAP developed for each event and will follow the NIMS ICS organizational structure. The debris plan is one objective of the overall strategy of the city to mitigate the emergency, although it may be the most costly.

As soon as it is safe the initial damage assessment teams will evaluate and assist the Debris Manager in estimating the types and amount of debris generated. An IAP with specific goals will be developed for a specific time period. The MCEMP outlines responsibilities for each division and specific groups such as debris management to ensure that the response and recovery phase is efficient, coordinated, documented and provides for adequate communications.

ICS Structure for Debris Management



Contractual and Cooperative Agreements

Pre-event communication should be made by JBPW to ensure the debris management contractor and debris monitoring contractor are aware of the potential impact and has made contact with sub- contractors to pre-stage if needed. JBPW staff should determine the type and method of contracting needed. Communication should also be made with other local and state agencies as needed. Items to be covered in the contract/agreement:

Determine how the contract is to be structured

- **Time and materials-** Should be limited to a maximum of 70 hours and only after State and local equipment has been committed. The contract should state the price for equipment only. Applies only while in operation. The hourly rate includes the operator, fuel, maintenance and repair. No number of hours is guaranteed and it can be terminated by the City at its convenience.
- **Lump sum-** The price of the work is fixed unless there is a change in the scope of work to be performed. Lump sum contracts will be calculated on the “area” or “pass” method. This contract should only be used when the scope is clearly defined and areas of work specifically quantified.
- **Unit price-** This method is based on weights (tons) or volume (cubic yards) and is used when the scope of work is difficult to define and is estimated quantities. It is the most accurate method. Loads and trucks must be measured and monitored. This method requires load tickets identifying the truck, contract number, contractors name, date, time, departed site, and estimated volume.

Develop a “Notice to Proceed” agreement with the debris management contractor and debris monitoring contractor outlining the scope of services to perform, cost, payment method, etc.

Coordinate the use of the City’s Disaster Debris Management Sites (DDMS) to include recycling, reduction, and permanent land sites within the City of Jacksonville.

Debris Collection/Removal Priorities

Priorities will be developed for the clearance, collection, reduction, transportation, recycling, and disposal of debris based on the type of event. The debris collection/removal process will be orderly and coordinated to protect public safety. The following are general debris priorities in the Response and Recovery phases.

- Key roadways necessary to get emergency equipment and crews into the impacted areas.

- Key major roadways such as JTB, A1A, Beach Blvd., Penman Rd, and South Beach Parkway.
- 911 calls will take priority of road clearing collection/removal when necessary to protect public safety.
- Baptist Beaches Hospital, the police station, fire stations, PW/utilities facilities, city facilities and routes to support Search/Rescue activities.
- Roadways and curbside in debris zones (see zone map) for residential and businesses as determined by the IAP.
- Other designated areas.

Debris Type or Classification

To facilitate debris management, debris will be segregated by type. Debris removed will consist of two broad categories; clean woody debris and construction/demolition debris.

Most common hurricane generated debris will consist of 30% clean woody material and 70% C&D. Of the 70% C&D, it is estimated 42% is burnable but requires sorting, 5% soil, 15% metal, and 38% landfill material. **This plan envisions all C&D goes to a permanent landfill in Jacksonville.**

Debris Classifications:

- **Burnable Materials:** Is classified into two types, vegetative and C&D, however Jacksonville anticipates only vegetative debris will be burned and then only at Cecil Field.
- **Burnable Debris:** Includes, but is not limited to, damaged and disturbed trees, bushes and shrubs; broken and severed tree limbs; and bushes. Burnable debris consists predominately of trees and vegetation. It does not include garbage or construction and demolition material debris.
- **Burnable Construction Debris:** This debris consists of non-creosote structural timber, untreated wood products, and other materials designated by JBPW.
- **Non-burnable Debris:** Non-burnable construction and demolition debris includes but is not limited to creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other material. Garbage will be considered non-burnable.
- **Stumps:** Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Only stumps considered hazardous are eligible.
- **Ineligible Debris:** Ineligible debris should be left in place and includes but not limited to chemicals, petroleum products, paint, asbestos, and power transformers.
- **Hazardous or Toxic Waste:** Any material classified hazardous or toxic should be reported to JBPW (Debris Manager) and Jacksonville Public Works and/or Solid Waste Division. This material should be segregated from the remaining debris in such a way to allow the remaining debris to be loaded and transported. Standing broken, damaged, or downed utility poles should be reported to Beaches Energy Services. **Safety procedures should be observed and due caution exercised when working around debris. Any situation that poses a health or safety risk to be promptly reported to a supervisor.**

Estimating Debris Quantity

The formula for estimating debris quantities is: $Q=H(C)(V)(B)(S)$.

H (Household) = Population/3 (# in household)

C (Category of storm) = Factor (See table below)

V (Vegetation Multiplier) = Factor (See table below)

B (Commercial Density Multiplier) = Factor (See table below)

S (Precipitation Multiplier) = Factor (see table below)

<u>Hurricane Category</u>	<u>Value of "C" Multiplier</u>
1	2CY
2	8CY
3	26CY
4	50CY
5	80CY

<u>Vegetative Cover</u>	<u>Value of "V" Multiplier</u>
Light	1.1
Medium	1.3
Heavy	1.5

<u>Commercial Density</u>	<u>Value of "B" Multiplier</u>
Light	1.0
Medium	1.2
Heavy	1.3

<u>Precipitation</u>	<u>Value of "S" Multiplier</u>
None to Light	1.0
Medium to Heavy	1.3

Once the amount of debris has been estimated, the City may provide a DDMS (temporary storage and reduction site) in Jacksonville Beach, transport the debris to a temporary site in Jacksonville, or transport the debris to a final dump site. The following method may be used to determine the size needed for temporary storage.

- The debris pile should be stacked to a height of no more than 10 feet.
- 60% usage of the land area should be devoted to roads, safety buffers, burn pits, household hazardous waste, etc.
- 10 foot stack height = 3.33 yards.
- 1 acre = 4,840 square yards (sy).
- Total volume per acre = 4,840 sy/acre x 3.33 y = 16,133cy/ac

Debris Disposal and Reduction

Three disposal methods of debris are grinding/chipping, recycling, and burning.

Grinding/chipping: Grinding and chipping may be used as a method for reduction. This process reduces the volume on a 4 to 1 ratio.

Recycling: Recycling reduces mixed debris volume before it is hauled to a landfill. While there may be an economic value, the downside may be the potential environmental impact for the recycling operation. Recycling should be considered early on in the removal and disposal operation. Suitable materials may include the following:

- **Metals:** Most metals either ferrous or non-ferrous are suitable for recycling. Metals can be separated using an electromagnet. **White goods** are major household appliances that may be recycled, however in most cases these will be transported to a permanent site or landfill in Jacksonville.
- **Soils:** Cleanup operations often pick up large amounts of soil. Large amounts of soil can be recycled if the material is put through some type of screen or shaker device. Monitoring of the soil may be necessary to ensure it is not contaminated with chemicals.
- **Wood:** Wood material can be either ground or chipped into mulch.
- **Construction materials:** Concrete block and other building materials may be ground and used for other purposes, although most will be transported to a permanent landfill.

Control Burning: Is an effective method for reducing clean woody debris in rural areas. Burning reduces the volume by 95%. Reduction by burning will normally not be conducted in Jacksonville Beach.

Disaster Debris Management Sites (DDMS)

The City Engineer will oversee the Jax Beach DDMS sites and obtain permitting from the State for each of the local sites. The debris site coordinator will work with the City of Jacksonville PW and/or Solid Waste Management for the Large Event sites. DDMS sites must have ingress/egress access. Baseline site data for each DDMS site should be available. The local DDMS sites may be used for volume reduction or recycling of debris. The following are the DDMS sites:

- DDMS Jacksonville Beach: State pre-approved for use as DDMS.
 - a. Small event: Site #2, 508 10th St. S. (approx. 4 acres), Site #3- 8th Ave S & 10th St. S. (approx. 1 acre)
 - b. Medium Event: Site #1-City of Jacksonville Beach Ball Fields, S. Penman Rd (approx. 11 acres), Site #4- Constitution Cove old City dump property (approx. 4 acres)
- DMS Jacksonville:
 - Large Event- Vegetative debris is to be transported to closest DMS in Jacksonville such as Craig Field Airport off Atlantic Blvd (21 acres).
- Permanent Landfills in Jacksonville:
 - Girvin Rd. Landfill (3.5 acres) - Closed.
 - Buck Island Landfill (19 acres) or Old Kings Rd. for C&D.
 - Trail Ridge Landfill- 5110 US 301 South

Jacksonville Beach Debris Management Site Map



Monitoring

The management and monitoring of debris removal should follow FEMA guidelines. An elevated inspection station is to be established and proper records kept (load tickets, unit number, weight, amount) of all debris picked up, deposited, and transported. The monitoring of debris is to be performed by JBPW (Streets Division) or debris monitoring contractors. Debris Monitors are to be located at the loading sites, the tower on site, and at the temporary storage and reduction site (DDMS) in order to determine the quantity of material being hauled, type, segregation of debris, and to maintain proper documentation. The monitor will document the necessary information on a load ticket for each load. A monitoring company may be contracted to oversee monitoring operations.

LOAD TICKET		
B. LOAD TICKET		
TICKET NUMBER:		
CONTRACT NUMBER		
CONTRACTOR		
DATE:		
DEBRIS QUANTITY		
Truck No:	Capacity (CY):	
Load Size (CY):	Tons:	
Truck Driver:		
DEBRIS CLASSIFICATION		
Burnable		
Non-Burnable		
Mixed		
Other		
LOCATION		
Section/Area:	Dumpsite	
	Time	Inspector
Loading		
Dumping		
Eligibility (Y/N):	Original: [County] [City] [State] Yellow: Contractor Pink: Driver Gold: FEMA	

Documentation

Documentation meeting local, County, State, Federal, and FEMA guidelines is necessary to coordinate and record activities as well as eligibility for Federal reimbursement. Debris removal, monitoring, and clean-up is eligible for FEMA reimbursement under the Public Assistance Program from if a Presidential

Disaster is declared. If it is not a declared Federal disaster, but the Governor has declared it a state disaster, FHWA Emergency Relief may be available for the first push and pick-up.

- Documentation will be kept of all equipment used, personnel, debris subcontractors, load tickets, and other related information.
- A financial tracking system for city personnel and equipment will be kept by the Assistant Finance/Budget Officer for each division. It is the responsibility of JBPW (Debris Management staff) to track all debris related costs.
- The JBPW (Debris Manager) will monitor daily activities of personnel, equipment, and turn the report into the Assistant Finance/Budget Officer.
- The Debris Monitors are responsible for completing a load ticket or electronic ticket for all loads.
- The Finance Department is responsible to meet financial obligations to the contractor.

Site Remediation/Closure

During the debris removal process and after the material has been removed from the site, environmental monitoring will need to be performed before closing the temporary DMS site. The following items are required before a site can be closed:

- Restoration to its original condition should be attempted.
- Constant monitoring of air quality along with the testing of random soil & water samples.
- The site should be checked for volatile organic compounds and fuel spills.
- At close-out, final testing of soil, water, and air quality should be conducted and compared with the original conditions. All ash should be removed and any remediation actions taken.

Debris Removal Responsibilities

The City, their designee, or contractor will be responsible for removing and disposing of any wide spread debris generated during a disaster on public land, public or private roadways, or roadways in gated communities when it is determined to be a public threat to health or safety as determined by the City Manager.

During emergencies and disasters, Article VII; The City's Civil Emergency Ordinance, allows certain designated emergency powers for a variety of issues including the right of access to private roads, easements, and gated communities for the purpose of alleviating immediate threats to public health and safety including debris removal. In addition, the ordinance provides to indemnify and hold harmless the city, their employees, agents, and contractors for damages of any type by obtaining a right-of-entry permit and agreement from private and gated communities prior to any debris removal.

The City is not responsible for removing debris from private or commercial property unless it is in the public right-of-way. However, the City may remove the debris if the removal is required to lessen an immediate threat to life, public health and safety, reduce the threat of additional damage to improved property, or to promote economic recovery of the community. The determination will be made by the City Manager on a case by case basis.

A City of Jacksonville Beach "hold harmless agreement" will be utilized for removing disaster generated debris from private property or gated communities.

Legal authority for condemnation and nuisance abatement for private and commercial property, if required, will be enforced by the Planning and Development Department and is based on the

Florida Building Code and International Property Code as adopted by City Ordinance.

For private property, debris removal will normally be the responsibility of the owner and insurance company. However, during major disasters, enormous quantities of debris over a widespread area may create an immediate threat to the public. FEMA may fund debris removal from private property in a designated area if it is determined to be in the “public interest” pursuant to 44CFR 206.224. *Commercial property is generally not eligible.*

Written approval from the Federal Coordinating Officer (FCO) is required to receive FEMA funding for private property based on the following.

- A written request to the FCO is to be made by the City of Jacksonville Beach requesting reimbursement prior to commencement of debris operations.
- The request should include the:
 - a. determination of a threat to life, public health
 - b. determination of immediate threat to property
 - c. determination of debris removal will expedite economic recovery of the community-at-large.
- The request should include the legal responsibilities of the City to enter private property at the time of the disaster. All legal processes and permissions are required to be satisfied for the entry onto private property. This will also include the condemnation and nuisance abatement process.
- The City has the responsibility to take action against any immediate threat to life, public health, and safety. The decision to act is not to be dependent upon any expectation of FEMA reimbursement for debris removal on private property. In addition the request indemnifies federal employees, agents, and contractors from claims arising from debris removal.
- During long term recovery operations information will be provided residents and business owners as to any assistance they may qualify for under the FEMA Individual Assistance program. This may include abandoned vehicle or vessels if they create a hazard.

FEMA Public Assistance (Category A)

Includes all storm induced debris on public roads, including the rights-of-way, public waterways, other public property, and private property when approved by local government forces. Category A will also cover the cost for demolition of public structures that were made unsafe by the disaster.

Public Information Plan

Information should be released to the public related to debris management operations. Once the debris plan is completed, information will be passed on to the public through the PIO, City’s Communication Officer, and/or other designated member by means of media, social media, flyers, city web page, Code Red, and City information number.

Information should include the following:

- Pick up schedule and how many times pick-up will occur.
- Route or zones.
- What debris is eligible.
- How it should be separated.

- How long will it take.
- Where to call for more information.

Debris Management Phases

Planning/Preparedness - These activities ensure issues related to debris management are addressed prior to an event. They include items such as:

- Pre-event contracts with Debris Management Contractor and Debris Monitoring Contractor.
- Reviewing/updating the MCEMP and Debris Management Annex.
- Ensuring mutual aid agreements are current.
- Identifying mitigation efforts.
- Identifying potential storage sites.
- Identifying critical routes, updating maps and zones.
- Conducting training and developing a large scale hurricane and debris exercise.
- Identifying and coordinating with appropriate regulatory agencies.
- Develop any new right of entry and hold harmless agreement indemnifying the city from potential claims.
- Identifying and developing pre-scripted public information announcements.

Response- Includes immediate post storm activities.

- Prior to potential hurricane impact, contact should be made with the Debris Management Contractor and Debris Monitor to begin planning for the deployment of services.
- Activate debris management activities and determine a debris strategy including priorities.
- The first 70 hours following the return of key personnel and the initial assessment was completed, debris removal by the contractor will focus on clearing key roadways and infrastructure for emergency personnel and equipment. This time frame may be 100% reimbursable from FEMA. Based on damage, this phase may not include any pick-up of debris. In some cases, areas outside of the city will need to be cleared to allow Beaches Energy Services to begin restoring power.
- A transition will be made from the push or clearing phase to the pick-up phase. After the initial phase of opening up key roadways, a schedule should be established and communicated to the public for curb/street pick-up of debris. A schedule will need to be developed to determine the number of times the contractor will pick up debris. Debris picked up and transported to the local holding site will be segregated and burned/chopped and/or transported to a permanent disposal site. Private communities, such as the Sanctuary, will require a Right of Entry Permit and Hold Harmless Agreement prior to removal activities.
- A local area used for the temporary debris reduction and collection of debris should be identified and established. This site should be easily accessible, screened for unapproved waste, ensure that an elevated inspection station is established and debris is monitored. Temporary debris collection and reduction sites should be readily accessible and on public property when feasible.
- Based on the event, the site may be located in Jacksonville Beach or another close proximity location in the City of Jacksonville.
- Ensure all environmental permits are obtained.
- Documentation of all associated costs should begin.

- Address any legal, environmental, or health issues relating to the debris removal process.
- **Assign a Safety Officer** to ensure that safety issues are addressed related to debris management. Supervisors assigned to debris management should ensure proper safety procedures are used at the loading sites, at the DMS sites, and other related areas.
 - a. Proper clothing, foot wear, and eye protection should be worn to prevent accidents.
 - b. Safety polices as required by the City and state are to be followed.
 - c. Workers should use caution while using heavy equipment around power lines or other hazards.
 - d. The safety officer and supervisor assigned will address safety issues and should be contacted of any situation that poses a health or safety risk.
- Keep the public informed of the debris strategy including times, routes, debris separation, etc.

Recovery- A transition phase where the City continues to collect, store, reduce, and dispose of debris generated from an event in a cost-effective and environmentally responsible manner.

- Continue to document costs.
- Close our temporary debris storage sites by implementing the necessary site restoration actions.
- Perform the necessary audits, complete applications and forms and submit claim to FEMA for reimbursement.

Mitigation- Mitigation are those efforts that are done prior to an incident that might help prevent or minimize future damage and may include the following issues that might impact debris.

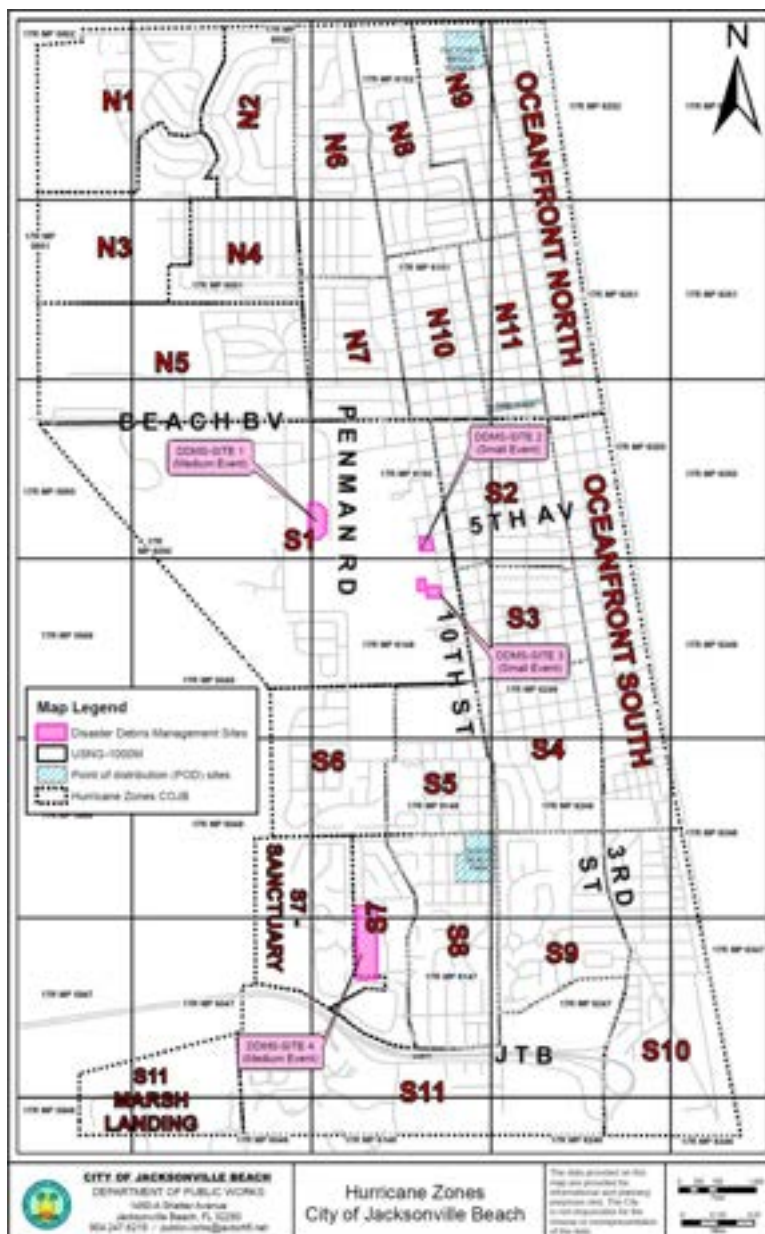
- Regulate development in flood prone areas.
- Ensure drainage is adequate.
- Utilize building codes to improve construction methods.
- Inform the public of methods of debris mitigation.

Debris Operations Check List

- ☐ Prior to the storm contact the Debris Contractor and Monitoring Contractor.
- ☐ 1 week pre-storm, put Debris Contractor on Stand-by.
- ☐ Develop/negotiate scope, cost, and Notice to Proceed Agreement.
- ☐ Establish a debris manager and review all procedures and documentation.
- ☐ Assign monitors, tower monitors, and emergency debris crews and ensure they understand their responsibilities.
- ☐ Review and provide documentation of personnel, equipment, loads, and utilize required forms on a daily basis.
- ☐ Complete daily SITREP (situation report) on progress.
- ☐ Assess the initial amount, type of debris, and a cost estimate for debris removal and provide to Fire Marshal and Assistant Finance/Budget Officer.
- ☐ Coordinate with Jacksonville Public Works or Waste Management on debris issues.
- ☐ Develop strategies and plan for the debris project:
 - Estimate amount and type of debris.
 - Determine DMS sites.
 - Develop traffic control plan for routes and DMS sites.
 - Develop pick-up strategy/schedule using zones map.
 - Ensure all environmental permits are obtained.
 - Determine method of disposing: burning, mulching, dump or recycling of debris.
 - Determine final destination of debris (landfill).
 - Tower location and procedures.
 - Address separation of material.
 - Ensure monitors are trained on how to measure, to observe, and document activities.
 - Measurements of trucks.
 - Load Tickets (Ensure monitors know how to measure).
 - Communication with debris manager, site and tower monitors, and debris crews.
- ☐ Contact and coordinate debris procedures with FEMA representative.
- ☐ Develop priorities and a plan to clear roadways and areas during the initial "Push Phase".
- ☐ Beaches Energy may require assistance to clear roadways for the restoration of power outside the City of Jacksonville Beach.
- ☐ Go over health/safety guidelines with personnel.
- ☐ Ensure all loading is done mechanically.
- ☐ Ensure all loads are monitored at the site and at the tower.
- ☐ Ensure the load tickets and tower records match daily.
- ☐ Ensure "Rights-of-Entry and "Hold Harmless Agreement" are obtained for gated communities.
- ☐ Notify the public of the debris pick up schedule (number of passes) and other related information. Use PIO and Communication Officer.
- ☐ If not a Presidential declared disaster, determine what roadways are Federal roadways and coordinate debris removal if necessary with FDOT.
- ☐ Critique daily and after the event.
- ☐ Ensure all daily documentation is completed.
- ☐ Coordinate with local, County, State, and FEMA representatives.
- ☐ Document all correspondence concerning the project.

City Debris Zone Map

The City of Jacksonville Beach has debris zones established that correspond with search/rescue zones and assessment zones. The exact plan for the initial push will follow the general priorities as listed in the plan, however the plan may need adjustments based on the incident and related damage.





RFP NUMBER: 10-2425

DEBRIS MONITORING SERVICES

Due: Wednesday, July 29, 2025 at 2:00 PM



Prepared by:
DebrisTech, LLC
335 N. Monroe Street
Tallahassee, FL 32301

Contact:
Brooks Wallace, P.E.
601-658-9598
brooks@debristech.com

Real-Time Data. Real-Time Recovery.
www.DebrisTech.com



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DEBRISTECH

www.DebrisTech.com

July 30, 2025

City of Jacksonville Beach
Attn: Luis Flores, Property and Procurement
1460A Shetter Ave.
Jacksonville Beach, FL 32250

RE: RFP Number: 10-2425
Debris Monitoring Services

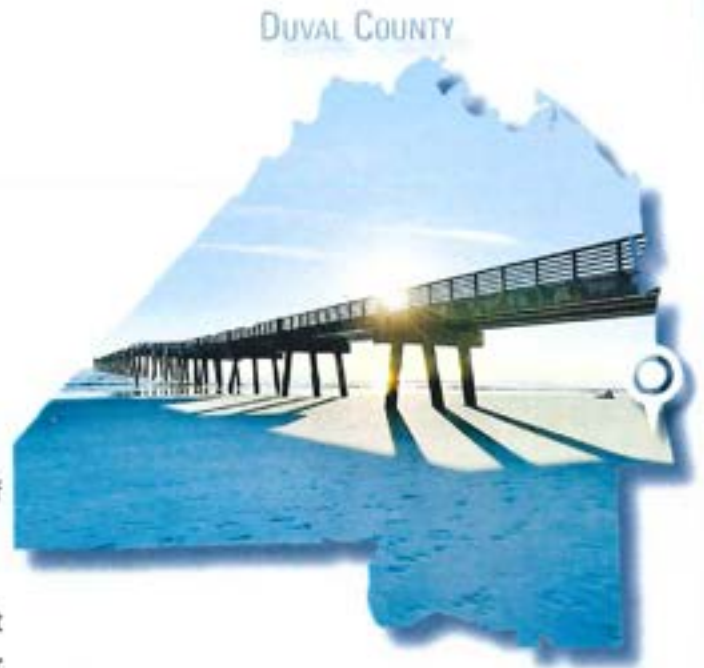
To the Selection Committee Members of the City of Jacksonville Beach,

DebrisTech, LLC, is proud to be the current contract holder for debris monitoring services for Jacksonville Beach. DebrisTech's team possesses proven experience in aiding clients in receiving their **maximum reimbursement from FEMA**. Our management team comes to the table with a combined experience of over half a century of working with FEMA, disasters, and debris removal monitoring. We believe that DebrisTech is the best debris monitoring choice for the following reasons:

PROVEN, SCALABLE EXPERIENCE: DebrisTech has provided debris monitoring services in response to over 300 contract activations across the United States and Puerto Rico. These range from smaller projects following localized storms to massive multi-state projects such as Hurricane Helene (2024). In response to Helene, DebrisTech mobilized simultaneously in 4 states, leading 65 projects, and onboarding over 4,000 new employees. Since our inception, DebrisTech has consistently met every contract activation, responding within 24 hours without exception.

INDUSTRY-LEADING, COST-SAVING TECHNOLOGY: DebrisTech has the most innovative, advanced, and user-friendly Automated Debris Management System (ADMS) in the industry. ADMS reduces human error and restricts potentially fraudulent activities which are associated with paper ticket systems. DebrisTech continues to set the standard with upgraded features that lead to significant client savings. This technology results in **faster** project obligation from FEMA and **faster** reimbursement from recipients of federal funds while helping our clients impact the fraud, waste and abuse initiatives across federal, state and local governments.

DebrisTech's ADMS features allow our Supervisors and Managers to oversee debris operations in real-time and provide immediate feedback to debris monitors. Transparency is an integral feature of any monitoring process having multiple components and large-scale debris operations can have thousands of components daily. FEMA requires the Applicant to monitor all contracted debris



[illegible]

SIMPLE, COMPETITIVE PRICING: DebrisTech offers a simple and transparent pricing structure. Because our ADMS seamlessly integrates data entry and documentation, we focus our bids solely on essential field positions involved in debris monitoring operations. Unlike other systems that rely on additional personnel for data entry and administrative tasks, DebrisTech's fully automated ADMS eliminates the need for non-operational roles such as Data Entry Clerks and Administrative Assistants. These functions are inherently built into our technology, ensuring that all administrative support is absorbed by DebrisTech—not passed along to clients. This efficiency translates to lower costs, reduced overhead, and a more streamlined debris management process. By prioritizing automation and operational efficiency, DebrisTech continues to set the industry standard for cost-savings through technology-driven solutions.

REAL-TIME DATA, FIRST-CLASS SERVICE: All of our data is accessible via our real-time Project Dashboard, giving you essential and timely information as you oversee this contract. By building a company solely focused on debris removal monitoring, we are able to provide you with our full and undivided attention. DebrisTech acknowledges all addendums released for this solicitation. Please don't hesitate to contact me directly as the main point of contact and authorized negotiator for this proposal either by phone: **601-916-1113**, or by email: **brooks@debristech.com**. DebrisTech is Mississippi Limited Liability Company. Our Tax ID is: 27-3372906

Thank you for your consideration.

FLWL

Brooks R. Wallace, P.E., Founder and Managing Principal



TEAMING AGREEMENT

For the bid: RFP Number 10-2425 Debris Monitoring Services, **DebrisTech** and **Synergy Disaster Recovery** are jointly bidding on this project. For purposes of clarity, the positions for Debris Monitoring will be staffed by **DebrisTech**. The positions for Program Management will be staffed by **Synergy Disaster Recovery**.

DebrisTech and Synergy Disaster Recovery employees are all direct (W-2) employees and not sub-contracted (1099) employees. Any local hire will be permanent W-2 employees.



Table 1:

**DISASTER DEBRIS
MONITORING SERVICES**

Table 2:

PROGRAM MANAGEMENT



Michael Watson
SECRETARY OF STATE

Office of the Secretary of State
Jackson, Mississippi

Certificate of Good Standing

I, MICHAEL WATSON, Secretary of State of the State of Mississippi, and as such, the legal custodian of the records as required by The Mississippi Limited Liability Company Act to be filed in my office do hereby certify:

DEBRISTECH, LLC

Registered the 20th day of August, 2010

A Mississippi Limited Liability Company has filed the necessary documents in this office and has obtained a certificate of formation under the provisions of The Mississippi Limited Liability Company Act as shown by the records in this office.

That the registered office of said Limited Liability Company is located at:

925 Goodyear Boulevard
Picayune, MS 39466

And that the registered agent at that address is:

Wallace, Brooks

I further certify that said Limited Liability Company has paid the fees for filing the above papers required by law as shown by the records of this office, and that said Limited Liability Company is in good standing to do business in Mississippi at this time.

Given under my hand and seal of office
the 17th day of March, 2025

Certificate Number: CN25208753

Verify this certificate online at <http://corp.sos.ms.gov/corpcnv/verifycertificate.aspx>

State of Florida

Department of State

I certify from the records of this office that DEBRISTECH, LLC is a Mississippi limited liability company authorized to transact business in the State of Florida, qualified on May 18, 2016.

The document number of this limited liability company is M16000003962.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, that its most recent annual report was filed on March 1, 2023, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-first day of August,
2023*




Secretary of State

Tracking Number: 3701541086CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



**MEMORANDUM OF ACTIONS BY
THE MANAGER OF DEBRISTECH, LLC**

The following resolutions have been adopted by the Manager of DebrisTech, LLC, a Mississippi limited liability company (the "Company"), as evidence by the signature of the Manager of the Company affixed to this Memorandum, effective as of the 14th day of March, 2024:

Appointment of Authorized Representative:

WHEREAS, Section 5.2 of the Limited Liability Company Agreement of the Company authorizes the Manager to do and perform all other acts as may be necessary or appropriate to the conduct of the Company's business.

RESOLVED: That it would be in the best interest of the Company and its Manager to appoint an authorized representative of the Company to sign responses to certain "Requests for Proposals" ("RFPs") on behalf of the Company in the absence of the Manager and perform such other duties in connection therewith.

RESOLVED: That Debra McCormick is hereby appointed by the Manager to serve as an authorized representative of the Company for the purpose of signing responses to RFPs on behalf of the Company until such authority is revoked by the Manager.

THE UNDERSIGNED MANAGER, BEING THE SOLE MANAGER OF DEBRISTECH, LLC, DOES HEREBY EXPRESSLY RATIFY AND APPROVE THE FOREGOING ACTIONS EFFECTIVE AS OF MARCH 14, 2024.

BROOKS R. WALLACE
Sole Manager



DEBRISTECH

www.DebrisTech.com



CLIENT REFERENCES

Client: **Jefferson County, FL**
Debris Quantity: 64,700+ CY
Project Dates: Sep-Nov 2023

Contact: **Shannon Metty**, County Manager
Contact Info: 850-997-3083, smetty@jeffersoncountyfl.gov
1484 S. Jefferson St., Monticello, FL 32344

Client: **City of Cedar Key, FL**
Debris Quantity: 30,600+ CY
Project Dates: Sep-Oct 2023

Contact: **Robert Robinson**, Emergency Management Director
Contact Info: 352-543-5192, rrobinson@cedarkeyfl.us
489 1st Street, Cedar Key, FL 32625

Client: **City of Holmes Beach**
Debris Quantity: 10,300+ CY
Project Dates: Sep-Oct 2022

Contact: **Sage Kamiya**, Superintendant of Public Works
Contact Info: 941-708-5768 ext. 245, skamiya@holmesbeachfl.org
5801 Marina Drive, Holmes Beach, FL 34217

Client: **Hardee County, FL**
Debris Quantity: 308,000+ CY
Project Dates: Sep-Nov 2022

Contact: **Chris Simpron**, Public Works Director
Contact Info: 863-733-3272, christopher.simpron@hardeecounty.net
205 Hanchey Road, Wauchula, FL 33873

Client: **Bradenton Beach, FL**
Debris Quantity: 32,500+ CY
Project Dates: Oct-Dec 2024

Contact: **John Cosby**, Police Chief
Contact Info: 941-778-6311, jcosby@cityofbradentonbeach.com
107 Gulf Drive North, Bradenton Beach, FL 34217





COMMENDATION LETTER

City of
Neptune Beach



Andrew E. Hyatt
City Manager

October 23, 2018

To Whom It May Concern:

Re: Debris Tech

The City of Neptune Beach appreciates the efforts put forth by Debris Tech in assisting our city with the clean-up effort in the aftermath of Hurricane Irma. It is with great pleasure that I am writing this letter of recommendation on behalf of the residents of Neptune Beach, Florida.

The entire staff of Debris Tech was professional and trained properly in the reporting techniques required by FEMA. The Debris Tech staff worked closely with our debris removal team making the removal and reporting process efficient all the way to the complete removal of all storm debris. The data provided was presented in a manner that made it easy to reconcile invoices.

We had a very positive experience with Debris Tech and we highly recommend their services. Please let me know if you have any questions regarding the services Debris Tech provided the City of Neptune Beach.

Respectfully,

Leon Smith
Director of Public Works

116 First Street • Neptune Beach, Florida 32266-6140
(904) 270-2400 x 31 • FAX (904) 270-2526



COMMENDATION LETTER



CAMDEN COUNTY EMERGENCY MANAGEMENT AGENCY
131 N. LEE STREET, KINGSLAND, GEORGIA 31548

December 12, 2024

Debris Tech

923 Goodyear Blvd, Picayune, MS 39466

DRC Emergency Services

111 Veterans Memorial Boulevard - Suite 401, Metairie, LA 70005

On behalf of Camden County Emergency Management, I extend our deepest appreciation to both your teams for the outstanding services provided during our recovery efforts following Hurricane Helene. The significant damage caused by the storm left an overwhelming amount of vegetative debris across the county, creating serious safety and health hazards for our community.

Your organizations, Debris Tech and DRC, mobilized swiftly and demonstrated professionalism and efficiency throughout the entire debris monitoring and hauling process. Both of you exceeded contract expectations, addressing this critical challenge with remarkable expertise. Your expedited response was instrumental in restoring safety to Camden County and facilitating our community's recovery from the hurricane's impacts.

Additionally, your teams' exceptional attention to detail during FEMA and U.S. Army Corps of Engineers inspections ensured that no discrepancies were noted. The administrative accounting was fully compliant with Camden County, the Georgia Emergency Management Agency, and FEMA requirements. This level of compliance positioned Camden County to secure full FEMA reimbursement for debris cleanup operations—a critical outcome for our community's recovery and resilience.

Your collective efforts represent the gold standard of disaster recovery operations. The dedication, professionalism, and collaborative spirit demonstrated by Debris Tech and DRC during this challenging time are deeply appreciated by all of us here in Camden County. Thank you once again for your unwavering commitment to excellence and for being trusted partners in our recovery. We look forward to the opportunity to work with you again in the future should the need arise.

With sincere gratitude,

Charles N. White

Charles N. White
Director, Emergency Management, Camden County



COMMENDATION LETTER

COREY GLENN
Mayor

Telephone: 662-256-5635 (ext 2)
Fax: 662-256-6320



City of Amory

P.O. Drawer 457
Amory, Mississippi 38821

ALDERMEN

Joe McGonagill
Mike Edgeworth
Barry Woods, Sr
Mark Mitchell
Glen Bingham

1/9/2024

I am composing this letter on behalf of the City of Amory to convey our satisfaction and appreciation for the debris monitoring services provided by DebrisTech during our response to the March 2023 tornado. It is with great satisfaction that I endorse DebrisTech as a dependable partner for any community in search of professional debris monitoring solutions.

Amory encountered challenges in the aftermath of the 2023 tornado, and the debris monitoring services provided by DebrisTech played a pivotal role in our recovery efforts. DebrisTech demonstrated professionalism and effectiveness in overseeing debris operations, and we anticipate receiving full reimbursement from FEMA.

Throughout our collaboration, DebrisTech maintained transparent communication and promptly addressed queries or concerns. Their team collaborated seamlessly with our city officials, providing regular updates, and ensuring that our specific needs were met. Specifically, DebrisTech's project manager, Tyler Williamson, was knowledgeable, consistent, and available throughout the debris operations.

In conclusion, based on our positive experience with DebrisTech, I wholeheartedly recommend their debris monitoring services to any community in need of a reliable partner. Their commitment to excellence and dedication to supporting communities during challenging times position them as a valuable asset in the field of debris monitoring.

Feel free to reach out if you need additional information or have further inquiries regarding our collaboration with DebrisTech.

We appreciate DebrisTech's service and will certainly work with them in the future should another disaster occur.

Sincerely,

Mayor
Corey Glenn



COMMENDATION LETTER

City of Wynne

206 S. Falls Blvd
Wynne, Arkansas 72396

JENNIFER HOBBS, MAYOR
jhobbs@cityofwynne.com

(870)238-0027
(870)208-1111 fax

April 1, 2024

To Whom It May Concern,

Our city, Wynne, Arkansas, experienced an EF3 rated tornado on March 31, 2023, causing widespread devastation and resulting in the loss of nearly 200 homes and businesses.

Shortly after the tornado hit, I was faced with selecting a debris monitoring company. I chose to work with Debris Tech, a debris removal monitoring company based in Picayune, MS. Debris Tech worked hand-in-hand with my team and our debris removal contractor. The project manager and team they sent were impeccable and I could not have chosen a better company to partner with.

During the term of their contract, Debris Tech exceeded expectations. Their willingness to educate my team on the debris monitoring process, and their ability to get the job done in a swift and efficient manner places them head and shoulders above other contractors in the business. They were flexible and attuned to the needs of the city, willingly adjusting the plan to appropriately fit the demand, and potentially savings our city thousands of dollars.

I would not wish a tragedy like the one we experienced on anyone, but having a partner like Debris Tech has made the clean-up phase run significantly smoother than I could have ever expected. They were a vital piece of the puzzle, and we would not have been successful without them.

I am happy to answer any questions you may have; I can be reached via telephone at 870-238-0027 or via email at jhobbs@cityofwynne.com.

Sincerely,

Jennifer Hobbs
Mayor, Wynne, Ar



LITIGATION SUMMARY

DebrisTech, LLC certifies that neither the Company, nor any employee of the Company, has any conflict of interest, either direct or indirect, about the services sought herein pursuant to Federal or State Law or regulations.

DebrisTech, LLC certifies that it has never had any contract cancelled since formation in August of 2010, nor has it operated under any other name since formation in August of 2010.

DebrisTech certifies that it is not operating under Chapter 11 or any other financial restraints that would preclude its ability to enter into equipment leasing or rental arrangement.

DebrisTech certifies that it has not been prohibited from doing business with any government entity for any reason since its formation in 2010.

DebrisTech certifies that it has specific experience providing disaster debris monitoring following natural or manmade disasters.

DebrisTech is not currently involved in and has not had any claims, arbitrations, administrative hearings, or lawsuits related to debris monitoring, disaster recovery, or consulting brought against our company.

a. DebrisTech certifies that neither it nor any of its employee employees with the potential to be assigned to the debris removal and site management services, within the past ten (10) years, has been a defendant in any proceedings involving or arising out of debris removal services; and

b. DebrisTech certifies that neither it or any of its employees with the potential to be assigned to the debris removal and site management services, within the past ten (10) years, has been suspended or debarred from receiving federal funds regardless of whether the Prospective Contractor or the employee(s) was removed from being suspended or debarred; and

c. DebrisTech certifies that it has never had a contract, related to debris removal, canceled or terminated.

Audited financial statements will be provided directly to the Client upon direct written request. For more information, please contact our Chief Financial Officer, Daniel Baxter. dbaxter@debristech.com

REFERENCES

The following project sheets provide references for prior client engagements. Each sheet details where Synergy has helped our clients achieve their disaster recovery goals. We encourage you to reach out to any of our previous or current clients to gain an understanding of the value Synergy brings to those we serve.



BAY COUNTY, FL

DR-4399
2018-21

SERVICES PROVIDED:

EOC Response
FEMA Public Assistance
Grant Application Development
Post-Disaster Mitigation
Grants Management
Procurement Technical Assistance
Site Inspections
Debris Management
Construction Management Support
Document Validation
Training

REFERENCE:

Joel Shchubert
Asst. County Manager
840 W 11th Street
Panama City, FL 32401
Phone: 850.248.8140
Email: jshubert@baycountyfl.gov



HURRICANE MICHAEL DISASTER RECOVERY SERVICES

Synergy Disaster Recovery, LLC, as a subconsultant, supported Bay County, Florida with over \$500M of disaster recovery costs from Hurricane Michael. We provided initial Public Assistance support and then led FEMA HMGP grant application development and management. Our team was assigned as the County's Debris Manager overseeing their \$200M debris operation—the *largest locally-led debris mission ever in FEMA history*. Responsible for managing the County's debris monitoring and hauling firms, the team performed 100% validation of all invoices to ensure maximum FEMA reimbursement and avoid unnecessary payment.

HIGHLIGHTS



REIMBURSEMENT
WITHIN 12
MONTHS



HMGP Grant
Management



SITE INSPECTIONS

- EOC Response and boots on the ground within 48 hours
- Largest advancement of funds in Florida history
- First Cat A PW obligated and reimbursed
- Managed largest locally-led debris mission ever in FEMA history

"Although we were somewhat prepared (plan, contracts, etc.); without your help, the enormous amount of requirements and overall necessary preparations for the "next hurdle" would have probably taken us down a road that would be hard, if not somewhat impossible, to overcome. In my opinion, the call to you for assistance was "by far" the best decision we made."

Don Murray
General Services Director, Bay County, FL

FEDERAL GRANT ASSISTANCE



To Whom It May Concern,

Synergy Disaster Recovery has provided Larimer County with ongoing support in many capacities as we continue recovery efforts related to both the Cameron Peak Fire and the Black Hollow Flood and Debris Flow event of July 2021.

Since 2013, members of the Synergy have been working with the County as their disaster recovery consultants helping us respond and recover from the following events:

- 2013 September Floods (DR-4145)
- 2020 COVID Pandemic (DR-4498)
- 2021 Cameron Peak Fire (DR-4497)
- 2021 Black Hollow Flood and Debris Flow

As the County's disaster recovery consultants, Synergy has worked in multiple capacities including grant management, debris monitoring and planning.

In their capacity as disaster recovery consultants, Synergy has assisted the County in obtaining and administering hundreds of thousands of dollars in disaster recovery grants including FEMA Public Assistance Funds, CDRBG-DR, NRCS EWP, and Cares Act Funding.

They have also worked with the County on several planning initiatives including the Community Fragility and Unmet Needs Study (2014), Unmet Needs Study for COVID-19 Response (2020) and Threat Assessment, Risk Analysis and Implementation of Mitigation Efforts for the Cameron Peak Fire (2021).

Synergy Disaster Recovery has been a very valuable disaster recovery consultant for Larimer County in all aspects of emergency management. They truly care about their clients and the communities we serve.

Kohl Parrott

Larimer County Office of Emergency Management
Emergency Management Coordinator - Operations Program
parrotck@co.larimer.co.us
970-481-3493



DEBRISTECH

www.DebrisTech.com



DISASTER EXPERIENCE

Since 2010, DebrisTech has served every level of government, with over 300 project activations in response to more than 80 federally declared disasters. Below is a map showing our project locations:



Through our decades of experience and hundreds of project activations, DebrisTech has demonstrated a wide-range of special disaster recovery program documentation in addition to right-of-way debris removal:



HAZARDOUS LIMBS/TREE REMOVAL

Memphis, TN (2022) *DR-4645-TN*
Documented 54,063 hazardous limbs



SIGNIFICANT CULTURAL CONSIDERATIONS

Puerto Rico (2017) *DR-4339-PR*, 1 million CY debris with significant culture protected



PRIVATE PROPERTY/ROE WORK

Kentucky Transportation Cabinet (2022) *DR-4663-KY*, 158 ROE packets



WATERWAYS CLEAN-UP

Montana Dis. & Em. Services *DR-4655-MT*
143,773 CY of waterway debris documented



FIRE DEBRIS REMOVAL MONITORING

Oregon Department of Transportation (2020) *DR-4562-OR*, 69,278 tons of debris



BEACH RECOVERY/REMEDIATION

Jacksonville Beach, FL (2017) *DR-4337-FL*
Hurricane Irma beach recovery/remediation



HOUSEHOLD HAZARDOUS WASTE

Maui County, HI (2023) *DR-4724-HI*
Assessed 1625 properties for HHW



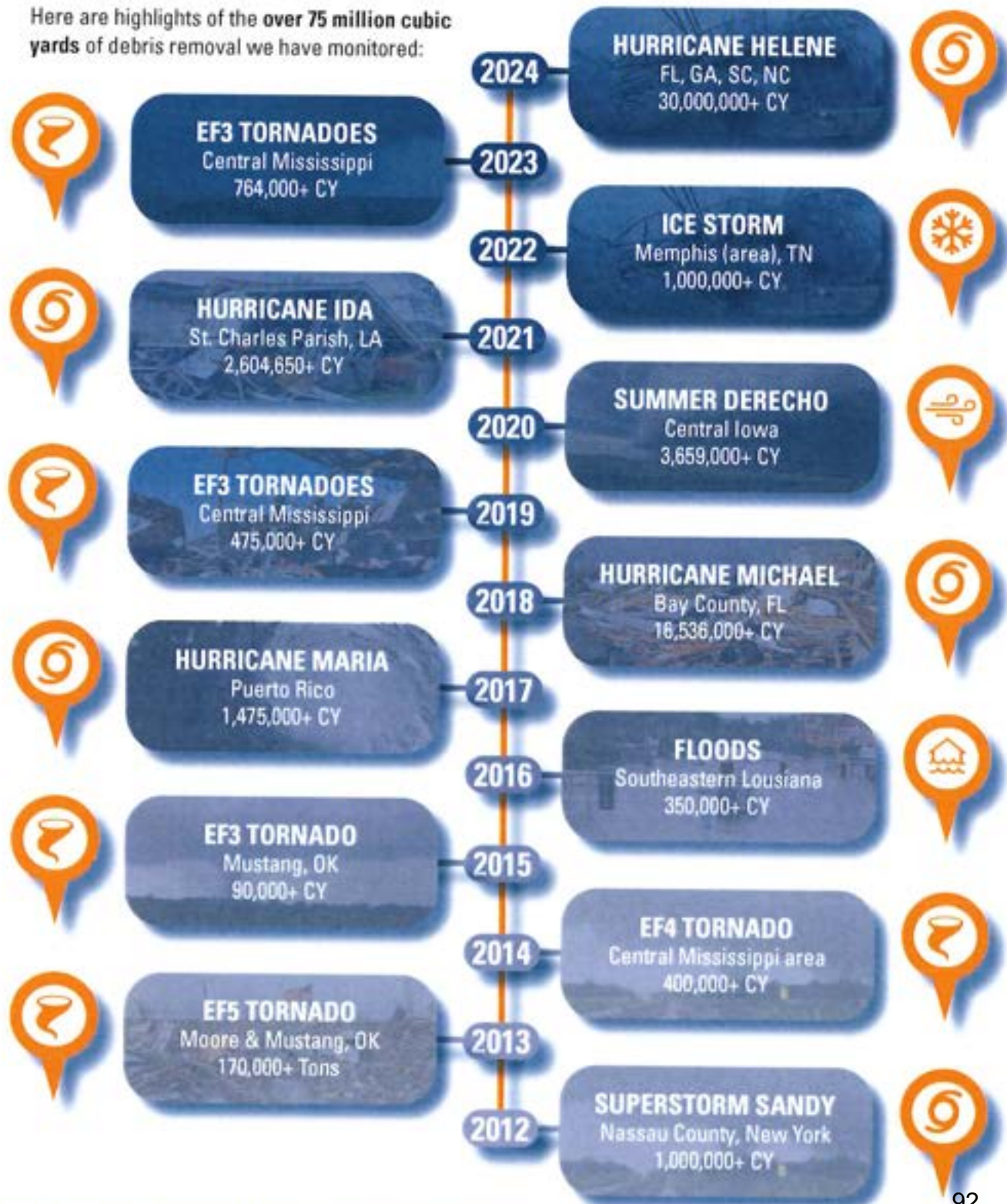
VESSEL AND VEHICLE RECOVERY

Bay County, FL (2018) *DR-4399-FL*
10 million+ CY for Hurricane Michael



DEBRIS HIGHLIGHTS

Here are highlights of the **over 75 million cubic yards** of debris removal we have monitored:





FLORIDA EXPERIENCE

Since Hurricane Matthew devastated the state of Florida in 2016, the DebrisTech team has been working in Florida to assist cities and counties by monitoring debris removal for maximum FEMA reimbursement. Since 2016, DebrisTech has responded to 7 federally declared disasters in Florida and has assisted 24 entities, including including the Florida Division of Emergency Management. Below is a list of our experience throughout Florida:



DebrisTech Cities Served:

City of Arcadia
 City of Atlantic Beach
 City of Bradenton Beach
 City of Cedar Key
 City of Crystal River
 City of Holmes Beach
 City of Jacksonville Beach
 City of Longwood
 City of Mount Dora
 City of Neptune Beach
 City of Panama City
 City of Punta Gorda
 City of Rockledge
 City of St. Augustine
 City of Temple Terrace
 Town of Longboat Key
 Town of Yankeetown

DebrisTech Counties Served:

Bay County
 Citrus County
 Clay County
 Columbia County
 Franklin County
 Glades County
 Hardee County
 Indian River County
 Jackson County
 Jefferson County
 Martin County
 Santa Rosa County



Other Entities Served:

Division of Emergency Management

Federal Disasters in FL:

DR-4283-FL	2016 Hurricane Matthew
DR-4337-FL	2017 Hurricane Irma
DR-4399-FL	2018 Hurricane Michael
DR-4564-FL	2020 Hurricane Sally
DR-4673-FL	2022 Hurricane Ian
DR-4680-FL	2022 Hurricane Nicole
DR-4734-FL	2023 Hurricane Idalia
DR-4806-FL	2024 Hurricane Debby
DR-4828-FL	2024 Hurricane Helene
DR-4834-FL	2024 Hurricane Milton



FIRM PROFILE

DebrisTech Profile

DebrisTech is a firm exclusively built to service the needs of debris monitoring for Clients throughout the United States. This singular focus as a firm has allowed DebrisTech to leverage all of its talent, energy and resources into creating a technologically innovative, ever-improving, completely customizable ADMS to fit every Client's unique needs. DebrisTech takes pride in cultivating personal, lasting relationships with our Clients. DebrisTech is committed to providing the detail, attention and service that is second to none.

DebrisTech's monitoring procedures maintain compliance with the most up-to-date FEMA rules and publications. This includes strict adherence to the Public Assistance Program and Policy Guide (PAPPG) v.4 (June 2020), Public Assistance Debris Monitoring Guide (March 2021), and Public Assistance: Category A - Debris Removal including Private Property Debris (May 2023).

The core components of DebrisTech's monitoring approach are as follows:



PLANNING

DebrisTech plays a vital role in disaster preparedness by crafting Debris Management Plans that are customized to each Client's unique requirements while adhering to Federal, State, and Local regulations. This tailored approach ensures that Clients are well-prepared for efficient and effective debris recovery efforts. This process promotes seamless coordination and communication among stakeholders.



RESPONSE

DebrisTech is committed to swift and efficient response times. Upon notification, we pledge to deploy an appropriate number of personnel and qualified professionals to begin the monitoring process within 24 hours.



FIRM PROFILE



OPERATIONS

Debris removal monitoring is a very engaged process requiring focus and understanding of many areas of operation and federal guidelines. DebrisTech fully understands that these areas include:

- Understanding of removal contracts and reimbursements
- Accurate and objective estimation of debris quantities
- Understanding of all phases of debris management operations
- Knowledge of loading sites, DMSs, and final disposition sites
- Accurate differentiation of debris types
- Adherence to and understanding of site safety procedures
- Effective and efficient communication
- Experience and knowledge of construction machinery



CONTRACT MANAGEMENT

DebrisTech possesses an extensive and distinguished track record in the effective management of debris removal contracts for a variety of events spanning the nation. Our accomplished Project Management team at DebrisTech collaboratively engages with debris removal contractors of all sizes, consistently upholding a high standard of professionalism through transparent and highly effective communication channels.



QUALITY ASSURANCE/QUALITY CONTROL

DebrisTech includes QA/QC processes in every step of our operations. Throughout this document you will see the QA/QC icon that indicates the specific QA/QC process for the described step. DebrisTech's QA/QC methodology is that real-time feedback allows managers to monitor data collection before small issues turn into large issues. Daily reconciliation with debris removal contractors results in timely and accurate reporting, invoicing, reimbursement, and closeout.



LARGE SCALE PROJECTS

DebrisTech has the capacity and experience to handle large-scale disaster events as necessary. Below are the DebrisTech projects where the total amount of debris monitored exceeded 1 million cubic yards.

EVENT	CLIENT	TOTAL CUBIC YARDS	YEAR
HURRICANE HELENE (DR-4830-GA)	Columbia County, GA	5,161,448	2024
HURRICANE HELENE (DR-4830-GA)	Coffee County, GA	3,913,998	2024
HURRICANE HELENE (DR-4830-GA)	Toombs County, GA	3,509,759	2024
HURRICANE HELENE (DR-4830-GA)	Jeff Davis County, GA	2,475,220	2024
HURRICANE HELENE (DR-4830-GA)	Spartanburg County, SC	1,433,000	2024
HURRICANE HELENE (DR-4830-GA)	Appling County, GA	1,076,614	2024
TORNADO (DR-4788-AR)	City of Rogers, AR	1,130,313	2024
HURRICANE IDA (DR-4511-LA)	St. Charles Parish, LA	1,679,829	2021
DERECHO (DR-4557-IA)	City of Cedar Rapids, IA	4,618,442	2020
DERECHO (DR-4557-IA)	City of Marion, IA	1,114,546	2020
HURRICANE MICHAEL (DR-4399-FL)	City of Panama City, FL	5,843,262	2018
HURRICANE MICHAEL (DR-4399-FL)	Bay County, FL	10,442,409	2017
HURRICANE MARIA (DR-4339-PR)	Dept of Transportation and Public Works, Puerto Rico	1,475,332	2017

In addition to large scale projects, DebrisTech has demonstrated experience with state-level clients:



Mississippi Emergency
Management Agency



Montana Disaster and
Emergency Services



North Carolina Department
of Public Safety



Florida Division of
Emergency Management



Puerto Rico Department of
Transportation and Public Works

FL HELENE/MILTON (DR-4828/4834-FL)



Hurricane Helene was a deadly and devastating tropical cyclone that caused widespread catastrophic damage and numerous fatalities across the Southeastern United States in late September 2024. It was the strongest hurricane on record to strike the Big Bend region of Florida and the deadliest to strike the mainland U.S. since Katrina in 2005. Hurricane Milton was an extremely powerful and destructive tropical cyclone which in 2024 became the most intense Atlantic hurricane ever recorded over the Gulf of Mexico. Milton made landfall on the west coast of the U.S. state of Florida, less than two weeks after Hurricane Helene devastated the state's Big Bend region.

In response to Hurricanes Helene and Milton, DebrisTech activated simultaneously for 8 counties and 8 cities, not including 50+ contract activations in Georgia and North Carolina. Throughout Florida DebrisTech onboarded over 326 debris monitors to document over 1.5 million CY of debris removal across 17 projects. DebrisTech responsibilities included monitoring debris removal from right-of-ways as well as hazardous trees and limbs. DebrisTech also partnered with the Florida Division of Emergency Management to document pre- and post-disaster conditions of Florida beaches impacted by Hurricanes Helene and Milton.

DT248 - City of Cedar Key, FL - **56,300 CY**

DT270 - City of Bradenton Beach, FL - **32,500 CY**

DT251 - Columbia County, FL - **217,200 CY**

DT292 - City of Temple Terrace, FL - **148,500 CY**, 184 limbs/trees

DT253 - Jefferson County, FL - **480,300 CY**, 8,696 limbs/trees

DT297 - City of Mount Dora, FL - **20,400 CY**, 349 limbs/trees

DT257 - Clay County, FL - **16,600 CY**

DT299 - Hardee County, FL - **80,000 CY**

DT258 - Franklin County, FL - **3,400 CY**

DT300 - City of Longwood, FL - **10,400 CY**, 113 limbs/trees

DT261 - City of Longboat Key, FL - **66,800 CY**, 169 limbs/trees

DT301 - Indian River County, FL - **66,000 CY**

DT262 - City of Holmes Beach, FL - **169,900 CY**

DT303 - Citrus County, FL - **84,100 CY**

DT263 - Citrus County, FL - **6,800 CY**

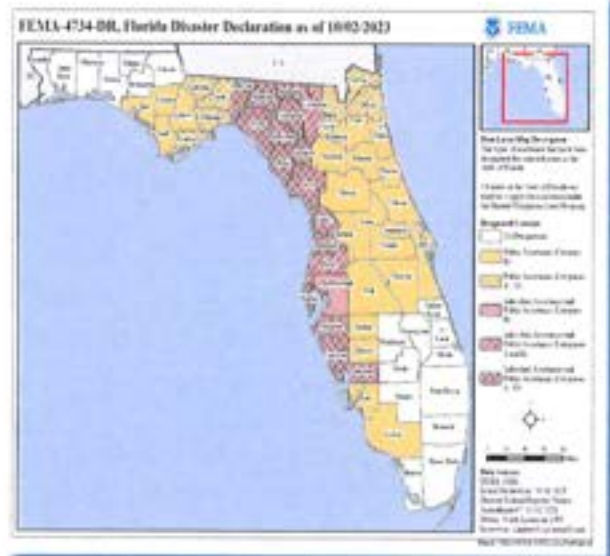
DT304 - Martin County, FL - **27,200 CY**

DT264 - City of Crystal River, FL - **3,000 CY**

A satellite image of a tropical cyclone, showing a well-defined eye and a dense, swirling cloud structure. The eye is a bright white circle in the center, surrounded by a dark ring of clouds. The outer clouds are a mix of white and grey, with some greenish-brown areas visible at the edges, possibly indicating land or vegetation. The overall shape is roughly circular, with some irregularities in the cloud cover.

Idalia caused significant damage to thousands of homes, businesses, and other infrastructure along its inland path, primarily in Florida, where winds and the

DT212 - Clinch County, GA - 17,200 CY POC: Jaclyn James, County Manager, (912) 487-2667



FIRM OVERVIEW

FIRM HISTORY

Synergy Disaster Recovery LLC is a full-service, woman-owned (WBE/WOSB), Emergency Management consulting firm dedicated exclusively to disaster response, recovery and mitigation. Headquartered in Lafayette, CO, and founded in 2019, Synergy maintains approximately 15-20 full-time employees and a vast cadre of 30-100 personnel available to support depending on the scale and severity of the disaster.

Our team members have decades of emergency management and disaster recovery experience dating back to Hurricane Katrina in 2005, leading recovery efforts for hundreds of communities across the country and securing billions in federal and state funding on behalf of our clients. We have strategically and selectively built a diverse team of industry leaders and experts in disaster recovery to support our clients – providing innovative solutions to meet their emergency management and disaster recovery needs. It is our goal to maximize the amount and speed of financial recovery while ensuring the highest compliance standards.

Since our founding in 2020, Synergy has provided disaster response, recovery and resiliency services to more than 50 client communities across the country – ranging from state agencies, counties, cities, school districts, utilities providers, and special districts. Our service offerings center around FEMA Public Assistance and Hazard Mitigation Assistance (HMGP, BRIC, and FMA) funding, but our expertise extends into FEMA Individual Assistance (IA), HUD Community Development Block Grant (CDBG, CDBG-DR, and CDBG-MIT), Federal Highway Administration (FHWA), Natural Resources Conservation Service (NRCS), US Army Corps of Engineers (USACE), FEMA Community Disaster Loan (CDL), United States Department of Agriculture (USDA) and insurance funding, to name a few. We have developed a reputation for helping our clients understand the various funding sources available to them and advising them on how to best leverage those funds to achieve their disaster recovery and resiliency goals.

SYNERGY 
DISASTER RECOVERY

WHY SYNERGY?

50+

CLIENTS
SERVED

\$4B

FUNDING
MANAGED

30+

DISASTERS
SUPPORTED

10,000+

PROJECT
WORKSHEETS

THE SYNERGY WAY

The Synergy team operates with a philosophy rooted in collaboration, innovation, and a steadfast commitment to client success. We believe that effective disaster recovery goes beyond merely restoring what was lost—it involves building back stronger, more resilient communities while maximizing funding opportunities and maintaining strict compliance with funding requirements. Synergy prioritizes proactive engagement, taking the time to deeply understand each client's unique challenges, goals, and local priorities. Our approach is driven by transparency, accountability, and a dedication to quality, ensuring that every project meets the highest standards. By combining proven expertise with tailored solutions, Synergy empowers clients to navigate the complexities of disaster recovery with confidence, transforming challenges into opportunities for growth and preparedness. This client-centric philosophy ensures not only successful recovery but also a foundation for long-term resilience and sustainability.



CURRENT & PREVIOUS DISASTER RECOVERY CLIENTS: We are proud of the work we've performed and the relationships we've built. We encourage you to reach out to any of the client references below for a testament to our work.

Client	Projects	Grants / Services	Contacts
Dept. of Homeland Security and Emergency Management (DHSEM), CO	2021 Marshall Fire	PA, Debris Monitoring	Michael Haney, Director, Office of Grants Management 303.594.0572 Michael.Haney@state.co.us
	2020 COVID-19		
	2013 Floods		
Larimer County, CO	2024 Alexander Mt. Fire	PA, HMGP, NRCS, CD&G-DR, Debris Monitoring	Lori Hodges, Director of EM 970.498.7147 hodgeslr@larimer.org
	2021 Cameron Peak Fire		
	2020 COVID-19		
	2013 Floods		
Dept. of Homeland Security and Emergency Management (DHSEM), NM	12+ Declarations	HMGP, Planning	Jeremy Klass, Ph.D., State Hazard Mitigation Officer Jeremy.Klass@dhsem.nm.gov 505.479.0170
City of Jacksonville, FL	2024 Hurricane Helene	HMGP, Planning, Debris Monitoring	Rose Nettles, Public Works Administration Manager 904.255.8728 mettlies@coj.net
	2024 Hurricane Debby		
	2017 Hurricane Irma		
Kentucky Emergency Management Agency (KYEM), KY	5+ Declarations	PA, EM Response Plans	Jessica Mitchell, Recovery Branch Manager 502.607.5762 Jessica.a.mitchell36.nfg@mail.mil
Oregon Dept. of Transportation (ODOT), OR	2020 COVID-19	Debris Monitoring	Joe Squire, EMA Director 503.986.3123 Joe.Squire@odot.state.or.us
Monroe Sheriff, FL	2017 Hurricane Irma		
City of Foley, AL	2020 Hurricane Sally	PA, HMGP	Jillian Cranney, Assistant Finance Director jcranney@keyssso.net 305.809.3018
Bay Minette, AL	2020 Hurricane Sally	PA, HMGP	Rachel Keith, EMA Director 251.970.2418 rkeith@cityoffoley.org
Bay County, FL	2018 Hurricane Michael	PA, HMGP	Tammy Smith, CPA, City Administrator/Finance Director 251.580.1692 TSmith@ci.bay-minette.al.us
City of Parker, FL	2018 Hurricane Michael	PA, HMGP	Joel Schubert, Deputy County Manager 850.248.8140 jschubert@baycountyfl.gov
Florida Department of Environmental Protection (FDEP)	2018 Hurricane Michael	Debris Monitoring	Nancy Rowell, City Clerk 850.871.4104 nrowell@cityofparker.com
	2017 Hurricane Irma		
	2016 Hurricane Matthew		
Collier County, FL	2017 Hurricane Irma	PA, HMGP, NRCS	Scott Woolam, Sr. Program Analyst FDEP 850.245.2806 Scott.Woolam@dep.state.fl.us
Collier County Public Schools, FL	2017 Hurricane Irma	PA, HMGP	Dan Summers, Director of Bureau of Emergency Services and Emergency Management 239.252.3600 daniel.summers@colliercountyfl.gov
City of Naples, FL	2017 Hurricane Irma	PA, HMGP	Siobhan Fox, Budget Director 239.377.0079 FoxSi@collierschools.com
Monroe County, FL	2017 Hurricane Irma	PA, HMGP	Gary Young, Deputy Finance Director 239.213.1815 Gyoung@naplesgov.com
			Julie E. Cuneo, Management Business Services Administrator 305.292.4460

Client	Projects	Grants / Services	Contacts
Everglades City, FL	2017 Hurricane Irma	PA, HMGP	Dottie Joiner, CMC City Clerk 239.695.4558 dsmallwood@cityofeverglades.org
Naples Botanical Garden, FL	2017 Hurricane Irma	PA, HMGP	Donna McGinnis, President 239.331.1202 dmcginnis@naplesgarden.org
Eckerd College, FL	2017 Hurricane Irma	PA, Debris	Adam Colby, Emergency Management Director 727.864.8260 colbyac@eckerd.edu
City of Flagler Beach, FL	2017 Hurricane Irma 2015 Hurricane Matthew	PA, HMGP	Kathleen Doyle, Finance Director 386.517.2000 ext. 229 kdoyle@cityofflagerbeach.com
Flagler County, FL	2017 Hurricane Irma 2015 Hurricane Matthew	PA, HMGP	Lorie Bailey-Brown, Financial Services Director 386.313.4036 lbrown@flaglercounty.org
Jackson County, FL	2017 Hurricane Irma 2015 Flood	PA, HMGP	Rodney Andreasen, Director of Emergency Mgmt 850.482.9678 randreasen@jacksoncountyfl.com
Metropolitan St. Louis Sewer District, MO	2015-16 Floods	PA, HMGP	Marion Gee, Finance Director 314.768.6299 mgee@stlmsd.com
County of Maui, HI	2023 Hawaii Fires	PA	John Stufflebean, Director of Department of Water Supply 808.270.7816 John.Stufflebean@co.maui.hi.us
Gilchrist County, FL	2024 Hurricane Helene 2023 Hurricane Idalia	PA, Debris Monitoring, HMGP	Ralph Smith, Emergency Management Director 352.317.1076 rsmith@gcfr.org
Taylor County School District, FL	2024 Hurricane Helene 2023 Hurricane Idalia	PA, HMGP	Shanna Dodimead, Benefits Coordinator 850.838.2500 Shanna.Dodimead@taylor.k12.fl.us
Madison County School District, FL	2024 Hurricane Helene 2024 Hurricane Debby 2023 Hurricane Idalia	PA, HMGP	Karen Pickles, PhD, Superintendent 850.973.1530 karen.pickles@mcsbfl.us
DeSoto County School District, FL	2024 Hurricane Milton 2022 Hurricane Ian	PA, HMGP	Rosa Vargas, Director of Finance 863.494.4222 rosa.vargas@desotoschools.com
Charlotte County Public Schools, FL	2024 Hurricane Milton 2022 Hurricane Ian	PA, HMGP	Marcus Allen, Chief Financial Officer 941.255.0808 marcus.allen@yourcharlotteschools.net
Florida Dept. of Transportation (FDOT)	2024 Hurricane Milton 2024 Hurricane Helene 2024 Hurricane Debby 2023 Hurricane Idalia 2022 Hurricane Ian	PA Tech. Assist., Debris Monitoring	Kevin D. Rogers D2 District Construction Services Manager 386.961.7416 Kevin.rogers@dot.state.fl.us
Columbia County, GA	2024 Hurricane Helene	PA	Shawn Granato, Emergency Management Director 706.312.7229 SGranato@columbiacountyga.gov
Boulder County, CO	2021 Marshall Fire 2013 Floods	PA	Ryan Airey, Sr. Program Coordinator 303.413.7080 rairey@bouldercounty.gov
Columbia County, FL	2024 Hurricane Milton 2024 Hurricane Helene 2024 Hurricane Debby 2023 Hurricane Idalia 2022 Hurricane Ian	PA, Debris Monitoring, HMGP	Shayne Morgan, Emergency Management Director 386.758.1383 Shayne_morgan@columbiacountyfla.com

EXPERTISE

Synergy's team of seasoned professionals brings an unmatched depth and diversity of knowledge in navigating FEMA's Public Assistance programs, Hazard Mitigation (404/406), and Community Development Block Grant - Disaster Recovery (CDBG-DR) and many other federal funding sources. Our team was strategically and selectively built to offer our clients the perfect combination of skillsets, capabilities, and tools needed to successfully navigate the "road to recovery". We offer an agile and customizable combination of the following skillsets and capabilities to support you in achieving your recovery and resilience goals:



CAPABILITIES & EXPERTISE

	Programmatic Policy Expertise		Benefit Cost Analysis (BCA)		Government finance & accounting
	Purchasing regulations & strategies		GIS/Mapping tools & expertise		2 CFR Part 200 compliance
	Project & grant management tools/systems		Data management and analysis		Document management & automation
	Insurance policies & claims		Reporting and data visualization		Program & project management
	Construction Management		Damage assessments		Engineering & technical expertise
	Environmental regulation		Advanced debris management capabilities		Training & Education

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FORM 1: PROPOSAL TENDER FORM (page 2 of 3)

NOTE: Respondent is solely responsible for developing / determining / verifying for this project all plans / all methods / all quantities / all measurements and all manufacturers' requirements / recommendations necessary to provide a satisfactory fully completed project under the provisions of the RFP, to the CITY's satisfaction, to include costs for all labor, all equipment, all materials, all rental / leasing / purchasing of equipment and materials, all preparations, all repairs, all safety work, all quality control work, all disposal work, all mobilization and demobilization work, all subcontractor work, all taxes, all insurance, all bonding if required, all inspection work, all verification work, all warranty work, all permitting at all levels of government, all contractor overhead, all contractor profit, and any / all other project related work and/or cost/expense that is not listed, and all of which shall be the basis for the Respondent's proposal for this RFP, the cost of such is incorporated into the hourly rates as proposed on page 1 of the Proposal Tender Form.

I hereby certify that I have read and understand the requirements of **RFP 10-2425** Standby Contract for Disaster Debris Management, Recovery and Response Services and as the respondent, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any Contract(s) and/or other transactions required by award of this RFP.

COMPANY NAME: DebrisTech, LLC

ADDRESS: 923 Goodyear Blvd.

CITY, STATE & ZIP CODE: Picayune MS 39466

TELEPHONE NUMBER: 601-658-9598

LICENSE NUMBER: M16000003962 Dept. of State - FL

(If Corporation, President, Secretary and Treasurer identification)

PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

SEAL: (if Proposal is by a Corporation.)

FORM 1: PROPOSAL TENDER FORM (page 3 of 3)

The respondent understands that the CITY reserves the right to: 1) reject all proposals and waive informalities in the proposals, and 2) the CITY may award the RFP to up to three (3) qualified respondents.

ADDENDA RECEIPT VERIFICATION

Respondent shall acknowledge receipt of all addenda, if any, to the Request for Proposals, by filling in Addenda Numbers and dates below.

Addendum #: _____	Dated: _____	Addendum #: _____	Dated: _____
Addendum #: _____	Dated: _____	Addendum #: _____	Dated: _____

PROPOSAL DOCUMENT TURN-IN CHECKLIST

The following documents are to be completed, signed and submitted as part of the Proposal Submittal Package in response to this RFP. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted proposal. This consideration will be at the sole discretion of the CITY.

INITIAL Check-Off	FORM/TAB	SECTION TITLE
[]	FORM 1	<i>PROPOSAL TENDER FORM (Pages 18 thru 20)</i>
[]	FORM 2	<i>PROPOSAL AWARD NOTICE FORM – Mandatory Cover Sheet (Page 21)</i>
[]	FORM 3	<i>REQUIRED DISCLOSURE FORM (Page 22)</i>
[]	FORM 4	<i>DRUG-FREE WORKPLACE COMPLIANCE FORM (Page 23)</i>
[]	FORM 5	<i>NON-COLLUSION AFFIDAVIT (Page 24)</i>
[]	FORM 6	<i>NON-BANKRUPTCY AFFIDAVIT (Page 25)</i>
[]	FORM 7	<i>CERTIFICATION PURSUANT TO FLORIDA STATUTE §287.135 (Page 26)</i>
[]	FORM 8	<i>SUSPENSION & DEBARMENT PURSUANT TO FLORIDA STATUTE §287.1351, EXECUTIVE ORDERS 12549 AND 12689, 2 C.F.R. PART 180 (Page 27)</i>
[]	FORM 9	<i>ANTI-HUMAN TRAFFICKING (Page 28)</i>
[]	FORM 10	<i>SCHEDULE OF SUBCONTRACTORS (page 29)</i>
[]	TAB 1	<i>RESPONDENT'S PROFILE AND SUBMITTAL LETTER</i>
[]	TAB 2	<i>REFERENCES</i>
[]	TAB 3	<i>EXPERIENCE OF PERSONNEL</i>
[]	TAB 4	<i>APPROACH, METHODOLOGY AND TIMELINESS</i>
[]	TAB 5	<i>ELECTRONIC DEVICE AND AUTOMATED DEBRIS MANAGEMENT SYSTEM</i>
[]	TAB 6	<i>OCCUPATIONAL LICENSE AND W-9 (attach completed and signed W-9 form, which can be obtained from www.irs.gov)</i>
[]	TAB 7	<i>PROOF OF BOND ABILITY FROM SURETY COMPANY</i>

NOTE: Please INITIAL Check-Off of each document / activity / requirement that is attached to the Unit Price Proposal Tender Form and/or is required by the RFP and/or Addenda.

By: 
Signature of Authorized Submitter

Chief Administrative Officer
Title (typed or neatly printed)

SUBMITTED BY: Debra McCormick
Typed/Printed Name of Authorized Submitter

DATE: 07/22/2025

FORM 2

RFP AWARD NOTICE FORM

City of Jacksonville Beach

1460A Shelter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

Mandatory Cover Sheet

NOTICE: Items 1 to 6 are to be completed by the Respondent. The Respondent is to submit the form to the CITY along with the *Unit Price Proposal Tender Form* and other required documents.

1. Company Name:	DebrisTech, LLC	
2. Address Name:	923 Goodyear Blvd.	
3. City, State and Zip	Picayune MS 39466	
4. Attention:	Debra McCormick	
5. Phone:	601-658-9598	Fax: 601-658-9656
6. E-mail address:	debra@debristech.com	

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Proposals were received and evaluated, and the following recommendation will be presented to the City Council for award of RFP No. 10-2425 per the attached Proposal Tabulation form(s).

A written notice of intent to file a protest must be filed with the Purchasing Administrator within three (3) days after receipt by the respondent or proposer of the RFP Award Notice from the Purchasing Administrator in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual.

If awarded RFP or combination of Pay Items, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

Thank you for your proposal.

Sincerely,

CITY OF JACKSONVILLE BEACH
Luis F. Flores
Property and Procurement Division

FORM 3

REQUIRED DISCLOSURE FORM

The following disclosure is of all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this State or any other state or the United States against (1) respondent, (2) any business entity related to or affiliated with respondent, or (3) any present or former owner of respondent or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty (20) percent or less of the outstanding shares of a respondent whose stock is publicly owned and traded:

n/a

Signed:  Debra McCormick

Title: Chief Administrative Officer

Contractor: DebrisTech, LLC

FORM 4

DRUG-FREE WORKPLACE COMPLIANCE FORM

IDENTICAL TIE PROPOSALS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, 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 violations 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 contractual services that are under proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (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 guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so 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 the statement, I certify that this firm complies fully with the above requirements.


Vendor's Signature

(Word/Drug Free)

FORM 5

NON-COLLUSION AFFIDAVIT

Debra McCormick _____, being first duly sworn deposes and says that:

1. She (it) is the Chief Administrative Officer of DebrisTech, LLC the respondent that has submitted the attached Proposal;
2. She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employee, or parties in interest, including this affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted; or to refrain from responding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any respondent, firm, or person to fix the price or prices in the attached Proposal or of any other respondent, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price in any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;
5. 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 respondent or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

By: x  Debra McCormick

Sworn and subscribed to before me this 22nd day of July,

2025, in the State of Mississippi, County of Pearl River.

Robert A Farrell  Notary Public

My Commission Expires: July 7, 2029



FORM 6

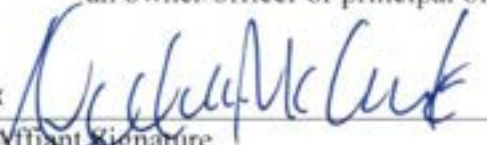
NON-BANKRUPTCY AFFIDAVIT

STATE OF Mississippi)

COUNTY OF Pearl River)

Debra McCormick is an officer and member of the firm
of DebrisTech, LLC, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFP #: 10-2425**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

x 
Affiant Signature

Sworn to before me this 22nd day of July, 2025 by Debra McCormick
(Name of affiant)

He/She is ~~personally known~~ to me or has produced _____ as identification.

x 
Signature of Notary

Robert A Farrell July 7, 2029
Notary's Printed Name Expiration of Notary's Commission

Affix Seal Here:



FORM 7

CERTIFICATION PURSUANT TO FLORIDA STATUTE §287.135

I, Debra McCormick
Chief Administrative Officer on behalf of DebrisTech, LLC certify Print
Name and Title Company Name

that DebrisTech, LLC :
Company Name

- a. 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 City may immediately terminate this Agreement at its sole option if the Company is found to have submitted a false certification; or if the Company 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 Company 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 City may immediately terminate this Agreement at its sole option if the Company is found to have submitted a false certification; or if the Company 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.

FORM 8

**SUSPENSION & DEPARMENT PURSUANT TO FLORIDA STATUTE
§287.1351, EXECUTIVE ORDERS 12549 AND 12689, 2 C.F.R. PART 180**

I, Debra McCormick
Chief Administrative Officer on behalf of DebrisTech, LLC certify Print
Name and Title Company Name

that DebrisTech, LLC
Company Name

- A. The prospective Vendor certifies that it and its principals (subcontractors and suppliers):
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded by any Federal, State, County, City or Town or other government agency;
 - b. Have not within (36 months) period preceding this time, been convicted of or had a civil judgement entered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal or State, City or Town or other local agency) transaction or contract; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - c. Are not presently indicated for otherwise criminally or civilly charged by a government entity (Federal, State or local) within commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
 - d. Have not within (36) months period preceding this time, had one or more public contracts (Federal, State, City, or Town or other agency) terminated for cause or default.
- B. Where the prospective Vendor is unable to certify to any of the statements in this certification, an authorized signatory to this proposal shall complete, sign and attach a detailed explanation.

Debra McCormick Chief Administrative Officer

07/22/2025

Name and Position

Date

x

Signature

DebrisTech, LLC

Company Name

923 Goodyear Blvd.

Picayune MS 39466

Street Address

City, State and Zip Code

FORM 9

ANTI-HUMAN TRAFFICKING

**AFFIDAVIT OF COMPLIANCE WITH SECTION 787.06(13)
FLORIDA ANTI-HUMAN TRAFFICKING PROVISIONS
(To be used when a contract is executed, renewed or extended)
(Required only for non-governmental vendors)**

STATE OF Mississippi

COUNTY OF Pearl River

I, {full legal name} Debra McCormick, swear and affirm that I am an officer or a representative of the Contractor and that DebrisTech, LLC does not use coercion for labor or services as those terms are defined in Section 787.06(13), Fla. Stat.

AFFIANT HEREBY CERTIFIES UNDER PENALTY OF PERJURY THAT THE STATEMENTS AND FACTS IN THIS AFFIDAVIT AND IN ANY ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Dated: 07/22/2025

Signature of Affiant: x

Debra McCormick

Sworn to or affirmed and signed before me on July 22nd, 2025 by

Debra McCormick who is personally known to me or presented

_____, as identification.

Notary Public, State of Mississippi

Robert A. Farrell

Robert A Farrell

My commission expires: July 7, 2029



FORM 10

SCHEDULE OF SUBCONTRACTORS

1. <u>Synergy Disaster Recovery, LLC</u> (Company name)	<u>Public Assistance & Grants Advisory Services</u> (type of work)
<u>2730 Bristlecone Ct.</u> (address)	<u>(850) 728-3104</u> (telephone #)
<u>Lafayette, CO 80026</u> (city/state/zip)	<u>84-3533519</u> (federal I.D. #)

2. _____ (Company name)	_____ (type of work)
_____ (address)	_____ (telephone #)
_____ (city/state/zip)	_____ (federal I.D. #)

3. _____ (Company name)	_____ (type of work)
_____ (address)	_____ (telephone #)
_____ (city/state/zip)	_____ (federal I.D. #)

Signed:  _____
Contractor: DebrisTech, LLC

Title: Chief Administrative Officer

W-9 Form (Attach completed and signed form, which can be obtained from www.irs.gov)



Reminder to
Include

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.) DebrisTech, 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) P 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. 923 Goodyear Blvd		Requester's name and address (optional)
6 City, state, and ZIP code Picayune, MS 39466			
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	7	-	3	3	6	2	9	0 6

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 

Date January 1, 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

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department
and Fire Department

Effective Date: 9-15-25

TITLE: Debris Tech, LLC - Contract for Debris
Monitoring Services

Term: 5 Years

End Date: 9-15-30

CONTRACT AGREEMENT

THIS AGREEMENT made and entered into this 30th day of September, 2025 by and between the CITY OF JACKSONVILLE BEACH, FLORIDA, a municipality organized and existing under the laws of the State of Florida, hereinafter called the CITY, and Debris Tech, LLC, hereinafter called CONTRACTOR:

WITNESSETH:

CITY and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1- Scope of Debris Monitoring Services

CONTRACTOR shall complete all work as specified or indicated in the Contract Documents. The Work is generally described as follows:

RFP No. 10-2425 Debris Monitoring Services
for
THE CITY OF JACKSONVILLE BEACH, FLORIDA,

for a period of five (5) years from the effective date of this agreement with an extension
available for one (1) additional year.

All services shall be performed in accordance with the Specifications prepared by the City of Jacksonville Beach, Department of Public Works and Fire Department, and the proposed services will be awarded as one (1) Contract. Services shall be for all materials, equipment and services, including labor to perform **Debris Monitoring Services**, of which the requirements and scope of services are detailed in:

Attachment "A": RFP No. 10-2425 DEBRIS MONITORING SERVICES.

Article 2: CITY'S Responsibility

Access to Work Area: The CITY shall provide the CONTRACTOR access to all areas in which services are to be performed.

Article 3: Terms of Agreement

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department
and Fire Department

TITLE: Debris Tech, LLC - Contract for Debris
Monitoring Services

Effective Date: 9-15-25

Term: 5 Years

End Date: 9-15-30

This Agreement shall be effective from the date of City Council action, September 15, 2025, and will continue in effect through five (5) years ending on September 15, 2030 with an extension available for one (1) additional year.

Article 4: Nonexclusive Contract

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the CONTRACTOR. This Contract shall not restrict the CITY from acquiring similar, equal or like goods and/or services from other entities or sources.

Article 5: Disaster Event Notice to Proceed Agreement

For each disaster event, the standby contract shall be activated through an event "Notice to Proceed Agreement," duly signed by and between the City and the Contractor, which includes the event Scope of Work and event negotiated pricing schedule. (An event negotiated pricing schedule shall not exceed the RFP Response Pricing whatsoever and shall not exceed the lowest of the current and/or particular event FEMA Cost Code Listing or other pricing policies/guidelines.)

Payment for the contracted services resulting from these RFP specifications will be paid for using the scheduled fees as the maximum pricing allowed, or as otherwise mutually agreed in the scope of services within each disaster event "Notice to Proceed" Agreement, and /or change orders thereto.

Additional necessary services, not included in the contract resulting from these RFP specifications, are be identified in each disaster event Notice to Proceed Agreement and in change order(s) thereto, and are to be priced and paid as mutually agreed in the event agreement and / or in the change order(s), and must not exceed the pricing in the current version of the FEMA guidelines for pricing, equipment rates, cost codes listing(s), etc.

Article 6: Payment To Contractor

The CONTRACTOR agrees to provide services as described in the CONTRACT DOCUMENTS and comply with the terms therein.

- 6.1 *For Basic Services:* CITY shall pay CONTRACTOR for Contractual Services performed or furnished under the

CONTRACT AGREEMENT for City RFP 10-2425
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End Date: 9-15-30

**RFP No. 10-2425 CONTRACT for DEBRIS MONITORING SERVICES
(Attachment "A").**

as set forth in the Contractor's Bid Submittal (Attachment "B") submitted by the Contractor in response to: **RFP No. 10-2425 CONTRACT for DEBRIS MONITORING SERVICES and associated PROPOSAL TENDER FORM.**

6.2 *For Additional Services:* Notwithstanding the scope of work enumerated in

Attachment "A": RFP No. 10-2425 CONTRACT for DEBRIS MONITORING SERVICES.

the CONTRACTOR will, upon written request from the CITY, provide any and all other services normally falling within the services offered by the CONTRACTOR. In advance of performance of additional services, CITY and CONTRACTOR shall agree in writing to the additional services and negotiated price, consistent with the type of services requested.

6.3 *Invoices.*

A. *Preparation of Invoices:* Invoices will be prepared in accordance with CONTRACTOR'S standard invoicing practices and will be submitted to the CITY by CONTRACTOR, unless otherwise agreed. The amount billed in each invoice will be calculated as set forth herein. Invoices are to be issued by the 10th of the month for services rendered in the previous month.

B. *Payment of Invoices:* Invoices are due and payable within 30 days of receipt.

C. *Disputed Invoices:* In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.

6.4 *Payment Upon Termination:* In the event of termination, CONTRACTOR will be entitled to be paid for all services performed or furnished through the effective date of termination.

6.5 *Records of CONTRACTOR'S cost:* Records of CONTRACTOR'S cost pertinent to CONTRACTOR'S compensation under this Agreement shall be kept in accordance with generally accepted accounting practices. Upon the CITY'S request, copies of such records will be made available by the CONTRACTOR to the CITY, at no cost to the CITY.

Article 7: Standards of Performance

CONTRACTOR and CITY shall comply with applicable Laws, Regulations, and CITY -

CONTRACT AGREEMENT for City RFP 10-2425
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mandated standards. This Agreement is based on these requirements as of its Effective Date and includes the attached:

Attachment "A": RFP No. 10-2425 CONTRACT for DERIS MONITORING SERVICES.

Changes to these requirements after the Effective Date may be the basis for modifications to CONTRACTOR'S scope of work, times of performance, or compensation.

Article 8: Contractor as Independent Contractor

It is expressly agreed and understood that the CONTRACTOR is in all respects, an independent contractor as to the WORK and is in no respect an agent, servant, or employee of the CITY. This Agreement specifies the WORK to be done by the CONTRACTOR, but the method to be employed to accomplish the WORK shall be the responsibility of the CONTRACTOR.

Article 9: Subcontracting

CONTRACTOR may subcontract services to be performed hereunder with prior approval of the CITY. No such approval will be construed as making the CITY a party of or to such subcontract, or subjecting the CITY to liability of any kind to any subcontract. No subcontract shall, under any circumstances, relieve the CONTRACTOR of its liability and obligation under this Agreement; and despite any such subcontracting, the CITY shall deal through the CONTRACTOR, and subcontractors will be dealt with as workers and representatives of the CONTRACTOR.

Article 10: Authorized Project Representatives

Upon the execution of this Agreement, CONTRACTOR and CITY shall designate specific individuals to act as representatives with respect to the services to be performed or furnished by CONTRACTOR and responsibilities of CITY under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the WORK on behalf of each respective party.

Article 11: Inspection of Work

The CONTRACTOR shall furnish the CITY or the CITY'S representative with every

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reasonable opportunity for determining whether or not the WORK is performed in accordance with the requirements of this Agreement. The CITY may appoint persons to inspect the CONTRACTOR'S operations, equipment, and performance, and the CONTRACTOR shall permit these persons to make such inspections.

Article 12: Right To Require Performance

The failure of either the CITY or CONTRACTOR at any time to require performance by the other party of any provisions hereof shall in no way affect the right of the performing party thereafter to enforce the same. Nor shall waiver by such party of any breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of any provision itself.

Article 13: Extraordinary Occurrences

It is agreed that in no event shall the CITY or CONTRACTOR be liable or responsible to each other or to other persons for damages resulting from deficiencies or delays in the work herein provided for, where such deficiencies or delays result from Acts of God, fire, natural disaster, or any other cause not within reasonable control of the CITY or the CONTRACTOR. The CONTRACTOR recognizes the essential nature of the services to be performed hereunder and will use its best efforts to discharge its functions despite such extraordinary occurrences.

Article 14: Insurance

- 14.1 *Hold Harmless*: The CITY shall be held harmless against all claims for bodily injury, disease, death, personal injury, and damage to property or loss of use resulting there from, to the extent caused by the CONTRACTOR, unless such claims are a result of the CITY'S sole negligence.
- 14.2 *Payment on Behalf of the CITY*: The CONTRACTOR agrees to pay on behalf of the CITY, the CITY'S legal defense, for all claims described herein. Such payment on behalf of the CITY shall be in addition to all other legal remedies available to the CITY and shall not be considered to be the CITY's exclusive remedy.
- 14.3 *Loss Control/Safety*: Precaution shall be exercised at all times by the CONTRACTOR for the protection of all persons, employees, and property. The CONTRACTOR shall comply with all laws, regulations and ordinances related to safety and health, shall make special efforts to detect hazardous conditions, and shall take prompt action where loss control and safety measures should reasonably be expected.

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City of Jacksonville Beach, Public Works Department
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- 14.4 *Proof of Carriage of Insurance & Naming CITY as Additional Insured.* The CONTRACTOR shall furnish the City with satisfactory proof of carriage of insurance required herein. The CONTRACTOR shall name the City of Jacksonville Beach (CITY) as additional insured on the CONTRACTOR's, and any sub-consultant's or sub-contractor's Public Liability, Property Damage and Comprehensive Automobile Liability Insurance Policies. The additional insured shall be provided the same coverage as the primary insured for losses arising from work performed by the CONTRACTOR or its sub-consultant's or subcontractor's. The proof of carriage or a copy of all policies shall be required prior to commencement of any work under this Contract.

The CITY may order work to be stopped if conditions exist that present immediate danger to persons or property. The CONTRACTOR acknowledges that such stoppage will not shift responsibility for any damages from the CONTRACTOR to the CITY.

- 14.5 *Insurance Requirements. Basic Coverage's Required:* During the term of this contract, the CONTRACTOR shall procure and maintain the following-described insurance and/or self-insurance except for coverage's specifically waived by the CITY. All policies and insurers must be acceptable to the CITY.

These insurance requirements shall not limit the liability of the CONTRACTOR. The CITY does not represent these types of amounts of insurance to be sufficient or adequate to protect the CONTRACTOR'S interests or liabilities, but are merely minimums.

A. Workers Compensation Coverage is required.

The CONTRACTOR and all subcontractors shall purchase and maintain worker's compensation insurance for all workers compensation obligations imposed by state law with employers' liability limits of at least \$100,000 each accident, \$100,000 each employee and \$500,000 policy limit for disease.

The CONTRACTOR and all subcontractors shall also purchase any other coverage's required by law for the benefit of employees.

B. General Liability Coverage is required for all Contractors and Subcontractors.

Commercial General Liability in Occurrence Form.

Coverage A shall include Bodily Injury and Property Damage coverage for liability claims arising from premises, operations, contractual liability, independent Contractors, products and complete operations and including but not limited to coverage for claims resulting from explosion, collapse, or underground (x,c,u)

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exposures (if any).

Coverage B shall include personal injury and is required

Coverage C, medical payments is not required.

Amounts :	Bodily Injury:	\$1,000,000	each occurrence
		\$1,000,000	Aggregate
	Property Damage:	\$1,000,000	each occurrence
		\$1,000,000	aggregate

- C. Products and Completed Operations are required for Contractor and all Subcontractors.

Amounts:	\$1,000,000	aggregate
----------	-------------	-----------

- D. Business Auto Liability Coverage is required for Contractor and all Subcontractors.

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance, or use of any vehicle, including owned, non-owned and hired vehicles, and employee non-ownership use.

Amounts :	Bodily Injury:	\$1,000,000	each occurrence
		\$1,000,000	Aggregate
	Property Damage:	\$1,000,000	each occurrence
		\$1,000,000	aggregate

- D. Professional Liability is not required.

- E. Pollution Liability required of all Contractors and Subcontractors.

The CITY requires Pollution/Environmental Liability insurance covering cleanup costs including on-site discovery and third party liability, on-site and off-site third party pollution liability coverage, natural resources damage coverage.

Limits of Liability:	\$1,000,000	Each Pollution Event Limit
	\$1,000,000	Aggregate Policy Limit

- F. Excess or Umbrella Liability Coverage.

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Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverage.

F. Claims Made Coverage – No Gap

If any of the required liability insurance is provided on a "claims made" form, such coverage shall extend for a period of not less than 36 months following completion of the contract. In the event of termination of a claims made policy, extended coverage may be provided by assurance that extended discovery coverage of at least 36 months will be purchased from the expiring insurer, or by assurance that the succeeding insurer will provide retroactive coverage with an inception date of at least on or before the effective date of this contract.

G. Certificates of Insurance

Required insurance shall be documented in Certificates of Insurance which provide that the CITY shall be notified at least thirty (30) calendar days in advance of cancellation, non-renewal, or adverse change.

New Certificates of Insurance are to be provided to the CITY at least fifteen (15) calendar days prior to coverage renewals.

If requested by the CITY, the CONTRACTOR shall furnish complete copies of the CONTRACTOR's insurance policies, forms, and endorsements.

For Commercial General Liability coverage, the CONTRACTOR shall at the option of the CITY, provide an indication of the amount of claims, payments, or reserves chargeable to the aggregate amount of liability coverage. NOTE: Any sub-contractors approved by the CITY shall be required to provide proof of insurance identical in amounts as required by the contract to perform related services. All coverage's shall name the CITY as "additional insured".

Receipt of certificates or other documents of insurance or policies or copies of policies by the CITY, or by any of its representatives, which indicate less coverage than required will not constitute a waiver of the CONTRACTOR's obligation to fulfill the insurance requirements herein.

Article 15: Termination

The obligation to provide further services under this Agreement may be terminated:

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department
and Fire Department

TITLE: Debris Tech, LLC - Contract for Debris
Monitoring Services

Effective Date: 9-15-25

Term: 5 Years

End Date: 9-15-30

15.1 *For cause.* By either the CITY or CONTRACTOR upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

15.2 *For convenience.* By the CITY, effective upon the receipt of notice by CONTRACTOR. The CITY'S performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the City Council.

Article 16: Indemnification

A: General Indemnity. To the fullest extent permitted by law, CONTRACTOR shall hold harmless, indemnify and pay on behalf of the CITY, CITY's officers, directors, partners, agents, contractors, and employees from and against any and all costs, losses, and damages, including claims for bodily injury, disease, death, personal injury and damage to property or loss of use resulting therefrom, and for professional liability, (including, but not limited to all fees and charges of contractors, architects, attorneys, and other professionals, and all court, arbitration, or other resolution costs) caused by the negligent acts or omissions of CONTRACTOR or CONTRACTOR's officers, directors, partners, agents, contractors, employees, and CONTRACTOR's consultants, agents, and contractors in the performance and furnishing of CONTRACTOR's services under this Agreement, unless such claims are a result of the CITY's sole negligence. Such payments on behalf of the CITY shall be in addition to all other legal remedies available to the CITY and shall not be considered to be the CITY's exclusive remedy.

B: Copyright and Intellectual Property Rights. At CONTRACTOR's expense as described herein, CONTRACTOR shall indemnify, defend and hold CITY and its affiliates and their respective directors, officers, employees, and contractors and agents harmless from and against any claims that any of the professional services allegedly infringe a patent, copyright, trademark, trade secrets or other intellectual property right by defending against such claim and paying all amounts that a court awards or that CONTRACTOR agrees to in settlement of such claim. CONTRACTOR shall also reimburse the CITY for all reasonable expenses incurred by the CITY in respect of each claim. To qualify for such defense and payment, CITY must: (i) give CONTRACTOR prompt written notice of such claim; and (ii) allow CONTRACTOR to control, and fully co-operate with CITY in the defense and all related negotiations. CONTRACTOR's obligation under this Section is conditional upon CITY's agreement that, if the professional services become, or in CONTRACTOR's opinion (as stated in writing to CITY by CONTRACTOR) is likely to become the subject of an infringement claim, then

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department
and Fire Department

TITLE: Debris Tech, LLC - Contract for Debris
Monitoring Services

Effective Date: 9-15-25

Term: 5 Years

End Date: 9-15-30

CITY shall permit CONTRACTOR, at CONTRACTOR's expense, either to procure the right for CITY to continue to use such intellectual property contained in the professional services or to replace or modify it so that it becomes non-infringing and retains in all material respects comparable functionality in the CITY's environment. CONTRACTOR shall have no obligation with respect to any claim to the extent it is based on (i) CITY's use of the intellectual property contained in the professional services in violation of this Agreement; (ii) modifications or user controlled features not authorized by CONTRACTOR; (iii) custom programming for which CONTRACTOR does not develop the specifications or where the code at issue is supplied by CITY. This subsection states CONTRACTOR's entire obligation regarding intellectual property right infringement.

Article 17: Notices

Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon date of receipt.

Article 18: Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

Article 19: Severability

Any provision or part of the agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CITY and CONTRACTOR, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

Article 20: Waiver

Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

Article 21: Headings

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department
and Fire Department

TITLE: Debris Tech, LLC - Contract for Debris
Monitoring Services

Effective Date: 9-15-25

Term: 5 Years

End Date: 9-15-30

The headings used in this Agreement are for general reference only and do not have special significance.

Article 22: Contract Documents

The Contract Documents which comprise the entire Agreement between the CITY and CONTRACTOR consist of the following, which are made a part thereof:

22.1 Contract Agreement (pages 1 to 13, inclusive).

22.2 Attachment "A": *RFP No. 10-2425 CONTRACT for DEBRIS MONITORING SERVICES.*

22.3 Addendum numbers N/A through N/A inclusive to *RFP No. 10-2425.*

22.4 Attachment "B," *RFP No. 10-2425 "PROPOSAL TENDER FORM" and "Required Documents" submitted by Ceres Environmental Services, Inc.*

22.5 Attachment "C," *RFP No. 10-2425 "Council Approved Memo"*

There are no Contract Documents other than those listed above in this Article 21. The Contract Documents may only be altered, amended, or repealed in accordance with the Terms and Conditions.

Article 23: Governing Law

This agreement shall be governed by the laws of the State of Florida. Both parties agree that the courts of the State of Florida shall have jurisdiction of any claim arising in connection with this agreement. In the event of litigation arising out of this agreement, the prevailing party shall be entitled to the award of attorney's fees and costs at both the trial and appellate level.

----- NOTHING ELSE FOLLOWS ON THIS PAGE -----

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department
and Fire Department

Effective Date: 9-15-25

TITLE: **Debris Tech, LLC - Contract for Debris
Monitoring Services**

Term: 5 Years

End Date: 9-30-25

IN WITNESS WHEREOF, the parties hereto have signed this Agreement in triplicate. One counterpart each has been delivered to CITY and CONTRACTOR. All portions of the Contract Document have been signed or identified by CITY and CONTRACTOR on their behalf.

This agreement was made and entered into as of the last signature date shown below and has Effective Date of September 15, 2025 (Article 3).

CITY: CITY OF JACKSONVILLE BEACH, FLORIDA

BY: 
Christine H. Hoffman, Mayor

BY: 
Mike Staffopoulos, City Manager

ATTEST: 
Molly Alleger, City Clerk

Date Signed: 9/30/25

CONTRACTOR: DEBRIS TECH, LLC 

BY: _____

PRINTED NAME: Brooks Wallace

TITLE: President

(CORPORATE SEAL)

ATTEST:  Date Signed: September 25, 2025

PRINTED NAME: Debra McCormick

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department
and Fire Department

Effective Date: 9-15-25

TITLE: **Debris Tech, LLC - Contract for Debris
Monitoring Services**

Term: 5 Years

End Date: 9-15-30

AGENT FOR SERVICE OF PROCESS

CITY:

Address for Giving Notices:

City of Jacksonville Beach

Department of Public Works

1460A Shetter Avenue

Jacksonville Beach, Florida 32250

Designated Representative
(Article 9):

Name: Dennis E. Barron, Jr.

Title: Director of Public Works

Phone Number: 904-247-6219

Facsimile Number: 904-247-6117

CONTRACTOR:

Address for Giving Notices:

Debris Tech, LLC

Attn: Brooks Wallace

923 Goodyear Blvd.

Picayune, MS 39466

Designated Representative
(Article 9):

Name: Brooks Wallace

Title: President

Phone Number: 601-658-9598

Facsimile Number: 601-658-9656

CITY OF NEPTUNE BEACH
AGREEMENT TO PIGGYBACK SERVICES

THIS AGREEMENT TO PIGGYBACK SERVICES is made and entered into this _____ day of _____, 2026, by and between the **CITY OF NEPTUNE BEACH**, a Florida municipality, hereinafter referred to as the (“City”), and **DEBRISTECH**, (“Contractor”).

WITNESSETH:

WHEREAS, Section 119.0701, Fla. Stat., requires that certain public agency contracts must include certain statutorily required provisions concerning the contractor’s compliance for Florida’s Public Records Act; and

WHEREAS, Section 768.28, Fla. Stat., sets forth certain mandatory limitations on indemnification and liability for Florida public agencies; and

WHEREAS, Florida law requires that public agency contracts be subject to non-appropriation and thereby contingent upon appropriation during the public agency’s statutorily mandated annual budget approval process; and

WHEREAS, Section 448.095, Fla. Stat., imposes certain obligations on public agencies with regard to the use of the E-Verify system by their contractors and subcontractors; and

WHEREAS, Section 287.135, Fla. Stat., provides restrictions on local governments contracting with companies that are on certain Scrutinized Companies lists; and

WHEREAS, Section 286.101, Florida Statutes contains a list of “foreign countries of concern” including, the People’s Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People’s Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such “foreign country of concern.” Any entity that does business with a state agency or political subdivision must disclose certain of their dealings with those “foreign countries of concern” to the Florida Department of Financial Services; and

WHEREAS, The City of Jacksonville Beach , Florida awarded a bid solicitation to Contractor based on the terms of a competitively bid contract in compliance with the procurement laws of the State of Florida (“Previously Procured Contract”). A copy of the complete set of the associated procurement documents are on file with the City Clerk; and

WHEREAS, the services, products and equipment provided by Contractor are needed by the City of Neptune Beach to perform certain services; therefore, the City desires to enter into an agreement with the Contractor pursuant to the same terms of the Previously Procured Contract; and

WHEREAS, the Previously Procured Contract was competitively bid with procedural guarantees of fairness and competitiveness substantially equivalent to those of the City of Neptune Beach; 2) The City of Neptune Beach and Contractor authorize the “piggyback” on the competitive

pricing of their Contract; and 3) it is in the best interest of the residents of the City of Neptune Beach to enter into an agreement with Contractor containing similar terms and conditions as contained in the previously procured contract.

NOW, THEREFORE, in consideration of the covenants set forth herein, the parties agree to this addendum as follows:

1. Incorporation by Reference. The foregoing WHEREAS clauses and the Previously Procured Contract are incorporated by reference herein.

2. Amendments. The Previously Procured Contract is hereby amended by the terms of this Agreement. All non-conflicting terms and conditions of the Previously Procured Contract are incorporated herein and made a part hereof. In the event of a conflict between the terms of the Previously Procured Contract and terms of this Agreement, the terms of this Agreement shall prevail. The City of Neptune Beach and its equivalent staff and address shall be substituted for the staff and its staff and addresses, as may be required in the Previously Procured Contract. Said substitutions shall include but may not be limited to any insurance provisions, notice requirements, terms of performance and payment of work, venue, indemnifications and all other statutorily and contractually required obligations of the Parties.

3. Scope of Work. The particular scope of work which may contain materials, pricing and times of performance are included in the quote, invoice or contract that is attached hereto and made a part hereof as **Exhibit "A"** and shall be binding upon the City and Contractor.

4. Public Records Compliance. Contractor agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services under this Agreement, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter 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 for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency 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 records stored

electronically must be provided to the public agency, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

- (e) Pursuant to Section 119.0701(2)(a), Fla. Stat., **IF EITHER PARTY TO THIS CONTRACT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THAT PARTY SHALL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**CATHERINE PONSON, CITY CLERK
(904) 270-2400
CLERK@NBFL.US
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266**

5. Public Records Compliance Indemnification. Contractor agrees to indemnify and hold the City harmless against any and all claims, damage awards, and causes of action arising from the contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Contractor in Duval County Circuit Court on an expedited basis to enforce the requirements of this section.

6. Compliance/Consistency with Section 768.28, Fla. Stat. Any indemnification or agreement to defend or hold harmless by City specified in the Brevard County Contract shall not be construed as a waiver of City's sovereign immunity and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by COJ in the COJ Contract in derogation hereof shall be void and of no force or effect.

7. Non-appropriation. City's performance and obligation to pay under this Agreement is contingent upon an appropriation during the City's annual budget approval process. If funds are not appropriated for a fiscal year, then the Contractor shall be notified as soon as is practical by memorandum from the City Manager or designee that funds have not been appropriated for continuation of the Agreement, and the Agreement shall expire at the end of the fiscal year for which funding has been appropriated. The termination of the Agreement at fiscal year-end shall be without penalty or expense to the City subject to the City paying all invoices for services rendered during the period the Agreement was funded by appropriations.

8. E-Verify Compliance. Contractor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Fla. Stat., Contractor is registered with and uses the E-

Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Contractor requires from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and that Contractor is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.

9. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes. Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Contractor hereby certifies that Contractor is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Contractor further hereby certifies that Contractor is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Contractor understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. Contractor further understands that any contract with City for goods or services of any amount may be terminated at the option of City if Contractor (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

10. Disclosure Requirements for "Foreign Countries of Concern". CONTRACTOR shall comply with the disclosure requirements set forth in section 286.101 (3) (a), F.S., which requires "Any entity that applies to a state agency or political subdivision for a grant or proposes having a contract value of \$100,000 or more shall disclose to the state agency or political subdivision any current or prior interest of, any contract with, or any grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract, grant or gift was received or in force at any time during the previous five (5) years. Such disclosure shall contain the name and mailing address of the disclosing entity, the amount of the gift or the value of the interest disclosed, the applicable "foreign country of concern" and, if applicable the date of termination of the contract or interest, the date of receipt of the grant or gift and the name of the agent or controlled entity that is the source or interest holder. Within one (1) year before applying for any grant or proposing any contract, such entity must provide a copy of such disclosure to the Department of Financial Services". Pursuant to section 268.101(7), F.S.: "In addition to any fine assessed under [section

286.101(7)(a), F.S.], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause.”

11. No coercion for labor or services. The Contractor swears under penalty of perjury that the Contractor does not use coercion for labor or services as defined as follows:

“Coercion” means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Sec. 893.03, Fla. Stat. to any person for the purpose of exploitation of that person.

12. Venue and Jurisdiction. Notwithstanding any of other provision to the contrary, this Agreement and the parties’ actions under this Agreement shall be governed by and construed under the laws of the state of Florida, without reference to conflict of law principles. As a material condition of this Agreement, each Party hereby irrevocably and unconditionally consents to submit and does submit to the jurisdiction of the Circuit Court in and for Duval County, Florida for any actions, suits or proceedings arising out of or relating to this Agreement.

13. Attorneys’ Fees and Costs. Notwithstanding any of other provision to the contrary, if litigation ensues regarding this Agreement, each party hereto shall bear its own attorneys’ fee and costs.

14. Additional Terms. Notwithstanding any of other provision to the contrary, the parties agree as follows:

- A. This agreement may be signed in counterparts and electronic copies and signatures shall be deemed as if originals.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed on the date first above written.

Under penalties of perjury, and pursuant to Sec. 92.525, Fla. Stat., Contractor declares that Contractor has read the foregoing paragraph 11 “No coercion for labor or services” and that the facts stated in it are true.

THE CITY OF NEPTUNE BEACH:

By: _____
Chairwoman Cori Bylund, Mayor of the City of Neptune Beach

Attested By: _____
City Clerk

CONTRACTOR: DEBRISTECH:

Signature: 
Brooks Wallace, President

STATE OF MISSISSIPPI
COUNTY OF PEARL RIVER

The foregoing instrument was acknowledged before me by means of online notarization, this 7th day of August, 2026, by Brooks Wallace of DebrisTech, a Mississippi limited liability company, on behalf of the limited liability company, and he is personally known to me as identification.


Debra McCormick, Notary Public - State of Mississippi



Approved as to Legal Form and Content by:


Vose Law Firm, City Attorney



**Special Meeting
Agenda Item #3B
Jarboe Park Volleyball Court**

**CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT**

AGENDA ITEM:	Jarboe Park Volleyball Court
SUBMITTED BY:	Blake West, Project Manager
DATE:	8/17/2026
BACKGROUND:	Included in this agenda packet is a preliminary Invitation For Bid (IFB) for the Jarboe Volleyball court installation.
BUDGET:	TBD. Estimate is between \$85,000 and \$125,000 depending on materials and other amenities.
RECOMMENDATION:	Approval
ATTACHMENT:	Invitation For Bid Package for Jarboe Park Volleyball Court

CITY OF NEPTUNE BEACH, FLORIDA

INVITATION FOR BIDS

[Solicitation No. 2026-04]

Jarboe Park Volleyball Courts

1. Invitation and Procurement Overview

The City of Neptune Beach, Florida (the “City”) invites sealed bids from qualified bidders for the project identified in this Invitation for Bids (“IFB”). The City will conduct this procurement in accordance with applicable federal law, Florida law, the City Charter, the City Code of Ordinances, the City’s purchasing procedures, and the requirements of the funding source identified below.

Funding status: [] Federally funded [] State-funded [X] Locally funded [] Mixed funding [] Funding source not yet determined. Funding source/grant number:

Issuing office: Procurement Manager, City of Neptune Beach, 116 First Street, Neptune Beach, FL 32266. Procurement email: cponson@nbfl.us.

Bids must be mailed in sealed packages, in triplicate, Mailed or delivered to Neptune Beach City Hall, 116 First St. Neptune Beach, FL 32266. Late bids will not be accepted.

The City may reject all bids, cancel the solicitation, waive minor irregularities, clarify bids, request additional responsibility information, or take any action permitted by law and in the City’s best interest.

2. Solicitation Schedule

Event	Date / Time / Location
Issue date	[start]
Deadline for questions	[2 weeks] 5 p.m.
non-mandatory pre-bid site visit	[1 week]
Addenda deadline, if any	[insert] None
Bid due date and opening	[3 weeks] 1 p.m.
Notice of intended decision	[4 weeks]
Anticipated City Council award date, if required	[next available]
Anticipated contract start date / Notice to Proceed	[following council]

Dates are estimates and may be changed by written addendum or other official City posting.

3. Communication; Cone of Silence; Questions

All communications concerning this IFB must be directed to the City Clerk in writing through the City’s designated procurement platform or email address: clerk@nbfl.us. Bidders may not contact City Councilors, the Mayor, the City Manager, evaluation committee members, City staff, consultants, or agents regarding this solicitation except through the official process stated in this IFB. The City may reject any bid submitted by a bidder that violates this restriction.

Questions must be submitted before the deadline stated in the schedule. Oral answers are not binding. Only written addenda or official written responses issued by the City may modify or interpret this IFB.

4. Protest Procedures

Protest procedures will be conducted in accordance with the City of Neptune Beach Procurement Policy.

5. Debarment

By submitting a bid, the Bidder certifies that it is not currently debarred from submitting bids for contracts issued by

any political subdivision or agency of the State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any subdivision or agency of the State of Florida.

6. Addenda and Interpretation

Bidders are responsible for checking the City's procurement posting and online bidding system for addenda. Submission of a bid constitutes acknowledgment that the bidder has reviewed all addenda issued before the bid deadline. The City is not responsible for a bidder's failure to obtain addenda.

7. Standard Contract Addendum; Order of Precedence

The selected bidder must execute, or agree to incorporation of, the City's Standard Contract Addendum. The solicitation, addenda, selected bid, final agreement, purchase order, plans, specifications, funding-source requirements, and Standard Contract Addendum together form the contract documents to the extent incorporated by the City. If a conflict exists, the following order applies unless the City Attorney approves a different order for the project:

- (a) mandatory federal or state funding requirements and grant conditions, but only to the extent applicable;
- (b) the City's Standard Contract Addendum;
- (c) the final agreement or purchase order signed by the City;
- (d) addenda issued by the City;
- (e) the solicitation, including plans, technical specifications, scope, and bid form;
- (f) the selected bid, excluding exceptions or deviations not accepted in writing by the City.

8. Minimum Qualifications and Responsibility

A bidder must demonstrate that it is responsible, qualified, licensed, insured, financially capable, able to perform the required work, and eligible for award under applicable law and funding requirements. The City may request information regarding experience, personnel, references, financial capacity, litigation, safety record, subcontractors, licensing, grant compliance history, and ability to meet schedule requirements.

Minimum qualifications: State Licensed Contractor

- Resume of past projects 3 years minimum experience on similar projects.
- Insurance and licensing information.
 - i. Workers' Compensation (unless exempt) with Employers' Liability with a limit of \$500,000.00 each accident, \$500,000.00 each employee, \$500,000.00 policy limit for disease.
 - ii. Commercial General Liability (CGL) insurance with a limit of not less than \$300,000.00 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project/work in the amount of \$600,000.00. CGL insurance shall be written on an occurrence form and include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury, and advertising injury. Damage to rented premises shall be included at \$100,000.00.
 - iii. Commercial Automobile Liability Insurance with a limit of not less than \$300,000.00 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-owned autos) and such policy shall be endorsed to provide contractual liability coverage
- W9, FEIN and Sunbiz number
- State Contractors License

- Duval County Tax Receipt

Responsibility documentation to be submitted with the bid or upon request:

- a. All items must have a unit price, quantity and total price for each item on bid.
- b. Bid Tabulation must be filled out in its entirety with at minimum items listed.
- c. The Contractor shall be responsible for any damage to the building or surroundings incurred by the contractor.
- d. The Contractor shall not interfere with emergency access, deployment or daily operations of the Police Department or Public Works. Materials, vehicles and workers shall be coordinated and placed such that these essential functions are not adversely impacted.

8. Required Bid Format

Bids must be submitted on the City's bid form and must include all required prices, schedules, unit prices, alternates, acknowledgments, bid security, licenses, certifications, and completed forms. Bids that are conditional, materially incomplete, nonresponsive, materially unbalanced, or materially inconsistent with the specifications may be rejected.

Bid validity period: [33] days after bid opening.

9. Specifications, Plans, and Work Requirements

The work is described in the specifications, drawings, project manual, scope, bid form, attachments, and addenda. Bidders must furnish all labor, materials, equipment, supervision, transportation, permits, testing, incidentals, and services necessary to complete the work unless expressly stated otherwise.

Project location: Jarboe Park (West side, adjacent to multi-purpose field, south of the two existing volleyball courts. See map) Address: 510 Florida Blvd, Neptune Beach, FL 32266

Summary of work:

The City of Neptune Beach is inviting bids for the construction of a singular Volleyball Court in Jarboe Park. The court will be positioned in the West side of the Park next to the multi-purpose field and existing volleyball courts. The court construction will include excavation, grading, underlayment gravel with drainage pipes, sand, a concrete or rubber perimeter, adjustable net, posts and court lines. The court is to be constructed as per the standards outlined by Volleyball USA (and requested by the local teams).

Specifications are given in Attachment A: Scope of Work.

Contractor will remove and dispose of existing dirt, lay gravel bed with drainage and fabric. There are no foreseen obstructions and some portion of the sand can be utilized to raise the grade around the volleyball court for improved court drainage. Sand must be 18" depth minimum and of playable quality. Below the sand will be a 6" layer of gravel with perforated drainage pipe and geotextile fabric to separate the layer of gravel from the sand. The concrete edge or alternative will be sufficient to hold the sand in place and facilitate maintenance around the court while also being safe for bare feet. Net posts will be set in concrete and manufactured for adjustable net height and net will meet standard specifications for competition.

City representative: Blake West, Project Manager

Where a brand name, make, manufacturer, model, standard, or specification is used, it is intended to establish the required level of quality, function, durability, compatibility, and performance unless the solicitation states that no substitution is permitted. Approved-equal requests must be submitted before the question deadline.

Upon selection, City and Contractor agree to negotiate and enter into a contract to perform the services that are bid herein. The form of contract shall be provided by the City.

10. Bid Form and Prices

Bidders must submit prices on the City's bid form. Prices must include all costs to perform the work, including labor, materials, equipment, tools, overhead, profit, insurance, bonds, permits, delivery, disposal, testing, safety, supervision, taxes for which the bidder is responsible, and compliance with funding-source requirements.

Pricing Item	Instruction
Lump sum bid	\$
Unit prices	Attach bid schedule.
Alternates	Alternatives are additive and optional and will be considered on the basis of lowered maintenance, longevity of materials or aesthetic improvements.
Allowances	[None].
Additive/deductive items	Materials that are lower long-term maintenance, higher quality, and more corrosion resistant (such as aluminum and 316 Stainless Steel) to prevent maintenance and replacement costs related to coastal (salt spray, wind, rain) environment.
Basis for award	lowest evaluated unit-price total based on estimated quantities and evaluation of materials quality and workmanship.
Substantial completion	90 calendar days after notice to proceed.
Final completion	120 calendar days after notice to proceed.

11. Bid Security, Bonds, and Surety

Bid security: ☒ not required ☐ required in the amount of percent of the bid.

Performance bond and payment bond: ☒ not required ☐ required

12. Bidder Examination and Site Conditions

Submission of a bid constitutes the bidder's representation that it has examined the solicitation documents, site, access, constraints, permits, utilities, plans, specifications, addenda, measurements and conditions affecting the work; has correlated its observations with the bid documents; and has obtained all information necessary to prepare the bid.

Site visit: ☒ mandatory ☐ non-mandatory ☐ not applicable. Details: Contractor is responsible for examining site in person.

13. Substitutions, Equals, and Deviations

Requests for substitutions, approved equals, or deviations must be submitted in writing before the question deadline. The City's written approval is required before a bidder may rely on a substitution, equal, or deviation. Unauthorized deviations may make a bid nonresponsive. Bidders should not incorporate by reference their standard terms or form contracts unless expressly requested by the City.

14. Responsiveness, Responsibility, and Award

The City intends to award to the lowest responsive and responsible bidder whose bid conforms in all material respects to the IFB, unless the City rejects all bids, cancels the solicitation, or another legally authorized basis applies. The City may consider price, responsiveness, responsibility, licenses, qualifications, references, capacity, safety record, litigation, grant eligibility, schedule, past performance, and compliance with specifications.

Tie bids, mathematical errors, unbalanced bids, materially incomplete bids, nonconforming bids, and bidder responsibility issues will be addressed as permitted by law, the IFB, and City procedures. If the City determines that the apparent low bidder is nonresponsive or nonresponsible, the City may proceed to the next lowest responsive and responsible bidder or take another action permitted by law.

The IFB and notice of intended award do not create a contract. A contract is binding only when the final agreement, purchase order, or other contract document has been approved as to form by the City Attorney and executed or issued by the City as required by City procedures.

15. Contract Time, Changes, and Payment

Contract time begins on the date stated in the notice to proceed unless the contract states otherwise. Changes to scope, price, time, quantities, or specifications must be authorized in writing by the City. Payment will be made based on accepted work, approved quantities, retainage, funding-source requirements, and proper invoices.

Retainage: [10%].

Pay application requirements: Vendor Application forms, Down payment invoice, final invoice

Closeout documents: Punchlist, Inspection, Warranty, Final Pay application

Prompt payment. Payment is subject to the Florida Local Government Prompt Payment Act and any additional grant or contract requirements applicable to the project.

16. Safety, Permits, Site Control, and Public Work Requirements

The contractor is responsible for safety, means and methods, site security, maintenance of traffic, utility coordination, protection of persons and property, compliance with permits, environmental controls, and restoration unless expressly stated otherwise. The contractor must obtain and maintain all licenses and permits allocated to the contractor by the contract documents.

Permit fee disclosure. For public works projects, the City must disclose the amount of permit fees the City will charge, or that the amount is zero if no City permit fees will be charged. Project-specific permit fee disclosure: [No Permit fees will be charged].

17. Public Records and Confidentiality

Bids and related records are subject to Florida public records law. Bidders are responsible for identifying any claimed confidential or exempt material in accordance with law; blanket claims of confidentiality are not sufficient. The City will not promise confidentiality except as authorized by law. The Standard Contract Addendum contains additional public records requirements applicable to the awarded contractor.

18. Insurance, Licenses, and Subcontractors

Required insurance: [see Attachment E].

Required licenses/certifications: State licensed Contractor. Proposed subcontractors must be identified as required by the solicitation and are subject to City approval. Subcontracting does not relieve the prime contractor of responsibility for full performance and compliance.

The successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, or delegate the duties hereunder without the prior written consent of the City of Neptune Beach.

19. Funding-Specific Requirements

19.1 Locally Funded Projects

For locally funded projects, the City will follow the City Charter, City Code of Ordinances, purchasing procedures, and applicable Florida law. If a project becomes federally or state funded after issuance, the City may amend the solicitation or contract to add the required funding-source terms before using those funds.

20. Emergency Response and Disaster Recovery Work

If this IFB is for emergency response, standby, disaster recovery, debris, hurricane, flood, or natural-emergency-related goods or services, the City may include project-specific provisions addressing activation procedures, no-guaranteed-work language, mobilization time, annual training, staffing and equipment requirements, site safety, traffic control, FEMA/FDEM documentation, eligibility determinations, tickets, monitoring coordination, site restoration, damage claims, liquidated damages, and Section 252.505, Florida Statutes, if applicable.

21. Reservation of Rights

- (1) The City may reject any or all bids, cancel the solicitation, resolicit, waive minor irregularities, request clarification, or take any action permitted by the solicitation and applicable law.
- (2) The City is not liable for bid preparation costs, travel costs, demonstrations, site visits, or other expenses incurred by any bidder.
- (3) The City may conduct reference checks, responsibility reviews, grant eligibility checks, SAM.gov checks, licensing checks, and other due diligence before award.
- (4) The City may require the selected bidder to provide updated insurance, bonding, certifications, disclosures, or grant documentation before execution.
- (5) The City may reject a bid that includes material exceptions, unauthorized deviations, or terms inconsistent with the solicitation or Standard Contract Addendum.

22. Indemnification

The City shall not be liable for any loss, injury, death, or damage to persons or property, which at any time may be suffered or sustained by any person whatsoever arising from the negligent performance by Bidder and its employees and agents of its obligations under the provisions of this agreement. The Bidder shall indemnify and hold harmless the City, and agents and employees against all claims, liabilities, loss, injury, death or damage whatsoever, including but not limited to attorney fees, on account/or arising out of or resulting from any negligent act or omission of the Bidder in the performance of the work. The City and Bidder acknowledge that the first ten dollars (\$10.00) of the compensation paid Bidder for its work hereunder shall be deemed specific consideration for this indemnification.

23. Failure to Deliver

In the event of failure of the Bidder/contractor to deliver the goods and services in accordance with the contract terms and conditions, the City of Neptune Beach may procure the goods and services from other sources and hold the Bidder/contractor responsible for any resulting additional costs. A failure to deliver will result in immediate termination of a resulting contract, and immediate disqualification and debarment from submitting bids to the City of Neptune Beach for a maximum of five (5) years. These remedies shall be in addition to any other remedies that the City of Neptune Beach may have available.

24. Attachments to Include With Issued Solicitation

Attachment	Description
Attachment A	Scope of Work / Technical Specifications / Project Manual
Attachment B	Required Bid Forms and Certifications
Attachment C	City Standard Contract Addendum
Attachment D	Insurance Requirements
Attachment E	Addenda Acknowledgment
Attachment F	Price/Bid Schedule, Unit Price Form, Alternates, and Allowances, Full product description with photos

22. Bidder Checklist

✓	Item
☐	Bid submitted electronically through the City's designated procurement platform before the deadline.

☐	Bid identifies the solicitation number and project title.
☐	Bid form, unit price schedule, alternates, and allowances completed.
☐	Addenda acknowledged.
☐	Minimum qualification and responsibility documentation included.
☐	Licenses and certifications included.
☐	Current certificate of insurance or evidence of insurability included.
☐	Subcontractor list included.
☐	E-Verify compliance statement/documentation included.
☐	Public entity crimes, non-collusion, conflict of interest, lobbying, foreign country of concern, forced labor/no coercion for labor or services, scrutinized company, and other required certifications included, as applicable.
☐	Drug-free workplace statement
☐	Grant/funding-source certifications and forms included, if applicable.
☐	Vendor W-9 included

All bid documents, certifications, and forms requiring a signature must be executed by an authorized representative of the bidder. An authorized representative is an individual authorized under the bidder's governing documents, Sunbiz records, written authorization, or other documentation acceptable to the City.

Attachment A

Scope of Work

Jarboe Park Volleyball Court City of Neptune Beach, Florida

Project Overview:

The City of Neptune Beach invites sealed bids for the construction of a sand volleyball court at Jarboe Park, 510 Florida Blvd. Neptune Beach FL. The court must be sufficient size to accommodate competition and recreational play as outlined in the specifications below. Sand must be 18” deep minimum on a well-drained gravel bed separated by a geotextile fabric. Perimeter must be durable, safe and function to hold in sand and facilitate ease of maintenance around the court, concrete is preferred but other materials will be considered. The net and posts must allow adjustment between men and women’s heights. Construction must meet code and safety requirements. Detailed punchlist will include mulch, smooth grading, surface finishes, mulching and other small tasks that contribute to a quality appearance in the front entrance area of Jarboe Park.

Deliverables: Bid package, product description and construction. One complete sand volleyball court constructed as per specifications.

Tasks/Work breakdown: Installation during normal working hours (M-F 7am to hard stop at 5 pm, excluding holidays)

Contractor is responsible for verifying site measurements.

Timeline: Contractor to provide proposed installation schedule for City to consider in selecting a contractor.

Exclusions: Does not include fencing, lighting, landscaping, engineering or maintenance.

Permitting: Building Permit Required

Criteria: Sand must be of playable quality and 18” depth minimum. All materials used for drainage (geotextile fabric, perforated drainpipe, sock etc.) must be of lasting material quality. Net and post components must be rust-free material such as 316 stainless steel, aluminum, wood or other. Perimeter ribbon must not be a trip hazard. Provide warranty information. Neptune Beach will strongly consider the grade of materials when selecting a contractor. Neptune Beach Code of Ordinances does not require selection of the lowest bidder, and when selecting a contractor, material quality, aesthetics, workmanship and warranty will be considered.

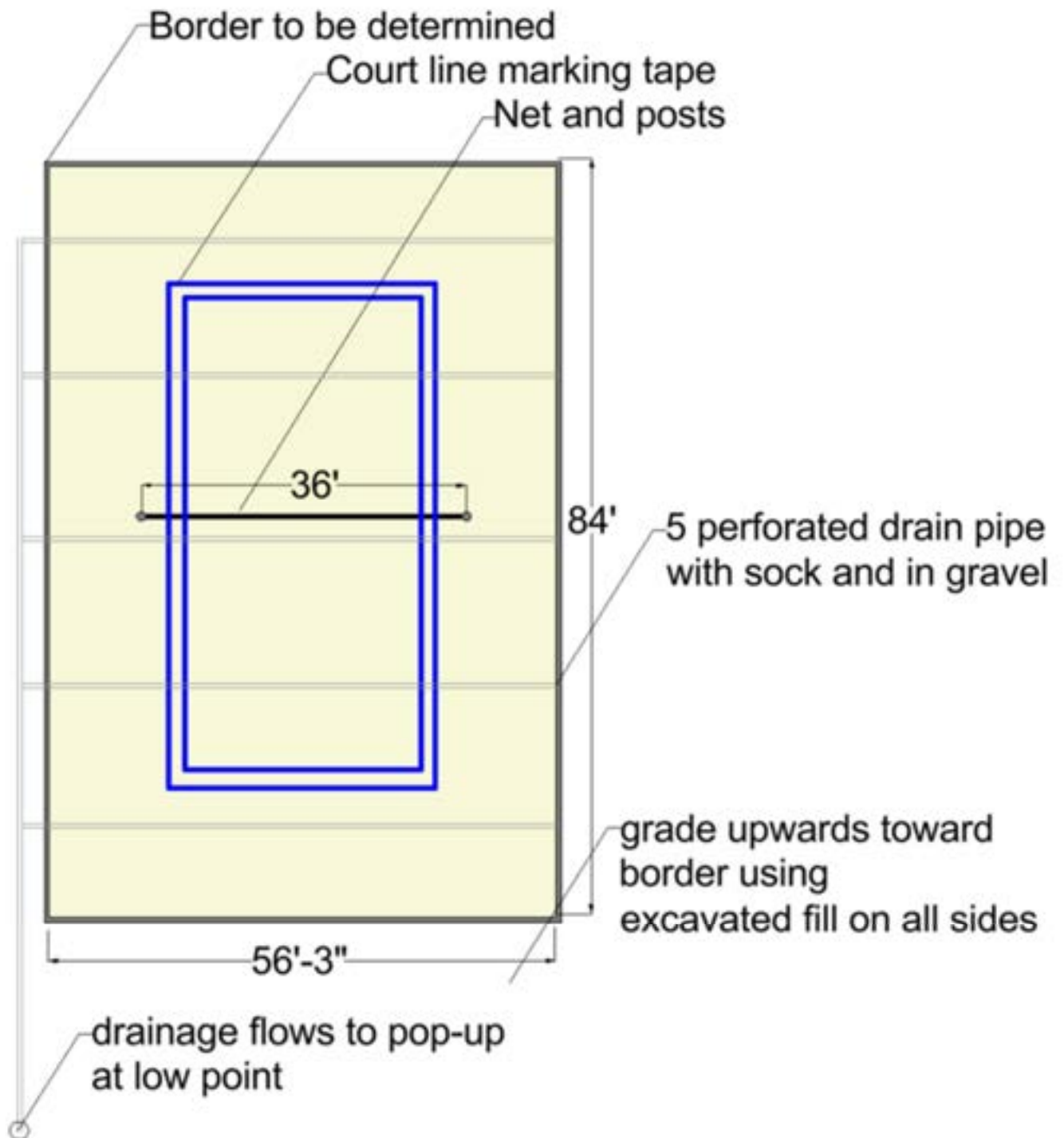
Payment terms: Down payment up to 50% and payment upon completion following Neptune Beach vendor procedures.

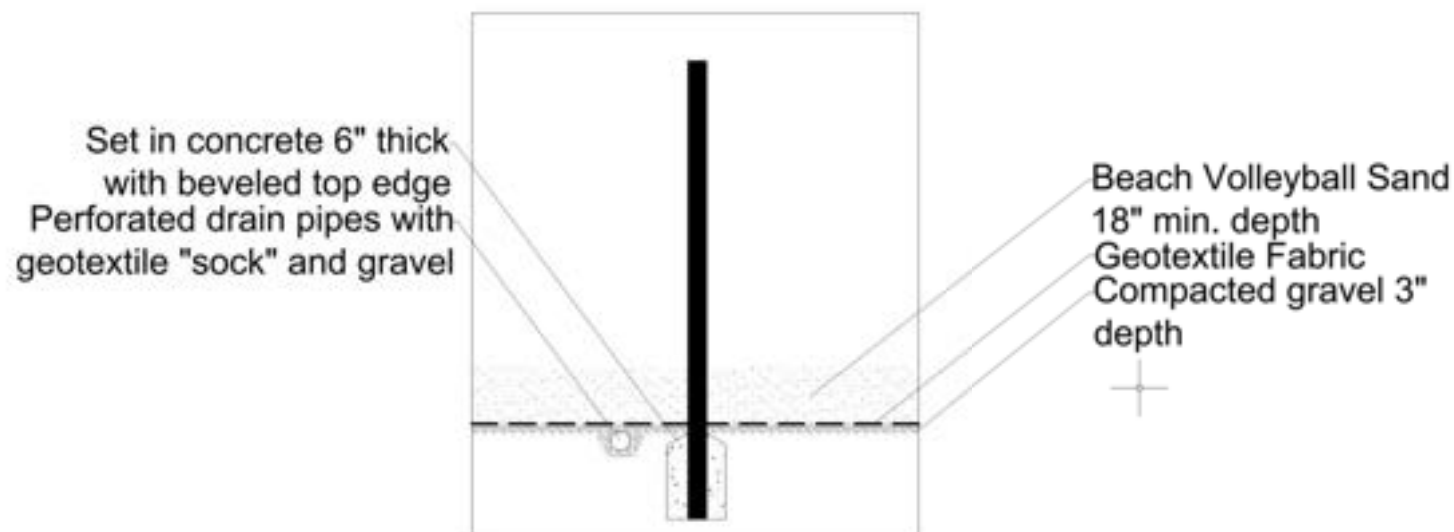
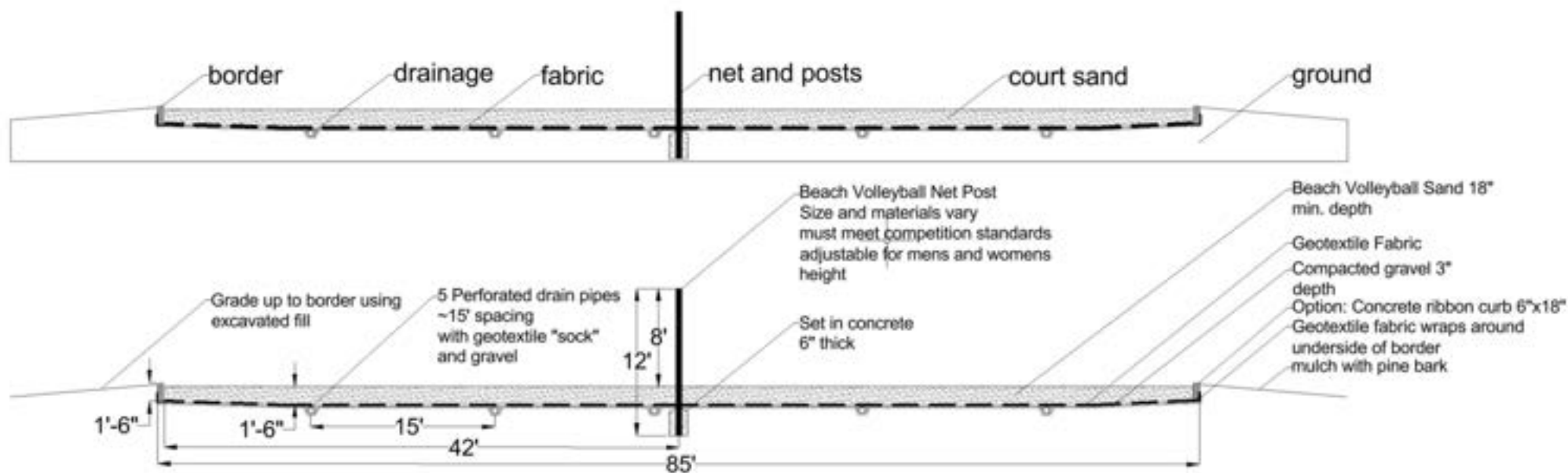
Site Photo





Specifications:





ATTACHMENT B
CITY OF NEPTUNE BEACH, FLORIDA
REQUIRED BID FORMS AND CERTIFICATIONS

Bid Form
For
Jarboe Park Volleyball Court
City of Neptune Beach, Florida

Submitted by: _____

Date: _____

The undersigned, as bidder, hereby declares that the only person or persons interested in the proposal as Principals is, or are, named herein and that no other person that herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company, or parties making a bid proposal; and that it is in all respects fair and in good faith, without collusion or fraud.

The bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the places where the work is to be done; that he has examined the plans and specifications for the work and contractual documents relative thereto, and has read all special provisions furnished prior to the opening of bids, that he has satisfied himself relative to the work to be performed.

The bidder proposes and agrees, if this proposal is accepted, to contract with the City of Neptune Beach, Florida in the form contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the contract in full and complete in accordance with the shown, noted, described, and reasonable intended requirements of the plans and specifications and contract documents to the full satisfaction on the contract with the City of Neptune Beach, Florida, with a definite understanding that no money will be allowed for extra work except as set forth in the attached general conditions and contract documents, as follows:

A. Bid Schedule

The project consists of a Base Bid. Bidders must submit a bid price on all items as described

below. Only one (1) contract will be awarded. Contract will be awarded to the responsible bidder based on the submitted Base Bid. All entries on the proposal must be typewritten or printed clearly and in ink. Bidders must insert extended total item prices computed from quantities and unit prices. In case of errors in extensions, unit prices will govern.

Bid Form
Police Department Storm Shutters

Bid Item No.	Description	Qty	Unit	Unit Cost	Extended Cost
1	Mobilization	1	LS	\$	\$
2	Administration, supervision, management	1	LS	\$	\$
3	Volleyball court sand measured in cubic yards		EA	\$	\$
4	Posts	2	EA	\$	\$
5	Net	1	EA	\$	\$
6	Court Border			\$	\$
7	Geotextile fabric			\$	\$
8	Gravel measured in cubic yards			\$	\$
9	Drainage system			\$	\$
10	Excavation and related		LS	\$	\$
11	Additives (if any)			\$	\$

Description of additives, contingency or allowance (if any):

B. Required Certifications: State Contractors License, Duval County Tax Receipt

Company Name: _____

Contractors License Number: _____

C. Attach product warranty and maintenance requirements.

ATTACHMENT C
CITY OF NEPTUNE BEACH, FLORIDA
STANDARD CONTRACT ADDENDUM

THIS STANDARD CONTRACT ADDENDUM is made and entered into this ____ day of _____, 2026, by and between the CITY OF NEPTUNE BEACH, a Florida municipality, hereinafter referred to as the “City”, and _____, hereinafter referred to as “Contractor”, concerning that certain agreement dated the ____ day of _____, 2026 (“Agreement”).

WITNESSETH:

WHEREAS, Section 119.0701, Fla. Stat., requires that certain public agency contracts must include certain statutorily required provisions concerning the contractor’s compliance for Florida’s Public Records Act; and

WHEREAS, Section 768.28, Fla. Stat., sets forth certain mandatory limitations on indemnification and liability for Florida public agencies; and

WHEREAS, Florida law requires that public agency contracts be subject to non-appropriation and thereby contingent upon appropriation during the public agency’s statutorily mandated annual budget approval process; and

WHEREAS, Section 448.095, Fla. Stat., imposes certain obligations on public agencies with regard to the use of the E-Verify system by their contractors and subcontractors; and

WHEREAS, Section 287.133 and 287.135, Fla. Stat., provides restrictions on local governments contracting with companies that are on certain Scrutinized Companies lists or convicted vendor list; and

WHEREAS, additional terms consistent with Sections 282.3185(5) and (6) related to data management and Section 287.05701 related to social government and corporate activism are also added by virtue of this Addendum; and

WHEREAS, Section 286.101, Florida Statutes contains a list of “foreign countries of concern” including, the People’s Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People’s Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such “foreign country of concern”. Any entity that does business with a state agency or political subdivision must disclose certain of their dealings with those “foreign countries of concern” to the Florida Department of Financial Services; and

WHEREAS, Section 787.06(13), Florida Statutes provides that when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the

nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in such statute; and

WHEREAS, pursuant to Section 252.505, Florida Statutes, each local government contract for goods or services related to emergency response for a natural emergency entered into, renewed, or amended on or after July 1, 2025, must include a provision that requires a vendor or service provider that breaches such contract during an emergency recovery period to pay a \$5,000 penalty and damages.

NOW, THEREFORE, in consideration of the covenants set forth herein, the parties agree to this addendum as follows:

1. Amendment. This Addendum hereby amends and supplements the terms of the Agreement. In the event of a conflict between the terms of the Agreement and terms of the Addendum, the terms of the Addendum shall prevail.

2. Public Records Compliance. Contractor agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services under this Agreement, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter 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 for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency 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 records stored electronically must be provided to the public agency, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.
- (e) Pursuant to Section 119.0701(2)(a), Fla. Stat., **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS**

**RELATING TO THIS AGREEMENT, CONTACT THE
CUSTODIAN OF PUBLIC RECORDS AT:**

**CITY OF NEPTUNE BEACH CITY HALL
116 First Street
Neptune Beach, FL 32266
PHONE: 904-270-2400
FAX: 904-270-2433**

3. Public Records Compliance Indemnification. Contractor agrees to indemnify and hold the City harmless against any and all claims, damage awards, and causes of action arising from the contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Contractor in Duval County Circuit Court on an expedited basis to enforce the requirements of this section.

4. Compliance/Consistency with Section 768.28, Fla. Stat. Any indemnification or agreement to defend or hold harmless by City specified in the Agreement shall not be construed as a waiver of City's sovereign immunity, and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by City in the Agreement in derogation hereof shall be void and of no force or effect.

5. Non-appropriation. City's performance and obligation to pay under this Agreement is contingent upon an appropriation during the City's annual budget approval process. If funds are not appropriated for a fiscal year, then the Contractor shall be notified as soon as is practical by memorandum from the City Manager or designee that funds have not been appropriated for continuation of the Agreement, and the Agreement shall expire at the end of the fiscal year for which funding has been appropriated. The termination of the Agreement at fiscal year end shall be without penalty or expense to the City subject to the City paying all invoices for services rendered during the period the Agreement was funded by appropriations.

6. E-Verify Compliance. By entering into this Agreement, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes "Employment Eligibility," as amended from time to time. This includes but is not limited to register with and use the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit to Contractor attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Contractor agrees to maintain a copy of such affidavit for the duration of this Agreement. Failure to comply with this paragraph will result in the termination of this Agreement as provided in Section 448.095, Florida Statutes, as amended and Contractor will not be awarded a public contract for at least one (1) year after the date on which the Agreement was terminated. Contractor will also be liable for any additional costs to the City as a result of the termination of this Agreement in accordance with this paragraph.

Contractor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Florida Statutes, Contractor is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Contractor requires from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and that Contractor is otherwise in compliance with Sections 448.09 and 448.095, Florida Statutes.

7. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes. Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Contractor hereby certifies that Contractor is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Contractor further hereby certifies that Contractor is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Contractor understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. Contractor further understands that any contract with City for goods or services of any amount may be terminated at the option of City if Contractor (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

8. Disclosure Requirements for "Foreign Countries of Concern". CONTRACTOR shall comply with the disclosure requirements set forth in section 286.101 (3) (a), F.S., which requires "Any entity that applies to a state agency or political subdivision for a grant or proposes having a contract value of \$100,000 or more shall disclose to the state agency or political subdivision any current or prior interest of, any contract with, or any grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract, grant or gift was received or in force at any time during the previous five (5) years. Such disclosure shall contain the name and mailing address of the disclosing entity, the amount of the gift or the value of the interest disclosed, the applicable "foreign country of concern" and, if applicable the date of termination of the contract or interest, the date of receipt of the grant or gift and the name of the agent or controlled entity that is the source or interest holder. Within one (1) year before applying for any grant or proposing any

contract, such entity must provide a copy of such disclosure to the Department of Financial Services”. Pursuant to section 286.101(7), F.S.: “In addition to any fine assessed under [section 286.101(7)(a), F.S.], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause.”

9. Venue and Jurisdiction. Notwithstanding any of other provision to the contrary, this Agreement and the parties’ actions under this Agreement shall be governed by and construed under the laws of the state of Florida, without reference to conflict of law principles. As a material condition of this Agreement, each Party hereby irrevocably and unconditionally: i) consents to submit and does submit to the jurisdiction of the Circuit Court in and for Duvall County, Florida for any actions, suits or proceedings arising out of or relating to this Agreement.

10. Attorneys’ Fees and Costs. Notwithstanding any of other provision to the contrary, if litigation ensues regarding this Agreement, each party hereto shall bear its own attorneys’ fee and costs.

11. Public Entities Crime or Convicted Vendor List. Contractor agrees and assumes a continuous duty to disclose to the City if the Contractor or any of its affiliates as defined by Section 287.133(1)(a), Florida Statutes are placed on the Convicted Vendor List or the Antitrust Violator Vendor List maintained by the Florida Department of Management Services.

12. Data Management; Notice of Breach. Contractor shall cooperate with the City and provide timely incident reporting, response activities/fact gathering, public and agency notification, severity level assessment, after-action reports, etc., which the City must report in accordance with Sections 282.3185(5) & (6), Florida Statutes in the event of a data breach.

13. Environmental and Social Government and Corporate Activism. The City has not given preference or requested documentation from the Contractor based on Contractor’s social, political or ideological interest. Contractor agrees to similarly not request documentation or give preference to any subcontractor based on the subcontractor’s social, political or ideological interests.

14. Taxes. The City shall not be liable for any taxes and assessments imposed by a federal, state or local governmental agency to the extent that the City is exempt from same by Florida law, including but not limited to any sales or use tax.

15. No coercion for labor or services. The Contractor swears under penalty of perjury that the Contractor does not use coercion for labor or services as defined as follows:

“Coercion” means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably

assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;

4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;

5. Causing or threatening to cause financial harm to any person;

6. Enticing or luring any person by fraud or deceit; or

7. Providing a controlled substance as outlined in Schedule I or Schedule II of Sec. 893.03, Fla. Stat. to any person for the purpose of exploitation of that person.

16. Force Majeure. The City reserves the right to suspend, modify or terminate this contract in the event of an act of god or act of man beyond the control of the parties, including but not limited to a hurricane, tropical storm, tornado, or other destructive weather event, flooding, pandemic, plague, war, armed conflict, domestic or foreign terrorism, riot, labor condition, state or federal governmental action, and catastrophic Internet disturbance, making performance inadvisable, economically impracticable, illegal, or impossible.

17. Conflicts. By entering into this agreement, the Contractor represents that it currently is not providing professional services to any third party person or entity on any project or development for which project or development approval is currently pending or proposed or for which an application is being prepared for submittal to the City of Neptune Beach for review or approval and further agrees that during the term of this agreement, the Contractor will not provide professional services to any third party person or entity as to any project or development for which development or project approval is pending or proposed or for which an application is being prepared for submittal to the City of Neptune Beach for review or approval.

18. Breach of Agreement for Goods or Services Related to Emergency Response for Natural Disaster Pursuant to Section 252.505, Florida Statutes. Pursuant to Sec. 252.505, Fla. Stat., if vendor breaches this agreement during an emergency recovery period (1-year period beginning upon Governor's initial declaration of a natural emergency) Contractor shall pay a \$5,000 penalty and damages, which may be either actual and consequential damages or liquidated damages in addition to any other consequential damages or liquidated damages that may otherwise be due under the terms of the agreement.

19. Additional Terms. Notwithstanding any of other provision to the contrary, the parties agree as follows:

A. None.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

Under penalties of perjury, and pursuant to Sec. 92.525, Fla. Stat., Contractor declares that Contractor has read the foregoing Section 15 above and that the facts stated in it are true.

Contractor:

Print Name: _____

Title: _____

Company: _____

ATTEST:

City of Neptune Beach

_____, City Clerk

_____, Mayor

APPROVED AS TO FORM

City Attorney

Attachment D

City of Neptune Beach

Insurance and Business requirements

- Insurance and licensing information.
 - i. Workers' Compensation (unless exempt) with Employers' Liability with a limit of \$500,000.00 each accident, \$500,000.00 each employee, \$500,000.00 policy limit for disease.
 - ii. Commercial General Liability (CGL) insurance with a limit of not less than \$300,000.00 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project/work in the amount of \$600,000.00. CGL insurance shall be written on an occurrence form and include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury, and advertising injury. Damage to rented premises shall be included at \$100,000.00.
 - iii. Commercial Automobile Liability Insurance with a limit of not less than \$300,000.00 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-owned autos) and such policy shall be endorsed to provide contractual liability coverage
- Vendor onboarding checklist includes: W9, FEIN and Sunbiz number
- Drug Free Workplace:

Section 287.087, Florida Statutes, effective January 1, 1991, specifies that preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace. This requirement effects all public entities of the State and is as follows:

IDENTICAL TIE BIDS - Preference shall be given to business with drug-free workplace

programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drugfree workplace program. In order to have a drug-free workplace program, 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 violations 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 contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurrence in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so 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 THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

VENDOR'S SIGNATURE DATE

ATTACHMENT E
CITY OF NEPTUNE BEACH, FLORIDA
ADDENDA ACKNOWLEDGMENT

For IFB 2026-04

Jarboe Park Volleyball Court

City of Neptune Beach, Florida

Opening Date:

Addendum Number:

Bid Number:

Project Title:

Please be advised that the following changes are applicable to the original specifications:

Acknowledgement of receipt: The undersigned hereby acknowledges receipt of the addenda listed below and confirms that the information contained therein has been taken into full consideration in the formulation of this bid.

Addendum number 1 Date received: _____

Firm information and authorized signature

- Company Name: _____
- Address: _____
- Phone Number: _____
- Email: _____
- Authorized signature: _____
- Printed Name: _____
- Title: _____
- Date: _____

ATTACHMENT F
CITY OF NEPTUNE BEACH, FLORIDA

Product Description and Warranty

For

Jarboe Park Volleyball Court

City of Neptune Beach, Florida

Contractor is required to upload a price schedule including unit prices, alternates and allowances in their own format (distinct from but consistent with the bid form in Attachment B).

Include a full product description for Posts and net system with photos to show: overall appearance, structure, color, materials and components etc. Include warranty on product materials and workmanship.



**Special Meeting
Agenda Item #3C
Impact Fee Study
Contract**

**CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT**

AGENDA ITEM:	Approval of Raftelis Contract to Provide a Utility and Municipal Impact Fee Study
SUBMITTED BY:	Heather Whitmore, AICP, PTP, Community Development Director
DATE:	August 12, 2026
BACKGROUND:	This item was seen at the July 20, 2026. At that time, staff recommended selecting the vendor Raftelis. Council voted to award the RFP 2026-01 for Development Impact Fees. The Consultant will work with City Staff to collect data and develop additional data required to fully support a comprehensive Impact Fees Study, which recommends an economically and legally supportable set of impact fees to offset the growth related to Police Protection, Public Facilities and Administration impacts due to growth. The Consultant must provide an Impact Fees Study and Plan that complies with the Florida Impact Fees Act (Florida Statutes 2026). Below is an outline of the scope of work desired from the selected Consultant and required information to be included in the compiled Impact Fees Study and Plan produced by the Consultant: • Collection and assessment of recent, localized data (with assistance from City staff) (F.S. 163.31801(4)(a). Study with validated data 12 months old. • Demonstrate extraordinary circumstances of need justifying impact fee. • Preparation of an appropriate impact fees determination methodology and fee assessment schedule, including recommendations on the “phase-in” for impact fee increases required by Section 163.31801(6)(a-g), F.S. (and a comparison with surrounding or comparable cities to ensure reasonableness, consistency and feasibility). • Recommendation of impact fees that are proportional and reasonably connected to, or have a rational nexus with the need for additional capital facilities and the increased impact generated by the new residential or nonresidential/commercial construction (F.S. 163.31801(4)(f).

	• Recommendation of impact fees that are proportional and reasonably connected to, or have a rational nexus with, the expenditures of the funds collected and the benefits accruing to the new residential or nonresidential/commercial construction (F.S. 163.31801(4)(g). • Review and recommendations for ensuring that revenues generated by impact fees are not used, in whole or in part, to pay existing debt or for previously approved projects unless the expenditures are reasonably connected to, or have a rational nexus with, the increased impacts generated by new residential or nonresidential/commercial construction (F.S. 163.31801(4)(i). • A determination of accounting policies that ensure that revenues and expenditures of collected fees are held in separate accounting funds (F.S. 163.31801(4)(b).
BUDGET:	\$104,100
RECOMMENDATION:	Recommended approval
ATTACHMENT:	Ex A) Raftelis Contract: CITY OF NEPTUNE BEACH, FLORIDA STANDARD CONTRACT ADDENDUM Ex B) Raftelis Agreement to Provide a Utility and Municipal Impact Fee Study

CITY OF NEPTUNE BEACH, FLORIDA
STANDARD CONTRACT ADDENDUM

THIS STANDARD CONTRACT ADDENDUM is made and entered into this ____ day of _____, 2026, by and between the CITY OF NEPTUNE BEACH, a Florida municipality, hereinafter referred to as the “City”, and RAFTELIS FINANCIAL CONSULTANTS, INC., hereinafter referred to as “Contractor”, concerning that certain agreement dated the ____ day of _____, 2026 (“Agreement”).

WITNESSETH:

WHEREAS, Section 119.0701, Fla. Stat., requires that certain public agency contracts must include certain statutorily required provisions concerning the contractor’s compliance for Florida’s Public Records Act; and

WHEREAS, Section 768.28, Fla. Stat., sets forth certain mandatory limitations on indemnification and liability for Florida public agencies; and

WHEREAS, Florida law requires that public agency contracts be subject to non-appropriation and thereby contingent upon appropriation during the public agency’s statutorily mandated annual budget approval process; and

WHEREAS, Section 448.095, Fla. Stat., imposes certain obligations on public agencies with regard to the use of the E-Verify system by their contractors and subcontractors; and

WHEREAS, Section 287.133 and 287.135, Fla. Stat., provides restrictions on local governments contracting with companies that are on certain Scrutinized Companies lists or convicted vendor list; and

WHEREAS, additional terms consistent with Sections 282.3185(5) and (6) related to data management and Section 287.05701 related to social government and corporate activism are also added by virtue of this Addendum; and

WHEREAS, Section 286.101, Florida Statutes contains a list of “foreign countries of concern” including, the People’s Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People’s Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such “foreign country of concern”. Any entity that does business with a state agency or political subdivision must disclose certain of their dealings with those “foreign countries of concern” to the Florida Department of Financial Services; and

WHEREAS, Section 787.06(13), Florida Statutes provides that when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an

officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in such statute; and

WHEREAS, pursuant to Section 252.505, Florida Statutes, each local government contract for goods or services related to emergency response for a natural emergency entered into, renewed, or amended on or after July 1, 2025, must include a provision that requires a vendor or service provider that breaches such contract during an emergency recovery period to pay a \$5,000 penalty and damages.

NOW, THEREFORE, in consideration of the covenants set forth herein, the parties agree to this addendum as follows:

1. Amendment. This Addendum hereby amends and supplements the terms of the Agreement. In the event of a conflict between the terms of the Agreement and terms of the Addendum, the terms of the Addendum shall prevail.

2. Public Records Compliance. Contractor agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services under this Agreement, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter 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 for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency 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 records stored electronically must be provided to the public agency, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.
- (e) Pursuant to Section 119.0701(2)(a), Fla. Stat., **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS**

**RELATING TO THIS AGREEMENT, CONTACT THE
CUSTODIAN OF PUBLIC RECORDS AT:**

**CITY OF NEPTUNE BEACH CITY HALL
116 First Street
Neptune Beach, FL 32266
PHONE: 904-270-2400
FAX: 904-270-2433**

3. Public Records Compliance Indemnification. Contractor agrees to indemnify and hold the City harmless against all claims, damage awards, and causes of action, caused by the contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Contractor in Duval County Circuit Court on an expedited basis to enforce the requirements of this section.

4. Compliance/Consistency with Section 768.28, Fla. Stat. Any indemnification or agreement to defend or hold harmless by City specified in the Agreement shall not be construed as a waiver of City's sovereign immunity, and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by City in the Agreement in derogation hereof shall be void and of no force or effect.

5. Non-appropriation. City's performance and obligation to pay under this Agreement is contingent upon an appropriation during the City's annual budget approval process. If funds are not appropriated for a fiscal year, then the Contractor shall be notified as soon as is practical by memorandum from the City Manager or designee that funds have not been appropriated for continuation of the Agreement, and the Agreement shall expire at the end of the fiscal year for which funding has been appropriated. The termination of the Agreement at fiscal year end shall be without penalty or expense to the City subject to the City paying all invoices for services rendered during the period the Agreement was funded by appropriations.

6. E-Verify Compliance. By entering into this Agreement, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes "Employment Eligibility," as amended from time to time. This includes but is not limited to register with and use the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit to Contractor attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Contractor agrees to maintain a copy of such affidavit for the duration of this Agreement. Failure to comply with this paragraph will result in the termination of this Agreement as provided in Section 448.095, Florida Statutes, as amended and Contractor will not be awarded a public contract for at least one (1) year after the date on which the Agreement was terminated. Contractor will also be liable for any additional costs to the City as a result of the termination of this Agreement in accordance with this paragraph.

Contractor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Florida Statutes, Contractor is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Contractor requires from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and that Contractor is otherwise in compliance with Sections 448.09 and 448.095, Florida Statutes.

7. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes. Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Contractor hereby certifies that Contractor is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Contractor further hereby certifies that Contractor is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Contractor understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. Contractor further understands that any contract with City for goods or services of any amount may be terminated at the option of City if Contractor (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

8. Disclosure Requirements for "Foreign Countries of Concern". CONTRACTOR shall comply with the disclosure requirements set forth in section 286.101 (3) (a), F.S., which requires "Any entity that applies to a state agency or political subdivision for a grant or proposes having a contract value of \$100,000 or more shall disclose to the state agency or political subdivision any current or prior interest of, any contract with, or any grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract, grant or gift was received or in force at any time during the previous five (5) years. Such disclosure shall contain the name and mailing address of the disclosing entity, the amount of the gift or the value of the interest disclosed, the applicable "foreign country of concern" and, if applicable the date of termination of the contract or interest, the date of receipt of the grant or gift and the name of the agent or controlled entity that is the source or interest holder. Within one (1) year before applying for any grant or proposing any

contract, such entity must provide a copy of such disclosure to the Department of Financial Services”. Pursuant to section 286.101(7), F.S.: “In addition to any fine assessed under [section 286.101(7)(a), F.S.], a final order determining a third or subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause.”

9. Venue and Jurisdiction. Notwithstanding any of other provision to the contrary, this Agreement and the parties’ actions under this Agreement shall be governed by and construed under the laws of the state of Florida, without reference to conflict of law principles. As a material condition of this Agreement, each Party hereby irrevocably and unconditionally: i) consents to submit and does submit to the jurisdiction of the Circuit Court in and for Duval County, Florida for any actions, suits or proceedings arising out of or relating to this Agreement.

10. Attorneys’ Fees and Costs. Notwithstanding any of other provision to the contrary, if litigation ensues regarding this Agreement, each party hereto shall bear its own attorneys’ fee and costs.

11. Public Entities Crime or Convicted Vendor List. Contractor agrees and assumes a continuous duty to disclose to the City if the Contractor or any of its affiliates as defined by Section 287.133(1)(a), Florida Statutes are placed on the Convicted Vendor List or the Antitrust Violator Vendor List maintained by the Florida Department of Management Services.

12. Data Management; Notice of Breach. Contractor shall cooperate with the City and provide timely incident reporting, response activities/fact gathering, public and agency notification, severity level assessment, after-action reports, etc., which the City must report in accordance with Sections 282.3185(5) & (6), Florida Statutes in the event of a data breach.

13. Environmental and Social Government and Corporate Activism. The City has not given preference or requested documentation from the Contractor based on Contractor’s social, political or ideological interest. Contractor agrees to similarly not request documentation or give preference to any subcontractor based on the subcontractor’s social, political or ideological interests.

14. Taxes. The City shall not be liable for any taxes and assessments imposed by a federal, state or local governmental agency to the extent that the City is exempt from same by Florida law, including but not limited to any sales or use tax.

15. No coercion for labor or services. The Contractor swears under penalty of perjury that the Contractor does not use coercion for labor or services as defined as follows:

“Coercion” means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably

assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;

4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;

5. Causing or threatening to cause financial harm to any person;

6. Enticing or luring any person by fraud or deceit; or

7. Providing a controlled substance as outlined in Schedule I or Schedule II of Sec. 893.03, Fla. Stat. to any person for the purpose of exploitation of that person.

16. Force Majeure. The City reserves the right to suspend, modify or terminate this contract in the event of an act of god or act of man beyond the control of the parties, including but not limited to a hurricane, tropical storm, tornado, or other destructive weather event, flooding, pandemic, plague, war, armed conflict, domestic or foreign terrorism, riot, labor condition, state or federal governmental action, and catastrophic Internet disturbance, making performance inadvisable, economically impracticable, illegal, or impossible.

17. Conflicts. By entering into this agreement, the Contractor represents that it currently is not providing professional services to any third party person or entity on any project or development for which project or development approval is currently pending or proposed or for which an application is being prepared for submittal to the City of Neptune Beach for review or approval and further agrees that during the term of this agreement, the Contractor will not provide professional services to any third party person or entity as to any project or development for which development or project approval is pending or proposed or for which an application is being prepared for submittal to the City of Neptune Beach for review or approval.

18. Breach of Agreement for Goods or Services Related to Emergency Response for Natural Disaster Pursuant to Section 252.505, Florida Statutes. Pursuant to Sec. 252.505, Fla. Stat., if vendor breaches this agreement during an emergency recovery period (1-year period beginning upon Governor's initial declaration of a natural emergency) Contractor shall pay a \$5,000 penalty and damages, which may be either actual and consequential damages or liquidated damages in addition to any other consequential damages or liquidated damages that may otherwise be due under the terms of the agreement.

19. Additional Terms. Notwithstanding any of other provision to the contrary, the parties agree as follows:

A. None.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

Under penalties of perjury, and pursuant to Sec. 92.525, Fla. Stat., Contractor declares that Contractor has read the foregoing Section 15 above and that the facts stated in it are true.

Contractor:

_____

Print Name: Shawn Ocasio

Title: Senior Manager

Company: Raftelis Financial Consultants, Inc.

ATTEST:

City of Neptune Beach

_____, City Clerk

_____, Mayor

APPROVED AS TO FORM

City Attorney



August 6, 2026

Heather Whitmore, AICP, PTP
Community Development Director
City of Neptune Beach
116 1st Street
Neptune Beach, FL 32266

Subject: **Agreement to Provide a Utility and Municipal Impact Fee Study**

Dear Ms. Whitmore:

Raftelis Financial Consultants, Inc. ("Raftelis") is pleased to submit this agreement in response to the City of Neptune Beach's (the "City") request for an to provide consulting services associated with the development of a Utility and Municipal Impact Fee Study. The study will include evaluating and designing police, transportation, public facilities, water, and wastewater impact fees for first time implementation. The agreement is pursuant to our proposal submitted on May 1st, 2026, in response to the City's Request for Proposals #2026-01 (the "RFP"). We are committed to providing the City with the highest quality service and expertise to develop proposed fees for implementation.

SCOPE OF SERVICES

The detailed scope of services to be performed by Raftelis (as included in our revised proposal submitted on June 12, 2026) is included in Attachment A.

PROJECT TEAM AND BILLING RATES

With respect to the performance of this engagement, I will serve as the Project Manager and primary contact with the City. Other staff consultants, analysts and administrative personnel will be utilized during the engagement as needed. The services covered by this Agreement shall be billed based on the direct labor rates set out in Attachment B.

COMPENSATION AND BILLING

Based on the scope of services as summarized herein in Attachment A and the direct hourly labor billing rates as identified on Attachment B, we propose to establish a not-to-exceed contract budget of \$104,100 to provide consulting services associated with the performance of the Utility and Municipal Impact Fee Study. Attachment C provides a detailed breakdown of the proposed budget by task.

This project budget amount includes the direct cost of personnel anticipated to be assigned to the project as well as any other direct costs such as, but not limited to, travel. The costs incurred by Raftelis for such other direct costs, if any, will be billed to the City based on actual expenses. It is proposed that Raftelis will bill monthly for services relative to this engagement based on the hourly amount of time spent by the project team members and any the other direct costs incurred that may be required for the engagement. No additional services above the cost estimate will be performed without the prior written authorization of the City.

PROJECT SCHEDULE

Upon notification to proceed as provided by the City, Raftelis anticipates completing the impact fee study within approximately 270 days. The completion of the study within this timeframe is subject to the availability of information provided to Raftelis from the City that would be necessary to conduct the evaluations.

Additionally, the Florida Statutes require that any impact fee study must be adopted by the local government within 12 months of the initiation of the new impact fee study if the local government increases the impact fee. Ensuring the study is adopted within this statutory 12-month window is the sole responsibility of the City. If City delays require the study or underlying data to be refreshed to comply with statutory timeframes, such work shall be billed as an Additional Service. For the purposes of this engagement, project initiation will be defined as the time when Raftelis has substantially received all of the requested study data necessary to complete the study. Upon receipt of these data items, Raftelis will provide the City with written communication that the project has been initiated.

TERMS AND CONDITIONS

Additional standard terms and conditions, that are made part of this proposed agreement, are set forth in Attachment D, which is made a part of this proposal.

If this agreement is acceptable to the City, please execute the agreement and send a signed digital copy to us along with a signed purchase order which we will then take as our notice to proceed.

We appreciate the opportunity to be of service to the City.

Very truly yours,

Raftelis Financial Consultants, Inc.

ACCEPTED BY:

City of Neptune Beach, Florida



Shawn Ocasio

Name

Senior Manager

Title

Title

August 6, 2026

Date

Date

**ATTACHMENT A
CITY OF NEPTUNE BEACH, FLORIDA
UTILITY AND MUNICIPAL IMPACT FEE STUDY**

SCOPE OF SERVICES

The following project approach, described in detail below, is proposed to accomplish this project for the City. The task listing has been structured and ordered in the general manner that our team approaches these types of studies, but has also been linked back to the tasks listed in the City's RFP. We have had great success with this project approach in many of our team's efforts historically and believe it would be well-suited to accomplish the City's goals and objectives.

TASK 1 – PREPARE DATA REQUEST/KICK-OFF MEETING

The initial task will include preparation of a data request to identify the information to be provided by the City. This task will also include one (1) virtual project kick-off meeting to discuss project goals and objectives, data concerns, impact fee methods, administrative issues, and project schedule.

TASK 2 – DATA GATHERING AND REVIEW

This task will be based on interviews with City staff (police, water, sewer, finance, planning, and other departments) and a review of the data compiled and provided by the City in response to the data request prepared in Task 1. Data that will be requested will include:

- Fixed asset records
- Level of service standards
- Capital projects, equipment, and facilities required to provide the relevant municipal and utility services
- Population estimates and projections
- Comprehensive and master planning data
- Historical response call data, historical customer billing statistics, etc.
- Information regarding impact fees charged by other neighboring jurisdictions
- Any other data and information considered necessary to adequately perform the study

One (1) virtual meeting is contemplated as a part of this task to follow up on any questions or concerns with the data provided by the City. Raftelis is not responsible for verifying the accuracy of the data provided by City staff used by Raftelis in preparation of this study.

TASK 3 – SERVICE AREA FORECAST

An evaluation of the current service area demographics, population and employment, as well as a forecast of the service area needs, will be reviewed based on data available to Raftelis. Specifically, a review of the population forecast by type of dwelling unit (e.g., single-family, multi-family, etc.) and commercial development by land use type, if available (including the square footage of such developments located within the City and planned for the City), will be reviewed.

A review of the population projections and other service area demographics as contained in such documents as the City's Comprehensive Land Use Plan, Florida Statistical Abstract, US Census Bureau, other information provided by the Bureau of Economic and Business Research, University of Florida, data made available by the City's Planning Department, and other such information will be relied upon. The purpose of this task is to identify the future service area demands for service and to estimate the capital requirements (level of service relationship) required for the fair share cost apportionment of such costs to

future growth. This task will include the development of a functional population estimate for the various commercial land uses that we will use in the cost allocation and fee design tasks (where applicable). This task will also include utilizing trip generation data by land use. This task contemplates one (1) virtual meeting to discuss land uses and / or customer classes as it relates to fee design and application considerations.

TASK 4 – REVIEW LEVEL OF SERVICE STANDARDS AND COST ALLOCATION

The capital costs associated with meeting the service requirements for new customers will be identified. These costs will be allocated by residential and commercial customer classifications, as appropriate. The allocation of such costs will be based on the service area demographics, level of service considerations, and development characteristics of the City, and other factors as deemed appropriate by Raftelis and the City. This task will include one (1) virtual meeting to discuss assumptions and allocation methodologies.

TASK 5 – DESIGN OF IMPACT FEES

The police, water, wastewater, transportation, and public facilities and administration impact fees will be calculated for a unit of service, recognizing the utilization of capacity by an equivalent residential unit (e.g., single family residential) and will reflect the City's capital cost to serve such new development. This task will include the following:

- Develop an appropriate impact fee application methodology
- Identification of appropriate impact fee design approach, including the cost of constructing expansion-related capital improvements (Incremental or Marginal Cost method) or capital costs of existing facilities with capacity available to serve new development (System Buy -In) or a combination of both methods, where appropriate
- Identification and analysis of existing facility costs based on asset or property records and expansion-related costs based on the City's capital improvement program to provide services to future service area needs for a multi-year planning horizon
- Evaluation of existing service capacity utilization relationships and capacity additions
- Review of level of service standards for various services
- Calculate impact fees based on appropriate allocable cost recovery
- Two (2) virtual meetings with staff to review preliminary and revised impact fee designs and obtain comments

TASK 6 – IMPACT FEE COMPARISONS

A comparison of the City's proposed impact fees for an equivalent residential unit and commercial development will be made with similar fees charged by other neighboring jurisdictions.

TASK 7 – ASSISTING IN PREPARATION OF IMPACT FEE ORDINANCE

Raftelis' team will assist the City in developing the proposed impact fee ordinances as drafted by the City's legal counsel. The review of the ordinances may include providing comments on issues such as the level of fees charged per unit of service and methodology for application, allowance for alternative methods of calculation, and establishment of a fund for the use of monies as considered necessary for the adoption of the fee. Any fee implementation plan will be directed by the City and will be based on the study results and legal directives provided by the City's legal counsel.

TASK 8 – PRESENTATION OF FINDINGS

A report will be prepared by Raftelis detailing the data and assumptions relied upon in the development of the proposed impact fees, the analyses performed relative to the derivation of such fees, including

supporting documentation, and our conclusions and recommendations for consideration by the City. It is anticipated that a draft report will be prepared for consideration and review by City staff prior to presentation to the City Council for consideration, adoption, and implementation. It should be noted that this task assumes implementation of fees through the standard statutory process and not via the extraordinary circumstance provisions and procedural requirements of the Florida Statutes, as these are fees for first-time implementation.

Raftelis will also assist the City in outlining the overall regulatory process to adopt new impact fees with assistance and review from the City's Staff and the City's legal counsel. This assistance will include providing general input for the City's consideration (and ultimate decision) on required notices, public hearings, interdepartmental coordination with stakeholders, impact fee credits, and fee implementation. Any recommendations here will be subject to final review and approval by City Staff and the City's legal Counsel before any actions are taken.

This task will also include in person physical attendance of up to two (2) public meetings with the City to present the results of the study. We will tailor the City Council presentations to address the key objectives of the study and demonstrate how the proposed impact fees are defensible and reasonable based on recent and localized data, and compare the proposed fees with those of other municipalities.

PROJECT DELIVERABLES

The deliverables to be provided in this engagement include the following items:

- Impact fee initial data request
- Fee comparisons with other jurisdictions
- Briefing document to summarize analysis and calculated fees
- Impact fee study report (draft and final versions)
- Comments on draft impact fee ordinances as drafted by the city's legal counsel

CITY STAFF ASSISTANCE

The following is a list of the tasks anticipated to be performed by the staff of the City to assist Raftelis in providing the services on a timely basis. It should be noted that time estimates associated with these supporting tasks can vary materially between client engagements, such as accounting record-keeping systems, response call tracking systems, customer billing data systems, and other systems or files that need to be queried to provide the required data. Internal discussions on policy directives can vary, and overall staff scheduling availability can differ as well. That said, we might generally estimate the following rough time commitments from the City for the items below as follows:

- The gathering of specific operational, capital and facility data and information: **8 – 12 hours**
- Assistance with compiling data if not in a usable format from the records and reports of the City:
Varies
- Assistance in the formulation of policy or strategy decisions: **4 – 6 hours**
- Assistance in the public relations program and scheduling of meetings to review results: **2 – 4 hours**
- General review and comments on the results of our analyses and reports to the City: **4 – 8 hours**

As outlined in the scope of work above, Raftelis' scope of work relates to the calculation of utility and municipal impact fees using common industry practices. Raftelis shall provide no opinion on the legality of the utility and municipal impact fees or interpretation of Florida statutes that govern impact fees. It is the responsibility of the City to ensure compliance with all applicable Florida statutes. Raftelis will work

closely with the City's legal counsel to ensure our fee methodology and the City's legal strategy are aligned and reflected in the study.

ADDITIONAL SERVICES

During the study, the City may request additional services from Raftelis. Examples of such additional services would include additional onsite or virtual meetings above and beyond the meetings identified in the scope of services. Other examples of additional services include providing services relating to meeting with third parties regarding the derivation of the rates and fees, providing litigation support services in the event of a challenge of the rates or fees, performance of impact fee negotiations and the preparation of developer agreements for the payment of such impact fees with potential large developments within the City limits, requests for updated impact fee scenarios after substantial completion of the initial work, fee scenario updates due to incorrect/incomplete data being provided by the City, and other related issues not contemplated in the above scope of services. Additionally, any support associated with fee implementation (procedural requirements, supporting documentation, additional meetings, etc.) under the extraordinary circumstance provisions of the Florida Statutes would also be considered as additional services. No additional services are contemplated at this time and such services will not be conducted until authorized by the City and as mutually agreed upon between the City and Raftelis.

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ATTACHMENT B

RAFTELIS FINANCIAL CONSULTANTS, INC.

SCHEDULE OF DIRECT LABOR HOURLY RATES

Position	Hourly Rate [1] [2]
Chair / Chair Emeritus	\$500
Chief Executive Officer / President	\$475
Executive Vice President / Senior Principal	\$425
Senior Vice President	\$400
Vice President	\$375
Senior Manager	\$340
Recruiter	\$310
Principal/Senior Advisor	\$310
Manager	\$295
Senior Consultant	\$260
Executive Coach	\$260
Consultant	\$230
Creative Director	\$230
Associate Consultant	\$195
Graphic Designer	\$170
Analyst	\$150
Administration	\$100

[1] These rates will be in effect for calendar year 2026 and will then increase annually by 3% unless specified otherwise by contract.

[2] For services related to the preparation for and participation in deposition and trial / hearing, the standard billing rates listed above will be increased by an amount up to 50%.

ATTACHMENT C
City of Neptune Beach - Impact Fees Study

Tasks	Number of Virtual and Onsite Meetings	Hours								Total Fees & Expenses
		HT	SO	JW	MG	TT	TD	Admin	Total	
1. Prepare Data Request/ Kick-off Meeting	1	8	8	8	2	0	0	2	28	\$9,640
2. Data Gathering and Review	1	0	4	2	16	4	6	0	32	\$8,360
3. Service Area Forecast	1	0	4	2	10	8	10	0	34	\$8,500
4. Review Level of Service Standards and Cost Allocation	1	2	12	4	28	14	46	0	106	\$25,850
5 - 6. Design of Impact Fees and Fee Comparisons	2	2	16	12	16	10	30	0	86	\$23,050
7 - 8. Review Impact Fee Ordinance and Presentation of Findings	2	4	26	22	24	4	6	8	94	\$28,630
	8	16	70	50	96	40	98	10	380	
Hourly Billing Rate		\$400	\$340	\$375	\$260	\$230	\$195	\$100		
Total Professional Fees		\$6,400	\$23,800	\$18,750	\$24,960	\$9,200	\$19,110	\$1,000	\$103,220	

HT - Henry Thomas

SO - Shawn Ocasio

JW - Joe Williams

MG - Michelle Galvin

TT - Tristen Townsend

TD - Timothy Du

Admin - Administrative Staff

Total Fees **\$103,220**

Total Expenses **\$880**

Total Fees & Expenses **\$104,100**

I. SCOPE

Raftelis Financial Consultants, Inc. (Raftelis) agrees to perform the professional consulting services described in the agreement (Work) that incorporates these standard terms and conditions. Unless modified in writing by the parties hereto, the duties of Raftelis shall not be construed to exceed those services specifically set forth in the agreement. These terms and conditions and the agreement, when executed by the Client, shall constitute a binding agreement on both parties (hereinafter the "Agreement").

II. COMPENSATION

The Client, as defined in the agreement, agrees to pay for the services as billed within 30 days of receiving the invoice. Amounts paid after 30 days may be subject to interest charges, not to exceed a monthly compound rate of one percent (1.0%) applied to the delinquent unpaid balance.

Time-related charges will be made in accordance with the billing rate referenced in the agreement. Other indirect expenses and subcontractor services, if any, will be billed in accordance with the standard unit cost rates as referenced in the agreement or, if no reference is provided, at the actual cost as incurred by Raftelis.

III. RESPONSIBILITY

Raftelis is employed to render a professional service only, and any payments made by Client are compensation solely for such services rendered and recommendations made in carrying out the Work. Raftelis shall perform analyses, make factual presentations, and provide professional advice and recommendations. Raftelis does not expressly warrant or guarantee its services.

**IV. RELIANCE UPON INFORMATION
PROVIDED BY OTHERS**

The City acknowledges that the legal defensibility, statutory compliance, and adoption of the impact fees are the sole responsibility of the City and its legal counsel. Raftelis shall not be held liable for any legal challenges, judgments, or attorney fee awards resulting from the City's adoption or implementation of the fees.

If Raftelis' performance of services hereunder requires Raftelis to rely on information provided by other parties (excepting Raftelis' subcontractors), Raftelis shall not independently verify the validity, completeness or accuracy of such information unless otherwise expressly engaged to do so in writing by Client. Any opinions or recommendations are intended for the exclusive use of the Client and shall not be provided to any other party without the written consent of Raftelis. Any opinions or advice shall speak only as of the time it is provided to the Client and may not be valid after the passage of time.

V. INDEMNIFICATION

Raftelis agrees to indemnify, defend, and hold Client harmless from and against liability caused by the negligent errors or negligent omissions of Raftelis, its agents, employees, or representatives, in the performance of duties set forth in Article I. Regardless of any other term of this Agreement, in no event shall Raftelis be responsible or liable to Client for any incidental, consequential, or other indirect damages.

Client agrees to indemnify, defend, and hold Raftelis harmless from and against any liability caused by the negligent errors or negligent omissions of Client, its agents, employees, or representatives, in the performance of duties set forth in Article I.

VI. INSURANCE

Raftelis shall maintain during the life of the agreement the following minimum insurance:

1. Commercial general liability insurance, including hired and non-owned automobiles, with the following limits:

Each Occurrence	\$1,000,000
Damage to Rented Premises (Each Occurrence)	\$500,000
Medical Expense (Any One Person)	\$15,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products – Completed/Operation General Aggregate	\$2,000,000

2. Statutory worker's compensation and employers' liability insurance as required by state law.
3. Professional liability insurance at a limit of liability of not less than \$5,000,000 aggregate.

VII. SUBCONTRACTS

Unless specifically specified in the Agreement, Raftelis shall be entitled, to the extent determined to be appropriate by Raftelis, to subcontract any portion of the Work to be performed under this Agreement.

VIII. ASSIGNMENT

These terms and conditions and the agreement to which they are attached are binding on the heirs, successors, and assigns of the parties hereto. This agreement may not be assigned by Client or Raftelis without prior, written consent of the other.

IX. INTEGRATION

These terms and conditions and the agreement to which they are attached represent the entire understanding of Client and Raftelis as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The agreement may not be modified or altered except in writing signed by both parties.

X. JURISDICTION

This agreement shall be administered and interpreted under the laws of the State of Florida. Jurisdiction of litigation arising from the agreement shall be in that state.

XI. SEVERABILITY

If any part of the Agreement is found unenforceable under applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect.

XII. FORCE MAJEURE

Raftelis shall not be responsible for delays in performing the scope of services that may result from causes beyond the reasonable control or contemplation of Raftelis. Raftelis will take reasonable steps to mitigate the impact of any force majeure.

XIII. NO BENEFIT FOR THIRD PARTIES

The services to be performed by Raftelis hereunder are intended solely for the benefit of Client, and neither right nor benefit is conferred on, nor any contractual relationship intended or established with any person or entity not a party to this Agreement. No such person or entity shall be entitled to rely on Raftelis' performance of its services hereunder.

XIV. WORK PRODUCT

Raftelis and Client recognize that Raftelis' Work product submitted in performance of this Agreement is intended only for the Client's benefit and use. Change, alteration, or reuse on another project by Client shall be at Client's sole risk, and Client shall hold harmless and indemnify Raftelis against all losses, damages, costs, and expenses, including attorneys' fees, arising out of or related to any such unauthorized change, alteration, or reuse. Nothing contained herein shall be deemed a transfer, assignment, or divestiture by Raftelis of its trade secrets, expertise, or intellectual property.

XV. SUSPENSION OF WORK

Client may suspend, in writing, all or a portion of the Work under the agreement in the event unforeseen circumstances beyond Client's control make normal progress of the Work impossible. Raftelis may request that the Work be suspended by notifying Client, in writing, of circumstances that are interfering with the normal progress of Work. Raftelis may suspend Work on the project in the event Client does not pay invoices when due. Raftelis shall be compensated for its reasonable expenses resulting from such suspension including mobilization and demobilization. The time for completion of the Work shall be extended by the number of days Work is suspended. In the event that the period of suspension exceeds 90 days, the terms of the agreement are subject to renegotiation and both parties are granted the option to terminate Work on the suspended portion of the project.

XVI. TERMINATION OF WORK

Client may terminate all or a portion of the Work covered by the agreement for its convenience. Either party may terminate Work if the other party fails to perform in accordance with the provisions of the agreement. Termination of the agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

This agreement may be terminated by Raftelis: (a) for cause, if Client breaches this Agreement through no fault of Raftelis and Client neither cures such material breach nor makes reasonable progress toward cure within 15 days after Raftelis has given written notice of the alleged breach to Client; or (b) upon five days' notice if Work under this Agreement has been suspended by either Client or Raftelis in the aggregate for more than 90 days.

In the event of termination, Raftelis shall perform such additional Work as is necessary for the orderly filing of documents and closing of the project. The time spent on such additional Work shall not exceed five percent (5%) of the time expended on the terminated portion of the project prior to the effective date of termination. Raftelis shall be compensated by the client for Work actually performed prior to the effective date of termination plus the Work required for filing and closing as described in this Article.

XVII. ARBITRATION

All claims, disputes, and other matters in question between the parties to this agreement arising out of or relating to this agreement or the breach thereof, which are not disposed by mutual agreement of the parties, shall be decided by arbitration in accordance with the Florida Arbitration Code. No arbitration arising out of or relating to this agreement shall include any person not a party to this agreement except by written consent containing a specific reference to this agreement and signed by the parties hereto and persons to be joined.

This agreement to arbitrate shall be specifically enforceable under prevailing arbitration law.

Notice of demand for arbitration shall be filed in writing with the other parties to this agreement. The demand shall

be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event after the date when the institution of legal or equitable proceedings would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final and judgment may be entered in accordance with applicable law in any court having jurisdiction.

XVIII. E-VERIFY REQUIRED

Raftelis and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees. Raftelis agrees and acknowledges that the Client is a public employer that is subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions thereof apply to this Agreement. Raftelis by entering into this Agreement with the Client, certifies: (i) it is registered with and uses the E-Verify system operated by the U.S. Department of Homeland Security to verify the work authorization status of all newly hired employees; (ii) during the year prior to making its submission or entering into this Agreement, no contract of Raftelis was terminated by a public employer in compliance with Section 448.095, Florida Statutes; and (iii) Raftelis is and shall remain in compliance with Sections 448.09 and 448.095, Florida Statutes, including securing and maintaining subcontractor affidavits as required by Section 448.095(2)(b), Florida Statutes. Additionally, Raftelis shall require all subcontractors performing work under this Agreement to use the E-Verify system for any employees hired on and after January 1, 2021. Contractor must provide evidence to the Authority of compliance with Section 448.095, Florida Statutes, prior to entering into the Agreement and then annually on each anniversary of the Agreement's Effective Date. The Client's receipt of proof that Raftelis and each subcontractor performing through Raftelis are E-Verify system participants is a condition precedent to entering this Agreement. The submission of an executed affidavit, similar to the affidavit in Exhibit A, from the Raftelis and any subcontractor stating it is in compliance with Section 448.095, Florida Statutes, and all employees hired on and after January 1, 2021, have had their work authorization status verified through the E-Verify system shall satisfy this requirement.

Notwithstanding any other provision herein, if the Client has a good faith belief that Raftelis or its subcontractors have knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the

Attorney General of the United States for employment under this Agreement, the Client shall terminate this Agreement. Raftelis shall be liable for any additional costs incurred by the Client as a result of the termination of this Agreement based on the failure of Raftelis or its subcontractors to comply with the E-Verify requirements referenced herein.

XIX. HUMAN TRAFFICKING AFFIDAVIT

Raftelis warrants and represents that it does not use coercion for labor or services as defined in Section 787.06, Florida Statutes. Raftelis has executed a Nongovernmental Entity Human Trafficking Affidavit, which is attached hereto and incorporated herein by reference.

XX. NOTICES

All notices required under this Agreement shall be by personal delivery, facsimile, or mail to the Raftelis Project Manager and to the person signing the Agreement on behalf of the Client and shall be effective upon delivery to the address stated in the Agreement.

XXI. PUBLIC RECORDS

Pursuant to applicable Florida law, Raftelis' records associated with this Agreement may be subject to Florida's public records laws, Florida Statutes 119.01, et seq., as amended from time to time. Raftelis shall comply with all public records obligations set for in such laws, including those obligations to keep, maintain, provide access to, and maintain any applicable exemptions to public records, and transfer all such public records to the Client at the conclusion of this Agreement, as provided for in Florida Statutes 119.0701 (2013).

City of Neptune Beach, FL

**PROPOSED BUDGET
FISCAL YEAR 2026-2027**

Prepared by the Finance Department

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City of Neptune Beach, Florida

Elected Officials

Cori Bylund – Mayor
Nia Livingston – Vice Mayor
Tim Horvath – Councilor
Brent Rogers – Councilor
Josh Messinger – Councilor

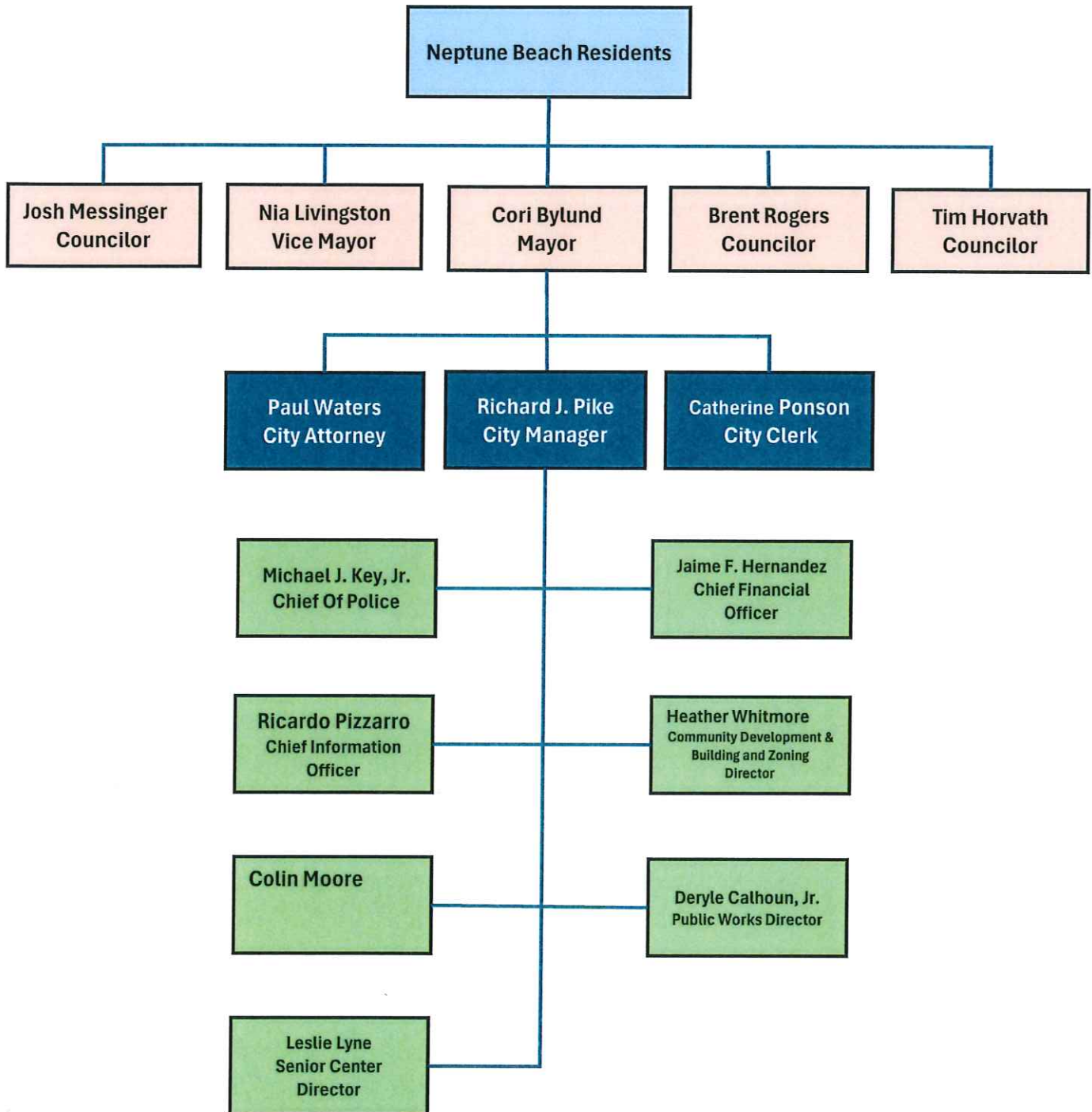
Appointed Officials

City Manager – Richard J. Pike
City Attorney – Paul Waters
City Clerk – Catherine B. Ponson, C.M.C.

Appointed by City Manager/Confirmed by City Council

Chief of Police – Michael J Key, Jr.
Chief Financial Officer – Jaime F. Hernandez
Chief Information Officer – Ricardo Pizarro
Public Works Director – Deryle Calhoun, Jr., P.E.
Community Development/Building & Zoning Director – Heather Whitmore, AICP, PTP
Senior Center Director – Leslie Lyne
Parks and Sustainability Director – Colin Moore

City of Neptune Beach, Florida



Background

The City of Neptune Beach was organized under Section 6 of Chapter 15356 Laws of Florida, 1931 and is currently governed as a municipal corporation under the Home Rule Charter of the City of Neptune Beach, Florida adopted by Laws of Florida Chapter 88-481, effective October 1, 1988.

Since 1989, the City has operated under a Mayor-Council form of government. The City Council is responsible for enacting the ordinances and resolutions that govern the City. The Mayor presides over public meetings and ceremonial events. The Council appoints the City Manager as the Chief Executive Officer; the City Manager is charged with the enforcement of all ordinances and resolutions passed by the Council. Department heads for Public Safety, Public Works and Finance are recruited by the City Manager. By special referendum the City Clerk became an appointed position in October 1999. The City Clerk is appointed by the City Council and serves as Clerk to the Council and is charged with the custody of all public records.

The City of Neptune Beach is located on Duval County's barrier island, adjacent to the Atlantic Ocean. The structure of government with the consolidated City of Jacksonville (Duval County) makes an uncommon relationship between the City of Neptune Beach and its county government. As an entity, the City of Neptune Beach exists as approximately 2.25 square miles bounded on the east by the Atlantic Ocean, the west by the Intra-Coastal Waterway, the north by Atlantic Beach and the south by Jacksonville Beach.

Since its inception in 1931, the City of Neptune Beach has grown to have a population of approximately 7,500. That growth is nearing its maximum capacity due to build-out of all available land. Less than 5% of the City's area is non-residential. A portion of that 5% includes two schools and six churches within the City limits.

Lacking industrial development, the limited commercial district is primarily retail, with restaurants occupying a considerable percentage of the commercial base. Neptune Beach is primarily a residential community. Tourism is minimal due to the residential character of the city and limited hotel accommodation. Town Center, the central business district joining Atlantic Beach and Neptune Beach at Atlantic Boulevard and the ocean, was completed in fiscal year 2001 transforming parking, lighting, landscaping, and brick-laid walkways.

The overall economic outlook for the City of Neptune Beach continues to mirror the economy of Florida.

General Budgetary Principles

The annual budget is the primary financial planning tool for the City. It sets forth management's estimate of available resources and describes the way in which those resources will be expanded. Like any plan, the budget is carefully monitored throughout the year to identify and address material variances. Since no plan can accurately predict all future events, management must have sufficient flexibility to adjust during the year without altering the general intent of the City Council as reflected in the adopted budget. The rules set forth below are intended to provide that control and flexibility.

Formal budgetary integration is employed as a management control device during the year for the General Fund and the Special Revenue Funds. Formal budgetary integration is not employed by Debt Service or Enterprise Funds.

The City maintains the legal level of budgetary control at the fund level in the General Fund and for all other governmental funds. Total expenditures for each fund may not exceed appropriations without approval by Council.

The City Manager is authorized to transfer budgeted amounts between accounts within a fund at any time during the year. The City Manager may transfer unencumbered appropriate balances among line items within one department, or between departments within the same fund, provided that such transfer does not exceed the total appropriation for that fund.

If uncontrollable circumstances cause deviations from budget in an amount greater than that which can be remediated through line-item transfer, flexibility and relief are provided by budget amendment procedures established by Florida Statutes. These statutes give the City Council the authority to adopt a budget and modify it as necessary during the fiscal year.

The city also maintains an encumbrance accounting system to assist in budgetary control. At year-end, outstanding encumbrances are recorded as reservations of fund balance.

FUNDS

A fund is a fiscal and accounting entity with a self-balancing set of related accounts recording cash and other financial resources, related liabilities, residual equity or fund balance, and any changes therein, that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses the fund accounting system to make it possible for the City of Neptune Beach to both:

- Presents fairly and with full disclosure the funds and activities in conformity with generally accepted accounting principles (GAAP), and
- Determine and demonstrate compliance with finance-related legal and contractual requirements.

There are three broad categories of funds: governmental funds, proprietary funds, and fiduciary funds. Within each of the three categories, the individual funds are further categorized by fund type. The City uses all the categories of funds just described.

GASB Statement No. 54, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments, sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category or the governmental and enterprise funds combined for the determination of major funds. Governmental and enterprise funds, which do not meet the criteria for reporting as major funds, are designated as nonmajor.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains twelve individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and the better Jacksonville half-cent tax fund, which are major funds. Data from the other ten governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The City adopts an annual appropriated budget for all funds. Budgetary comparison schedules have been provided for all governmental funds to demonstrate compliance with the budget.

Major Governmental Funds:

General Fund: The General Fund is used to account for the resources devoted to financing the general services the City performs for its citizens, such as police, community development, maintenance of streets and roads, and other services. Property taxes, sales taxes, franchise fees, fines and other sources of revenue used to finance the fundamental operations of the City are included in the General Fund. The General Fund is also charged with all the costs of operating for the government for which a separate fund has not been established. The financial resources of the General Fund are expended on current operations. Debt service and large capital projects are recorded in the Debt Service Fund and Capital Projects Fund respectively.

Better Jacksonville Half-Cent Tax Fund: The Better Jacksonville Half-Cent Tax Fund is the Duval County Gas Tax revenues to be used to support capital outlay projects and maintenance of local roads and drainage systems. This includes public transportation, maintenance of roadways, rights-of-ways, drainage systems, street lighting, bridge maintenance, traffic engineering, signs, pavement markings, equipment, structures for the storage of equipment, supporting personnel costs for maintenance of city streets and rights of way, and debt service on projects related to the above programs.

Non-Major Governments Funds:

The city combines all non-major governmental funds into a single aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report. Police Education Fund, CDBG Fund, Convention Development Fund, Local Option Gas Tax, Radio Communication Trust Fund, Better Jax ½ Cent Tax, Holiday Decoration Fund, Street Improvement Fund, and Capital Improvement Funds.

Special Revenue Funds: As previously mentioned, the city maintains ten (10) small governmental funds. These funds are categorized as Special Revenue Funds. A special revenue fund is a fund that is used by government entities to accumulate proceeds from certain revenue sources whose use is restricted to specific purposes or activities. The primary reason for establishing such a fund is to demonstrate accountability and transparency when tracking cash inflows and outflows for special purposes. Through a

special revenue fund, the government ensures it maintains the accountability of specially allocated funds.

Under GASBS 54, restricted or committed resources should continually comprise a large part of the reported inflows in the special revenue fund. The government may also report other proceeds, such as earnings from investments or transfers from other funds, provided the proceeds are expended in accordance with their purpose.

If a significant portion of the inflows are not expected to come from the committed revenue sources, the government is obliged to stop reporting a special revenue fund. Rather, the fund's remaining proceeds should be reported to the general fund.

Proprietary Funds:

The second category of funds is the enterprise fund. The City maintains five enterprise funds and three internal service funds. Proprietary funds are used to report activities that are like business-type enterprises in the government-wide financial statements.

Enterprise funds: The City uses enterprise funds to account for its water and sewer funds, the sanitation fund, stormwater fund, and the paid parking fund. These funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water and sewer fund, the sanitation fund, and the stormwater fund, which are considered major funds of the City. The paid parking fund is reported as a non-major fund.

Internal Service Funds: Internal service funds provide services to other city departments and charge a fee to provide such services. The City uses three Internal service funds to account for the operations of Information Technologies, Central Purchasing, and Payroll services. Revenues and expenses are of the same value. Budgeted revenues have equal budgeted expenses in other operating funds, which is basically budget neutral and does not represent a change in fund balance.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the City (e.g., pension beneficiaries). Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Pension Fund: The city has one pension fund that accounts for the defined pension plan for the police. The fund balance is restricted to making payments for current and future retirees.

Appropriation and Encumbrances

In all funds, encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. Encumbered appropriations are carried forward into the subsequent year's budget without being re-budgeted. All unencumbered appropriations, except project budgets, lapse at the end of each fiscal year.

Unencumbered project budgets are carried forward for the life of the project.

An encumbrance is an estimated open amount of expenditure commitment to a transaction created in the General Ledger, such as purchase order (PO), contract, or any other expected expenditure chargeable to an appropriation. An encumbrance is used for budgetary purposes and is not considered an actual expense and is not included in the actual expense balance.

Appropriation is a decision made by the City Council representing the maximum amount of expenditure that allows the city to incur in obligations and to make payments for a specific purpose with a specific sum of money (fund), or indefinite sum of money for a long-term commitment.

Section 1

Budget Summary

All Funds

Fiscal Year 2026-27
Budget Summary - All Funds

	General Fund	Special Revenue Funds	Enterprise Funds	Total	Percentage
REVENUES					
Taxes	\$ 5,318,616	\$ 1,194,500	\$ -	\$ 6,513,116	28.39%
Franchise Fees	696,800	-	-	696,800	3.04%
Licenses & Permits	45,000	-	-	45,000	0.20%
Intergovernmental Revenues	1,650,905	53,100	-	1,704,005	7.43%
Charges for Services	37,946	77,225	12,043,577	12,158,748	53.00%
Fines & Forfeiture	85,000	37,000	-	122,000	0.53%
Investment Income	250,000	-	-	250,000	1.09%
Rents & Royalties	63,557	-	-	63,557	0.28%
Disposition of Surplus Property	40,685	-	-	40,685	0.18%
Miscellaneous Revenues	188,886	-	-	188,886	0.82%
Donations	-	110,014	-	110,014	0.48%
Transfer In from Other Funds	1,032,500	-	-	1,032,500	4.50%
Appropriated Fund Balance	-	14,500	-	14,500	0.06%
	\$ 9,409,895	\$ 1,486,339	\$ 12,043,577	\$ 22,939,811	100.00%

EXPENDITURE BY DEPARTMENT

General Government	\$ 196,639	\$ 350,000	\$ -	\$ 546,639	2.67%
Public Safety	7,205,527	22,600	-	7,228,127	35.25%
Public Works	1,132,467	-	-	1,132,467	5.52%
Culture/Recreation	753,262	-	-	753,262	3.67%
Physical Environmental	-	227,170	-	227,170	1.11%
Other Uses	-	25,000	-	25,000	0.12%
Water & Sewer	-	-	4,694,107	4,694,107	22.89%
Sanitation	-	-	2,727,672	2,727,672	13.30%
Stormwaters	-	-	960,184	960,184	4.68%
Parking	-	-	842,573	842,573	4.11%
Building & Zoning	-	-	612,090	612,090	2.98%
Information Technologies	-	-	476,695	476,695	2.32%
Neptune Beach-Tourist District	-	281,385	-	281,385	1.37%
	\$ 9,287,895	\$ 906,155	\$ 10,313,321	\$ 20,507,371	100.00%

Non Operational Revenues/Expenses

Contribution/Transfer to Other Fund	-	350,000	682,500	1,032,500	74.63%
Debt Service	-	-	350,980	350,980	25.37%
	\$ -	\$ 350,000	\$ 1,033,480	\$ 1,383,480	100.00%

Capital Outlays

Building Improvements	\$ 100,000	\$ -	\$ -	\$ 100,000	47.17%
Infrastructure-Other than Buildings	-	-	90,000	\$ 90,000	42.45%
Machinery & Equipment	22,000	-	-	\$ 22,000	10.38%
	\$ 122,000	\$ -	\$ 90,000	\$ 212,000	100.00%

Total Expenditures	\$ 9,409,895	\$ 1,256,155	\$ 11,436,801	\$ 22,102,851	
Surplus/(Deficit)	\$ 0	\$ 230,184	\$ 606,776	\$ 836,960	3.65%

Budget Summary – FY 2026-2027

1. All funds

- a. The proposed budget for FY 2026-27 is \$21,783,162. The funds component of the budget includes the following:

• General Fund:		\$ 9,409,895
• Special Revenue Funds:		
○ Sr Center:	227,170	
○ Neptune Beach Tourist District:	281,385	
○ Contributions to Other Funds:	350,000	
○ Other Funds:	<u>397,600</u>	
Total Special Revenue Funds:		1,256,155
• Water & Sewer Fund:		4,694,107
• Sanitation (Solid Waste) Fund:		2,727,672
• Stormwaters Fund:		960,184
• Paid Parking Fund:		842,573
• Building & Zoning Fund:		612,090
• Information Technology Fund:		<u>476,695</u>

Total Budget for FY 2026-27: \$22,102,851

2. General Fund

- a. Expenditure by Department:

• Police/Public Safety:	\$7,205,527
• Public Works:	1,132,467
• Parks & Sustainability:	398,753
• Ocean Rescue:	354,509
• Community Development:	196,639
• Capital Outlay:	<u>122,000</u>

Total Expenditures: **\$9,409,895**

- b. Expenditures by Category:

• Personnel:	\$7,561,529	80.35%
• Operating:	1,696,304	18.02%
• Capital Outlay:	<u>122,000</u>	1.63%

Total Expenditure by Category: **\$9,409,895**

General (Government) Fund is labor-intensive, and cost structure is anchored in personnel.

3. Special Revenue Funds

• Sr. Center:	\$ 227,239
• Neptune Beach Tourist District:	250,000
• Other Special Revenue Funds:	<u>747,600</u>

Total Special Revenue Funds: **\$1,224,770**

4. Enterprise Funds

a. Water & Sewer Fund

• Operating Revenue:	\$5,201,366
• Operating Expenses:	4,694,069 (Includes G&A and OVH indirect cost allocation)
• Net Operating Results: (Net Income)	507,297
• Debt Service:	<u>350,980</u> (Principal & Interest)
• Net Gain: (After Debt Service Pmt.)	<u>\$156,317</u>

b. Sanitation (Solid Waste)

• Operating Revenue:	\$3,092,016
• Operating Expenses:	2,727,672 (Includes G&A and OVH indirect cost allocation)
• Net Operating Results: (Net Income)	<u>364,344</u>
• Debt Payment to General Fund:	\$332,500

Sanitations owe repayment to the General Fund due to prior-year advances of \$910,407

c. Stormwaters

• Operating Revenue:	\$1,250,500
• Operating Expenses:	<u>1,050,183</u> (Includes G&A and OVH indirect cost allocation)
• Net Operating Results: (Net Income)	\$200,317

d. Paid Parking

• Operating Revenue:	\$1,393,000
• Operating Expenses:	842,573 (Includes G&A indirect cost allocation)
• Net Operating Results: (Net Income)	<u>550,427</u>
• Debt Payment to General Fund:	\$250,000

Paid Parking owe \$250,000 advanced as Operating Capital to establish the fund.

e. Building & Zoning

• Operating Revenue:	\$ 630,000
• Operating Expenses:	612,090 (Includes G&A indirect cost allocation)
• Net Operating Results: (Net Income)	\$ 17,910

f. Information Technologies (Internal Service Fund)

• Operating Revenue:	\$ 476,695
• Operating Expenses:	476,695 (Includes G&A indirect cost allocation)
• Net Operating Results: (Net Income)	\$,000

Schedule of Interfund Transfers
General Fund Inflows

FROM	TO	AMOUNT
Sanitation	General Fund-Debt Repayment	\$ 332,500
Paid Parking	General Fund-Debt Repayment	\$ 250,000
Paid Parking	General Fund-Town Center	\$ 100,000
1/2 Cent Gas Tax	General Fund-Public Works	\$ 250,000
Better Jacksonville Fund	General Fund-City Hall Renovation	\$ 100,000
		\$ 1,032,500

Staffing Level/Budgeted Positions

Mayor & City Council	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2025-26	FY 2026-27
Mayor	1	1	1	1	1	1
Vice-Mayor	1	1	1	1	1	1
Councilor	3	3	3	3	3	3
Total Budgeted Positions	5	5	5	5	5	5

City Manager	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
City Manager	1	1	1	1	1	1
Assistant to City Manager	1	1	1	1	1	1
Total Budgeted Positions	2	2	2	2	2	2

Finance	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Chief Financial Officer	1	1	1	1	1	1
Controller	1	1	1	1	1	1
Financial Operation Supervisor	1	1	1	1	1	1
Staff Accountant	0	0	1	1	1	1
Accounting Technician	0	0	1	1	1	1
Billing Supervisor	1	1	1	1	1	1
Cashier I	1	1	1	1	1	1
Cashier II	1	1	1	1	1	1
Meter Reader	1	1	1	1	1	1
Total Budgeted Positions	7	7	9	9	9	9

City Clerk	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
City Clerk	1	1	1	1	1	1
Human Resources	1	1	1	1	1	1
Social Media Specialist	0	0	0	0	0	1
Total Budgeted Positions	2	2	2	2	2	3

Community Development	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Community Development Director	1	1	1	1	1	1
Code Compliance Supervisor	1	1	1	1	1	1
Code Compliance Assistant	0	0	0	1	1	1
Code Enforcement Officer	1	1	1	1	1	1
Fire Marshall	1	1	1	0	0	0
Total Budgeted Positions	4	4	4	4	4	4

Public Safety/PD	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Police Chief	1	1	1	1	1	1
Police Commander	2	2	2	2	2	2
Police Sergeant	2	2	2	2	2	2
Police Sergeant-Detective	1	1	1	1	1	1
Police Detective	2	2	2	2	2	3
Police Officers	13	13	13	13	13	13
Police Officers (PT)	0	0	0	0	0	1
Communication Officers	5	5	5	5	5	4
Service Division Supervisor	2	2	2	2	2	2
Record Specialist	1	1	1	1	1	1
Executive Assistant to Chief	0	0	0	0	0	1
School Crossing Guards (PT)	5	5	5	5	5	6
Beaches Ambassador (Parking) (PT)	5	5	5	5	5	5
	39	39	39	39	39	42

Animal Control	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Animal Control Officer	1	1	1	1	1	1
Total Budgeted Positions	1	1	1	1	1	1

Ocean Rescue/Beach Cleanup	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY2026-27
Lifeguard Captain	1	1	1	1	1	1
Lifeguard Lieutenant	2	2	2	2	2	4
Lifeguards (seasonal & part-time)	20	20	20	20	20	18
Total Budgeted Positions	23	23	23	23	23	23

Public Works (Admin & Streets)	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Public Works Director	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Project Manager	1	1	1	1	1	0
City Engineer	1	1	1	1	1	1
Business Operation Manager	0	0	1	1	1	1
Laborer I	3	3	3	5	5	5
Laborer II	1	1	1	1	1	1
P&S Supervisor	1	1	1	1	1	1
P&M Supervisor	1	1	0	0	0	0
Asst Lead Operator (from Water)	0	0	0	0	0	0
Crew Chief	1	1	1	0	0	0
Mechanic/Crew Chef	1	1	1	1	1	1
Maintenance Technician	1	1	1	1	1	1
Total Budgeted Positions	13	13	13	14	14	13

Park & Sustainability	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Park & Sustainability Director	1	1	1	1	1	1
Project Manager	0	0	0	0	0	1
Laborer 1	0	0	0	0	0	1
Total Budgeted Positions	1	1	1	1	1	3

Sr. Center	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Sr Center Director	1	1	1	1	1	1
Administrative Assistant (PT)	2	2	2	2	2	2
Total Budgeted Positions	3	3	3	3	3	3

W&S Admin	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
W&S Admin-Division Chief	1	1	1	2	2	2
Total Budgeted Positions	1	1	1	2	2	2

W&S-Sewer	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Mechanic	1	1	1	1	1	1
Wastewater C Operator	1	1	1	4	4	4
Utility Laborer I	2	2	2	2	2	2
Total Budgeted Positions	4	4	4	7	7	7

Stormwaters	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Operator - Stormwaters	1	1	1	1	1	1
Utility Laborer I	2	2	2	1	1	1
Total Budgeted Positions	3	3	3	2	2	2

W&S - Water	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Crew Chief	2	2	2	1	1	1
Lead Operator	1	1	1	1	1	1
Utility Laborer I	1	1	1	1	1	1
Utility Laborer II	1	1	1	1	1	1
Backflow Prevention Specialist	1	1	1	1	1	1
Total Budgeted Positions	6	6	6	5	5	5

Information Technologies	FY 2021-22	FY 2022-23	FY2023-24	FY2024-25	FY2024-25	FY 2026-27
Chief Information Officer	0	0	1	1	1	1
System Administrator	1	1	1	1	1	1
GIS Administrator	0	0	0	1	1	1
Total Budgeted Positions	1	1	2	3	3	3
	115	115	118	122	122	127

Section 2

Budget Summary

General Fund

GENERAL FUND-BUDGET SUMMARY

DESCRIPTION	FY 2025-26	PERCENTAGE OF REVENUE	FY 2026-27	PERCENTAGE OF REVENUE
REVENUES				
Property Taxes	\$ 5,016,194	42.76%	\$ 5,318,616	56.52%
Franchise Fees	824,300	7.03%	696,800	7.40%
Licenses & Permits	436,520	3.72%	45,000	0.48%
Intergovernmental Revenues	2,199,375	18.75%	1,650,905	17.54%
Charges for Services	44,125	0.38%	37,946	0.40%
Fines & Forfeiture	71,596	0.61%	85,000	0.90%
Investment Income	210,000	1.79%	250,000	2.66%
Rents & Royalties	30,657	0.26%	63,557	0.68%
Disposition of Surplus Property	30,000	0.26%	40,685	0.43%
Miscellaneous Revenues	194,665	1.66%	188,886	2.01%
Transfer In from Other Funds	1,882,479	16.05%	1,032,500	10.97%
Appropriated Fund Balance	792,072	6.75%	-	0.00%
	\$ 11,731,983	100.00%	\$ 9,409,895	100.00%
EXPENDITURES BY CATEGORY				
Personnel	\$ 6,757,971	57.60%	\$ 7,561,529	80.43%
Operational	2,313,131	19.72%	1,696,304	19.57%
Capital Outlay	2,660,881	22.68%	122,000	1.30%
		0.00%		
	\$ 11,731,983	100.00%	\$ 9,379,833	101.30%
EXPENDITURE BY DEPARTMENT				
Mayor & City Council	\$ 4,796.00	0.05%	\$ -	0.00%
City Manager	37,239	0.41%	-	0.00%
Finance	100,820	1.11%	-	0.00%
Legal	15,870	0.17%	-	0.00%
Non-Departmental	65,100	0.72%	-	0.00%
City Clerk	32,432	0.36%	-	0.00%
Community Development	720,604	7.94%	196,639	2.12%
Police Department/Public Safety	5,801,300	63.95%	7,073,478	76.16%
Animal Control	107,762	1.19%	132,049	1.42%
Public Works	1,303,162	14.37%	1,132,467	12.19%
Ocean Rescue	326,018	3.59%	354,509	3.82%
Park & Sustainability	556,000	6.13%	398,753	4.29%
TOTAL EXPENDITURES BY DEPARTMENT	\$ 9,071,103	100.00%	\$ 9,287,895	100.00%
Capital Outlay				
Buildings	\$ 818,072	30.74%	\$ 100,000	0.00%
Infrastructure	1,393,000	52.35%	-	0.00%
Machinery & Equipment	449,809	16.90%	22,000	0.00%
TOTAL CAPITAL OUTLAY	2,660,881	100.00%	\$ 122,000	0.00%
TOTAL GENERAL FUND BUDGET	\$ 11,731,984		\$ 9,409,895	

GENERAL FUND REVENUE DETAIL

Description	Final Budget FY2023-24	Final Budget FY2024-25	Adopted Budget FY2025-26	Proposed Budget FY2026-27
REAL PROPERTY TAXES	\$ 4,156,073	\$ 4,534,453	\$ 4,837,181	\$ 5,211,231
PERSONAL PROPERTY TAXES	76,234	93,724	94,013	\$ 107,385
DELINQUENT REAL PROPERTY	-	85,000	85,000	-
Subgroup : [311] Taxes	\$ 4,232,307	\$ 4,713,177	\$ 5,016,194	\$ 5,318,616
JAX BEACH ELEC. FRANCHISE	\$ 210,000	\$ 250,000	\$ 285,000	\$ 220,000
GAS FRANCHISE	1,400	2,500	2,500	1,800
SANITATION FRANCHISE	125,500	246,800	246,800	215,000
TELECOMMUNICATIONS TAX	270,000	285,000	290,000	260,000
Subgroup : [323] Franchise Fees	\$ 606,900	\$ 784,300	\$ 824,300	\$ 696,800
PROFESSIONAL/OCCUPATIONAL. LICENSES	\$ 15,000	\$ 30,000	\$ 35,000	\$ 45,000
BUILDING PERMITS	205,000	220,000	285,000	-
PLAN REVIEW FEES	75,000	80,000	108,000	-
Fire Plan Review Fees	-	4,800	7,920	-
Building Department Credit Card Fees	-	-	-	-
INSPECTION FEES	1,500	250	600	-
Subgroup : [322] Licenses and Permits	\$ 296,500	\$ 335,050	\$ 436,520	\$ 45,000
Federal Grant - Public Safety	\$ 48,000	\$ 48,000	\$ 62,000	\$ -
Other Grants-PD	-	-	126,360	-
REIMBURSABLE GRANTS	-	-	380,000	62,000
11 CENT CIG. TAX/REV. SHARING	222,336	245,000	250,000	255,000
ALCOHOLIC BEVERAGE. LICENSES	8,800	-	8,500	1,050
LOCAL HALF CENT SALES TAX	953,450	965,000	950,000	875,000
MOTOR FUEL TAX REBATE	2,400	450	900	1,100
FDOT GRANT	37,500	37,500	44,500	37,500
911 USER FEES	119,799	90,000	85,000	89,500
FLORIDA BLVD. MAINTENANCE	37,500	37,500	37,500	40,500
LIFEGUARD/BEACH CLEAN-UP	240,000	247,200	254,615	289,255
Subtotal [330] Intergovernmental Revenue	\$ 1,669,785	\$ 1,670,650	\$ 2,199,375	\$ 1,650,905
BOARD OF APPEALS FEES	\$ 1,500	\$ 2,500	\$ 1,250	\$ 1,250
PLANNING REVIEW BOARD FEE	3,500	20,000	30,000	11,500
SALE OF MAPS/PUBLICATIONS	-	-	-	-
LIEN LETTERS	5,500	5,500	7,500	6,300
NOTARY FEES	-	-	-	-
COPIES	500	250	1,000	3,575
ID & FINGERPRINT CHARGES	50	-	-	-
ZONING VERIFICATION CHARGES	100	-	4,250	15,000
ELECTION QUALIFYING FEES	-	-	-	196
INCIDENT REPORTS	250	250	125	125
Subgroup : [341] Charges for Services	\$ 11,400	\$ 28,500	\$ 44,125	\$ 37,946
COURT FINES	\$ 15,000	\$ 15,000	\$ -	\$ 10,000
PARKING TICKETS	8,200	12,500	10,250	65,000
Red Light Camera Tickets	-	-	49,000	10,000
ALARM VIOLATIONS	25	25	-	-
ANIMAL CONTROL VIOLATIONS	3,003	1,000	-	-
CODE ENFORCEMENT VIOLATIONS.	12,750	10,500	12,346	-
Subgroup : [354] Fines and Forfeitures	\$ 38,978	\$ 39,025	\$ 71,596	\$ 85,000

Description	Final Budget FY2023-24	Final Budget FY2024-25	Adopted Budget FY2025-26	Proposed Budget FY2026-27
INTEREST ON INVESTMENTS	\$ 200.00	\$ 230,000	\$ 210,000	\$ 250,000
STATE BOARD ADMIN INTEREST	-	-	-	-
Subgroup : [361] Investment Income	\$ 200.00	\$ 230,000	\$ 210,000	\$ 250,000
CELLULAR TOWER RENTALS	\$ 50,000	\$ 51,500	\$ -	\$ 35,000
FOP LODGE RENTAL (Not in Use)	-	-	-	-
BREWHOUND RIGHT-OF-WAY LEASE	2,400	2,400	2,400	2,400
FISH CAMP SIDEWALK RENTAL	4,934	4,934	4,934	4,934
HAWKERS NEPTUNE BEACH SIDEWALK LEASE	2,923	2,923	2,923	2,923
JAX SURF & PADDLE AND FLYING IGUANA LEASES	6,000	6,000	6,000	6,000
SOUTHCOAST BEACHES SIDEWALK RENT	2,400	2,400	2,400	-
GARDEN LEASE	-	-	-	-
THE LOCAL DUMPSTER PAD RENTAL	6,000	6,000	6,000	6,000
GREEN MARKET LEASE PAYMENT	-	-	-	-
NEPTUNE HOUSE RENTALS	6,500	5,000	6,000	6,300
Subgroup : [362] Rents and Royalties	\$ 81,157	\$ 81,157	\$ 30,657	\$ 63,557
SURPLUS EQUIPMENT SALES	\$ 15,000	\$ 30,000	\$ 30,000	\$ 20,685
INSURANCE PROCEEDS	-	-	-	20,000
[364] Sales - Disposition of Fixed Assets	15,000	30,000	30,000	40,685
OTHER MISC. REVENUES	30,000	225,000	194,665	188,886
Subgroup : [369] Miscellaneous Revenue	\$ 30,000	\$ 225,000	\$ 194,665	\$ 188,886
Interfund Transfers	\$ 598,000	\$ -	\$ 225,000	\$ 332,500
CONTRIB. FROM OTHER FUND-500	214,753	635,000	295,000	350,000
CONTRIB. FROM OTHER FUNDS 108			52,979	-
CONTRIB. FROM OTHER FUNDS 106			115,000	-
CONTRIB. FROM OTHER FUND-107	300,000	-	435,000	250,000
CONTRIB. FROM OTHER FUND-105	-	-	83,000	-
CONTRIB. FROM OTHER FUND-109	-	-	646,500	100,000
CONTRIB. FROM OTHER FUND-620			30,000	-
		635,000	1,882,479	1,032,500
APPROPRIATED FUND BALANCE	992,273	1,704,703	792,072	-
Subgroup : [380] Other Financing Sources	\$ 2,105,026	\$ 2,974,703	\$ 2,674,551	\$ 1,032,500
TOTAL GENERAL FUND REVENUES	\$ 9,087,253	\$ 11,111,562	\$ 11,731,983	\$ 9,409,895

MAYOR & COUNCIL

DESCRIPTION	Final Budget FY 2023-24	Final Budget FY 2024-25	Adopted FY 2025-26	Proposed FY 2025-26
EXECUTIVE SALARIES	\$ 27,810	\$ 28,783	\$ 29,791	\$ 27,000
FICA	2,127	2,202	2,279	2,066
WORKER'S COMPENSATION	47	4,263	37	37
MEDICARE	-	-	-	-
Subgroup : [10] Personnel Services	\$ 29,985	\$ 35,248	\$ 32,107	\$ 29,102
TRAVEL & PER DIEM	\$ 1,500	\$ 1,200	\$ 4,200	\$ 4,200
COMMUNICATIONS SERVICES	1,570	4,500	4,500	4,500
INSURANCE	1,494	6,180	1,000	1,000
PROMOTIONAL & ADVERTISING	3,200	3,200	3,200	3,200
OFFICE SUPPLIES	500	200	200	200
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	1,500	1,500	1,550	1,550
EDUCATIONAL COURSES	500	-	1,200	1,200
Subgroup : [30] Operating Expenditures	\$ 10,264	\$ 16,780	\$ 15,850	\$ 15,850
TOTAL OPERATING EXPENDITURES	40,248	52,028	47,957	44,952
TRANSFER-OUT-G&A COST ALLOCATION	-	(40,241)	(43,161)	(44,952)
TOTAL:	\$ 40,248	\$ 11,787	\$ 4,796	\$ -
BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -
MACHINERY & EQUIPMENT	-	-	-	-
Subgroup : [60] CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 40,248	\$ 11,787	\$ 4,796	\$ -

CITY MANAGER

DESCRIPTION	FINAL BUDGET	FINAL BUDGET	ADOPTED BUDGET	PROPOSED BUDGET
RESOURCE ALLOCATION	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
REGULAR SALARIES	\$ 81,658	\$ 224,645	\$ 232,508	\$ 239,028
OTHER SALARIES & WAGES				\$ 26,559
OVERTIME	-	-	-	-
SPECIAL PAY	500	1,200	1,200	1,500
PTO EXPENSE	4,388	8,640	18,420	35,752
COMP TIME	-	-	-	8,500
FICA	6,882	18,581	17,879	21,082
RETIREMENT CONTRIBUTIONS	6,053	15,137	18,697	21,247
HEALTH INSURANCE	14,509	39,913	50,700	49,992
WORKER'S COMPENSATION	150	413	366	363
LIFE INSURANCE	-	2,351	3,591	3,811
VEHICLE ALLOWANCE	3,500	8,400	-	-
Subgroup : [10] Personnel Services	\$ 117,640	\$ 319,280	\$ 343,361	\$ 407,834
PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -
OTHER CONTRACTUAL SERVICES	3,000	3,000	3,000	3,000
TRAVEL & PER DIEM	7,000	7,000	7,000	7,000
INSURANCE	17,534	17,750	7,075	7,075
REPAIR & MAINTENANCE	-	-	-	-
PROMOTIONAL & ADVERTISING	-	1,000	1,000	1,000
OFFICE SUPPLIES	4,000	4,000	4,000	4,000
OPERATING SUPPLIES	-	-	-	-
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	2,500	2,500	2,500	2,000
EDUCATIONAL COURSES	3,000	3,000	3,200	3,200
VEHICLE REPAIR & MAINTENANCE	-	1,500	500	500
GAS, OIL & LUBRICANTS	-	1,500	750	500
Subgroup : [30] Operating Expenditures	\$ 37,034	\$ 41,250	\$ 29,025	\$ 28,275
TOTAL OPERATING EXPENDITURE	\$ 154,674	\$ 360,530	\$ 372,386	\$ 436,109
TRANSFER OUT-G&A COST ALLOCATION	-	(278,852)	(335,147)	(436,109)
TOTAL:	\$ 154,674	\$ 81,678	\$ 37,239	\$ (0)
BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -
MACHINERY & EQUIPMENT	-	35,000	-	-
Subgroup : [60] CAPITAL OUTLAY	\$ -	\$ 35,000	\$ -	\$ -
TOTAL:	\$ 154,674	\$ 116,678	\$ 37,239	\$ (0)

FINANCE

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
REGULAR SALARIES	\$ 215,322	\$ 653,863	\$ 695,748	\$ 722,054
OTHER SALARIES & WAGES				29,816
OVERTIME	437	3,000	3,000	5,000
SPECIAL PAY	945	2,400	1,800	2,400
PTO	8,282	25,149	54,245	65,701
COMP TIME	-	-	5,000	8,500
FICA	17,206	52,358	54,872	58,734
RETIREMENT CONTRIBUTIONS	15,073	45,770	40,535	43,850
HEALTH INSURANCE	-	70,616	69,415	110,624
WORKER'S COMPENSATION	940	2,752	1,322	2,185
LIFE INSURANCE		6,331	7,741	12,028
ALLOWANCE	-	-	-	260
Subgroup : [10] Personnel Services	\$ 258,204	\$ 862,239	\$ 933,678	\$ 1,061,152
ACCOUNTING & AUDIT	\$ -	\$ -	\$ -	\$ -
OTHER CONTRACTUAL SERVICES	4,600	5,000	30,000	30,000
TRAVEL & PER DIEM	5,500	6,000	7,000	7,000
COMMUNICATION SERVICES	1,500	2,500	2,500	2,500
POSTAGE (INC. FED EX)	100	-	-	-
INSURANCE	8,800	9,000	15,423	15,423
REPAIR & MAINTENANCE	4,900	1,000	-	-
PRINTING & BINDING	500	-	-	-
OFFICE SUPPLIES	4,200	5,000	5,000	5,000
OPERATING SUPPLIES	3,600	-	-	-
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	3,000	3,000	3,000	3,000
EDUCATIONAL COURSES	2,500	5,000	6,000	6,000
VEHICLE REPAIR & MAINTENANCE	-	3,500	500	500
GAS, OIL & LUBRICANTS	-	5,000	3,000	3,000
Subgroup : [30] Operating Expenditures	\$ 39,200	\$ 45,000	\$ 72,423	\$ 72,423
TOTAL OPERATING EXPENDITURES	297,404	907,239	1,006,101	1,133,575
TRANSFER OUT-G&A COST ALLOCATION	-	(699,841)	(905,491)	(1,133,575)
TOTAL:	\$ 297,404	\$ 207,398	\$ 100,610	\$ 0
BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -
MACHINERY & EQUIPMENT	-	50,500	-	-
Subgroup : [60] CAPITAL OUTLAY	\$ -	\$ 50,500	\$ -	\$ -
TOTAL:	\$ 297,404	\$ 257,898	\$ 100,610	\$ 0

LEGAL

DESCRIPTION	FINAL BUDGET		ADOPTED BUDGET		PROPOSED BUDGET	
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27		
Professional Services	\$ 150,000	\$ 150,000	\$ 150,000	\$ 165,000		
COMMUNICATION SERVICES	-	5,400	5,400	1,000		
INSURANCE	-	8,500	3,000	3,200		
Books, Subscriptions & Memberships	150	250	300	300		
Subgroup : [30] Operating Expenditures	\$ 150,150	\$ 164,150	\$ 158,700	\$ 169,500		
TRANSFER OUT-G&A COST ALLOCATION		(126,962)	(142,830)	(169,500)		
	\$ 150,150	\$ 37,188	\$ 15,870	\$ -		
TOTAL:	\$ 150,150	\$ 37,188	\$ 15,870	\$ -		

CITY CLERK

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
REGULAR SALARIES	\$ 147,320	\$ 173,285	\$ 210,386	\$ 257,656
OTHER SALARIES & WAGES	-	-	7,500	28,628
OVERTIME	-	-	-	-
SPECIAL PAY	300	300	300	300
PTO LIABILITY	5,666	6,665	16,860	23,537
COMP TIME	-	-	1,000	1,350
FICA	11,726	13,314	17,410	22,027
RETIREMENT CONTRIBUTIONS	10,312	11,711	5,158	10,503
HEALTH INSURANCE	10,311	8,944	8,944	20,558
WORKER'S COMPENSATION	155	296	228	389
ALLOWANCE	-	-	8,400	8,400
LIFE INSURANCE	-	1,368	3,188	4,687
Subgroup : [10] Personnel Services	\$ 185,790	\$ 215,883	\$ 279,374	\$ 378,035
OTHER CONTRACTUAL SERVICES	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
TRAVEL & PER DIEM	5,000	5,000	5,000	5,000
COMMUNICATIONS SERVICES	5,000	5,000	5,000	5,000
INSURANCE	7,000	7,000	7,245	7,245
REPAIR & MAINTENANCE	1,000	1,000	1,000	1,000
PRINTING & BINDING	4,500	4,500	4,500	4,500
PROMOTIONAL & ADVERTISING	5,000	5,000	5,000	5,000
OFFICE SUPPLIES	1,200	1,200	1,200	1,200
OPERATING SUPPLIES	-	-	-	-
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	1,500	1,500	1,500	1,500
EDUCATIONAL COURSES	4,500	4,500	4,500	4,500
Subgroup : [30] Operating Expenditures	\$ 44,700	\$ 44,700	\$ 44,945	\$ 44,945
TOTAL OPERATING EXPENDITURES	\$ 230,490	\$ 260,583	\$ 324,319	\$ 422,980
TRANSFER OUT-G&A ALLOCATION	-	(201,548)	(291,887)	(422,980)
	\$ 230,490	\$ 59,035	\$ 32,432	\$ -
BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -
MACHINERY & EQUIPMENT	-	-	-	-
Subgroup : [60] CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 230,490	\$ 59,035	\$ 32,432	\$ -

Public Information Officer (formally known as Social Media Specialist) - \$60, 858

NON-DEPARTMENTAL

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
REGULAR SALARIES	\$ -	\$ -	\$ -	\$ -
OVERTIME	-	-	-	-
SPECIAL PAY	-	-	-	-
PTO LIABILITY	-	-	-	-
FICA	-	-	-	-
RETIREMENT CONTRIBUTIONS	-	-	-	-
LIFE & HEALTH INSURANCE	-	-	-	-
WORKER'S COMPENSATION	-	-	-	-
MEDICARE	-	-	-	-
Subgroup : [10] Personnel Services	\$ -	\$ -	\$ -	\$ -
LOBBYIST FEES	\$ 42,000	\$ 42,000	\$ 43,500	\$ 43,500
AUDITING & ACCOUNTING FEES	50,000	65,000	120,000	50,000
OTHER CONTRACTUAL SERVICES	-	35,000	45,000	55,000
COMMUNICATIONS SERVICES	330,690	230,000	250,000	250,000
POSTAGE & SHIPPING	-	7,000	2,250	2,250
UTILITY SERVICES	-	22,000	2,500	2,500
RENTAL & LEASES	26,858	16,000	16,000	16,000
INSURANCE	-	50,000	11,251	11,251
REPAIR & MAINTENANCE	-	25,000	25,000	25,000
PRINTING & BINDING	100,000	-	-	-
PROMOTIONAL & ADVERTISING	40,000	3,500	25,000	25,000
OFFICE SUPPLIES	-	22,000	10,500	10,500
OPERATING SUPPLIES	-	-	-	-
GAS, OIL & LUBRICANTS	-	-	-	-
UNIFORMS	-	-	-	-
MISCELLANEOUS EXPENDITURES	-	-	-	100,000
HOLIDAY EXPENDITURES	-	-	-	-
HURRACAINE EXPENSES	-	-	-	-
VIRUS EXPENDITURES	-	-	-	-
CONTINGENCIES & EMERGENCIES	-	100,000	100,000	-
TRANSFERS	-	-	-	-
Subgroup : [30] Operating Expenditures	\$ 589,548	\$ 617,500	\$ 651,001	\$ 591,001
TRANSFERS OUT-G&A COST ALLOCATION	-	(477,606)	(585,901)	(591,001)
TOTAL:	\$ 589,548	\$ 139,894	\$ 65,100	\$ -
BUILDING IMPROVEMENTS	\$ -	\$ -	\$ 390,000	\$ 100,000
MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 21,500	\$ 22,000
Subgroup : [60] CAPITAL OUTLAY	\$ -	\$ -	\$ 411,500	\$ 122,000
TOTAL:	\$ 589,548	\$ 139,894	\$ 476,600	\$ 122,000

COMMUNITY DEVELOPMENT

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
REGULAR SALARIES	270,902	\$ 335,977	\$ 347,556	\$ 110,225
OVERTIME	-	3,000	3,000	1,000
SPECIAL PAY	2,100	2,100	2,100	-
PTO LIABILITY	10,420	12,787	26,735	11,325
COMP TIME	-	-	2,000	400
FICA	-	27,071	27,284	10,825
RETIREMENT CONTRIBUTIONS	21,682	24,770	13,500	6,575
HEALTH INSURANCE	18,963	41,121	35,780	22,498
WORKER'S COMPENSATION	41,121	2,351	1,196	802
Liffe Insurance	2,351	2,320	2,320	1,828
Allowance	-	-	8,400	-
Subgroup : [10] Personnel Services	\$ 367,539	\$ 451,497	\$ 469,871	\$ 165,478
PROFESSIONAL SERVICES	90,000	\$ 90,000	\$ 90,000	\$ -
OTHER CONTRACTUAL SERVICES	12,000	10,000	25,000	-
TRAVEL & PER DIEM	5,000	5,000	7,500	-
COMMUNICATIONS SERVICES	2,000	4,000	8,000	-
INSURANCE	15,805	28,000	11,450	3,090
REPAIR & MAINTENANCE	-	2,000	2,000	-
PRINTING & BINDING	500	500	500	-
PROMOTIONAL & ADVERTISING	1,000	1,500	1,500	-
OFFICE SUPPLIES	2,500	2,500	8,000	-
OPERATING SUPPLIES	-	-	-	-
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	6,000	6,000	6,000	-
EDUCATIONAL COURSES	3,000	1,500	6,000	-
RADIO REPAIR AND MAINTENANCE	-	-	-	-
VEHICLE REPAIR & MAINTENANCE	1,000	1,000	500	-
GAS, OIL & LUBRICANTS	1,500	1,500	600	-
Subgroup : [30] Operating Expenditures	\$ 140,305	\$ 153,500	\$ 167,050	\$ 3,090
	-	-	-	-
TOTAL OPERATING EXPENDITURES:	\$ 508,044	\$ 604,997	\$ 636,921	\$ 168,568
TRANSFER IN-G&A COST ALLOCATION		70,522	74,265	28,071
	\$ 508,044	\$ 675,519	\$ 711,186	\$ 196,639
BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -
MACHINERY & EQUIPMENT	-	35,000	-	-
MUNICIPAL BOARDS	200	-	-	-
Subgroup : [60] CAPITAL OUTLAY	\$ 200	\$ 35,000	\$ -	\$ -
	\$ 508,244	\$ 710,519	\$ 711,186	\$ 196,639

POLICE DEPARTMENT/PUBLIC SAFETY

DESCRIPTION	FINAL BUDGET	ADOPTED BUDGET	ADOPTED BUDGET	PROPOSED BUDGET
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
REGULAR SALARIES	\$ 2,499,440	\$ 2,660,120	\$ 2,696,224	\$ 2,790,480
OTHER SALARIES AND WAGES			57,000	80,000
OVERTIME	210,000	245,798	250,000	250,000
SPECIAL PAY	45,000	45,000	45,000	185,000
PTO	89,922	95,885	207,402	264,552
COMPENSATORY	-	30,000	30,000	30,000
FICA	222,264	222,264	251,350	255,164
RETIREMENT CONTRIBUTIONS	395,889	395,889	441,398	1,040,130
HEALTH INSURANCE	364,420	364,420	364,420	426,538
WORKER'S COMPENSATION	61,000	82,014	82,014	91,000
MEDICARE	-	-	-	-
LIFE INSURANCE		24,262	24,262	44,345
ALLOWANCE	-	7,360	17,760	17,760
	-	-	-	-
Subgroup : [10] Personnel Services	\$ 3,887,935	\$ 4,173,012	\$ 4,466,830	\$ 5,474,970
PROFESSIONAL SERVICES	1,500	2,000	2,070	2,070
OTHER CONTRACTUAL SERVICES	37,550	20,500	22,770	22,770
INVESTIGATIONS	1,200	1,250	1,294	1,294
TRAVEL & PER DIEM	5,500	12,000	12,420	12,420
COMMUNICATIONS SERVICES	80,480	90,000	93,150	93,150
UTILITY SERVICES	300	9,150	9,470	9,470
INSURANCE	66,463	190,000	91,385	91,385
REPAIR & MAINTENANCE	40,850	42,300	42,500	42,500
PROMOTIONAL & ADVERTISING	3,000	5,000	5,175	5,175
OTHER CURRENT CHARGES	-	-	-	-
OFFICE SUPPLIES	10,000	14,500	15,008	15,008
OPERATING SUPPLIES	40,000	40,000	41,400	41,400
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	20,200	10,000	10,350	10,350
EDUCATIONAL COURSES	14,500	16,500	17,078	-
RADIO REPAIR & MAINTENANCE	-	5,000	5,175	-
VEHICLE REPAIR & MAINTENANCE	35,000	40,000	65,000	65,000
GAS, OIL & LUBRICANTS	75,500	87,975	91,054	91,054
UNIFORMS	40,800	42,228	23,706	23,706
MISCELLANEOUS EXPENDITURES	30,000	30,000	-	-
JAG C GRANT	-	62,000	62,000	62,000
Subgroup : [30] Operating Expenditures	\$ 502,843	\$ 720,403	\$ 611,004	\$ 588,752
TOTAL OPERATING COST (Objects 10 & 30)	\$ 4,390,778	\$ 4,893,415	\$ 5,077,834	\$ 6,063,721
TRANSFER IN-G&A COST ALLOCATION	-	570,068	725,466	1,009,755
TOTAL OPERATING BUDGET	\$ 4,390,778	\$ 5,463,483	\$ 5,803,300	\$ 7,073,476
BUILDING IMPROVEMENTS	\$ 32,400	\$ 13,400	\$ -	\$ -
INFRASTRUCTURE-NOT BUILDING	\$ -	\$ -	\$ 115,000	\$ -
MACHINERY & EQUIPMENT	135,000	205,000	273,309	-
Subgroup : [60] CAPITAL OUTLAY	\$ 167,400	\$ 218,400	\$ 388,309	\$ -
Total Budget:	\$ 4,558,178	\$ 5,681,883	\$ 6,191,609	\$ 7,073,476

ANIMAL CONTROL

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
Salaries	48,265	63,300	65,516	75,733
Overtime	5,000	5,000	5,000	2,100
Special Pay	600	600	600	600
PTO	1,856	2,435	5,040	5,826
Comp Time	-	-	-	-
FICA	4,263	5,457	5,440	6,000
Retirement Contribution	3,901	4,993	4,900	6,059
Health Insurance	9,315	-	-	8,447
Worker's Comp	95	2,946	2,946	3,239
Life Insurance		\$ 414	\$ 414	\$ 1,060
Total Object 10:	\$ 73,294	\$ 85,146	\$ 89,856	\$ 109,064
Expenditures				
Professional Services	-	-	-	-
Other Contractual Svcs	-	1,500	1,000	1,000
Investigation	-	-	-	-
Tavel & Per Diem	-	-	-	-
Communication	-	-	-	-
Rentals & Leases	-	-	-	-
Utility Service	-	-	-	-
Insurance	5,650	3,450	1,635	1,635
Repair & Maintenance	-	-	-	-
Promotional & Advertisements	-	-	-	-
Maintenance	-	-	-	-
Office Supplies	-	-	-	-
Operating Supplies	-	-	-	-
Books, Subscriptions & Membership	-	-	-	-
Education Courses	-	-	-	-
Radio Repair & Maintenance	-	-	-	-
Vehicle Repair & Maintenance	500	500	500	500
Gas, Oil, Lubricants	1,500	2,300	1,000	1,000
Uniforms	-	-	-	-
Miscellaneous	-	-	-	-
Total Object 30:	\$ 7,650	\$ 7,750	\$ 4,135	\$ 4,135
TOTAL OPERATING COST	\$ 80,944	\$ 92,896	\$ 93,991	\$ 113,199
TRANSFER IN-G&A COST ALLOCATION	-	10,654	18,850	18,850
Total Animal Control	\$ 80,944	\$ 103,550	\$ 112,842	\$ 132,049

PUBLIC WORKS

ACCOUNT	DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
001-1441-541-10-12	REGULAR SALARIES	\$ 225,246	\$ 1,074,487	\$ 960,309	\$ 786,777
001-1112-512-10-13	OTHER SALARIES & WAGES				\$ 87,419
001-1441-541-10-14	OVERTIME	2,531	2,700	40,000	48,500
001-1441-541-10-15	SPECIAL PAY	810	6,825	6,825	2,750
001-1441-541-10-16	PTO LIABILITY	8,670	38,340	73,343	67,246
	COMP TIME		2,000	38,261	12,500
001-1441-541-10-21	FICA	18,150	86,176	75,711	72,220
001-1441-541-10-22	RETIREMENT CONTRIBUTIONS	16,608	70,161	65,034	46,839
001-1441-541-10-23	HEALTH INSURANCE	13,500	144,314	89,885	127,598
001-1441-541-10-24	WORKER'S COMPENSATION	6,247	43,621	26,346	38,827
001-1441-541-10-25	LIFE INSURANCE	1,350	15,877	13,125	12,825
001-1441-541-10-29	ALLOWANCE	-	2,132	2,132	6,100
	Subgroup : [10] Personnel Services	\$ 293,112	\$ 1,486,633	\$ 1,390,971	\$ 1,309,600
001-1441-541-30-31	PROFESSIONAL SERVICES	\$ 85,000	\$ 15,000	\$ 42,152	\$ 40,000
001-1441-541-30-34	OTHER CONTRACTUAL SERVICES	25,000	45,000	59,301	61,000
001-1441-541-30-40	TRAVEL & PER DIEM	1,000	1,000	1,035	1,035
001-1441-541-30-41	COMMUNICATIONS SERVICES	5,500	8,500	12,298	20,000
	BANK FEES	-	-	-	-
001-1441-541-30-43	UTILITY SERVICES	50,000	130,000	115,000	115,000
001-1441-541-30-44	RENTALS & LEASES	12,000	2,000	1,000	1,000
001-1441-541-30-45	INSURANCE	41,500	41,500	58,359	62,000
001-1441-541-30-46	REPAIR & MAINTENANCE	41,500	41,500	42,953	85,000
001-1441-541-30-48	PROMOTIONAL & ADVERTISING	20,000	21,000	21,735	16,500
001-1441-541-30-51	OFFICE SUPPLIES	2,500	2,500	2,500	3,000
001-1441-541-30-52	OPERATING SUPPLIES	15,000	25,000	26,000	30,000
001-1441-541-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	5,000	3,000	3,000	3,000
001-1441-541-30-55	EDUCATIONAL COURSES	2,500	2,500	2,500	2,000
001-1441-541-30-57	VEHICLE REPAIR & MAINTENANCE	16,000	37,500	27,500	26,000
001-1441-541-30-58	GAS, OIL & LUBRICANTS	12,500	21,500	21,500	21,500
001-1441-541-30-59	UNIFORMS	1,500	1,500	1,500	2,000
001-1441-541-80-20	A1A LANDSCAPING	2,500	-	-	-
	Subgroup : [30] Operating Expenditures	\$ 339,000	\$ 399,000	\$ 438,333	\$ 489,035
	TOTAL OPERATION COST	\$ 632,112	\$ 1,885,633	\$ 1,829,304	\$ 1,798,635
	TRANSFER IN-G&A COST ALLOCATION		\$ 225,380	\$ 299,515	\$ 299,515
	TRANSFER OUT-OVH COST ALLOCATION		(811,192)	(830,809)	(965,683)
		\$ 632,112	\$ 1,299,821	\$ 1,298,010	\$ 1,132,467
	Capital Outlay				
001-1441-541-60-62	BUILDING IMPROVEMENTS	\$ 800,000	\$ 746,660	\$ 428,072	\$ -
001-1441-541-60-63	IMPROVEMENTS NOT BUILDINGS	210,000	350,000	65,000	-
001-1441-541-60-64	MACHINERY & EQUIPMENT	65,000	-	155,000	-
	Subgroup : [60] CAPITAL OUTLAY	\$ 1,075,000	\$ 1,096,660	\$ 648,072	\$ -
TOTAL:		\$ 1,707,112	\$ 2,396,481	\$ 1,946,082	\$ 1,132,467

PARKS & SUSTAINABILITY

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
REGULAR SALARIES	\$ 161,890	\$ 100,064	\$ 229,593	\$ 151,043
OTHER SALARIES & WAGES	-	-	2,500	16,782
OVERTIME	8,000	-	-	-
SPECIAL PAY	1,395	-	-	200
PTO LIABILITY	5,858	3,547	15,341	13,734
COMP TIME	-	-	-	300
FICA	13,551	7,946	17,755	12,877
RETIREMENT CONTRIBUTIONS	12,399	7,005	7,250	5,280
HEALTH INSURANCE	28,516	8,944	28,001	14,575
WORKER'S COMPENSATION	18,015	10,564	10,444	1,367
LIFE INSURANCE	-	561	3,500	2,605
Subgroup : [10] Personnel Services	\$ 249,624	\$ 138,631	\$ 314,384	\$ 218,763
PROFESSIONAL SERVICES	\$ -	\$ 10,000	\$ 10,350	\$ 10,350
OTHER CONTRACTUAL SERVICES	-	5,500	5,500	5,500
TRAVEL & PER DIEM	-	-	2,500	2,500
COMMUNICATIONS SERVICES	2,000	3,000	3,105	3,105
UTILITY SERVICES	-	-	-	-
RENTALS & LEASES	5,000	5,000	-	-
INSURANCE	19,286	19,500	19,500	19,500
REPAIR & MAINTENANCE	-	-	-	-
MAINTENANCE	50,000	64,872	102,737	52,737
PROMOTIONAL & ADVERTISING	-	-	-	-
OFFICE SUPPLIES	500	500	-	-
OPERATING SUPPLIES	25,000	20,000	25,875	25,875
VEHICLE REPAIR & MAINTENANCE	1,500	1,500	500	500
GAS, OIL & LUBRICANTS	1,500	1,500	500	500
UNIFORMS	300	300	-	-
				2,500
Subgroup : [30] Operating Expenditures	\$ 105,086	\$ 131,672	\$ 170,567	\$ 123,067
TOTAL OPERATING EXPENDITURES	\$ 354,710	\$ 270,303	\$ 484,951	\$ 341,830
TRANSFER IN-G&A COST ALLOCATION		28,900	56,923	56,923
TOTAL OPERATING EXPENDITURES	\$ 354,710	\$ 299,203	\$ 541,874	\$ 398,753
BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -
IMPROVEMENTS NOT BUILDINGS	-	280,000	1,231,500	-
MACHINERY & EQUIPMENT	-	33,000	-	-
Subgroup : [60] CAPITAL OUTLAY	\$ -	\$ 313,000	\$ 1,231,500	\$ -
TOTAL	\$ 354,710	\$ 612,203	\$ 1,773,374	\$ 398,753

OCEAN RESCUE/ BEACH CLEANUP

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
REGULAR SALARIES	\$ 219,535	\$ 227,219	\$ 235,171	\$ 243,385
OVERTIME	9,750	9,750	10,000	12,296
SPECIAL PAY	-	-	-	-
FICA	16,794	18,128	18,756	19,560
RETIREMENT CONTRIBUTIONS	2,822	2,920	-	-
HEALTH INSURANCE	2,750	-	-	-
WORKER'S COMPENSATION	9,750	9,786	6,048	8,414
MEDICARE	3,500	-	-	-
LIFE ISURANCE		698	-	-
Subgroup : [10] Personnel Services	\$ 264,901	\$ 268,501	\$ 269,975	\$ 283,655
OTHER CONTRACTUAL SERVICES	1,000	1,000	1,000	1,000
COMMUNICATIONS SERVICES	1,000	1,000	1,000	1,000
UTILITY SERVICES	500	500	500	500
INSURANCE	9,807	9,810	6,047	6,047
REPAIR & MAINTENANCE	2,500	35,187	2,500	2,500
PROMOTIONAL & ADVERTISING	-	-	-	-
OTHER CURRENT CHARGES	-	-	-	-
OFFICE SUPPLIES	1,000	1,000	500	500
OPERATING SUPPLIES	3,500	2,000	3,500	3,500
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	-	-	-	-
EDUCATIONAL COURSES	600	-	-	-
RADIO REPAIR & MAINTENANCE	-	-	-	-
VEHICLE REPAIR & MAINTENANCE	500	2,000	500	500
GAS, OIL & LUBRICANTS	1,500	1,500	1,500	1,500
UNIFORMS	3,200	3,200	3,200	3,200
MISCELLANEOUS EXPENDITURES	-	-	-	-
Subgroup : [30] Operating Expenditures	\$ 25,107	\$ 57,197	\$ 20,247	\$ 20,247
Total Operating Expenditure	\$ 290,008	\$ 325,698	\$ 290,222	\$ 303,902
TRANSFER IN-G&A COST ALLOCATION		34,225	50,607	50,607
	\$ 290,008	\$ 359,923	\$ 340,829	\$ 354,509
BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -
MACHINERY & EQUIPMENT	-	-	-	-
Subgroup : [60] CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 290,008	\$ 359,923	\$ 340,829	\$ 354,509

Section 3

Special Revenue

Funds

Special Revenue Funds

Special revenue funds are a category of **governmental funds**. Generally accepted accounting principles (GAAP) provide special revenue funds “to account for and report the proceeds of specific revenues sources that are **legally restricted or committed** to expenditure for specific purposes other than debt service or capital projects.”

Inherent to this description are two criteria that must be met before:

- **“Expenditures for specific purpose.”** Special revenue funds are designated to help determine and demonstrate that resources that must be used for a specific purpose are, in fact, used for that purpose. Limitation on spending may be imposed by external parties such as creditors, grantors, contributors, other governments by constitutional provision, by enabling legislation, or by action taken by government’s own highest level of decision-making authority.
- **“Proceeds of specific revenue sources.”** A limitation on how resources may be spent is not enough, by itself, to justify the use of special revenue funds. For example, a surplus in the general fund is not considered a revenue source; therefore, the City Council’s decision to commit a portion of such a surplus to road repair would not be sufficient to justify the use of special revenue funds. Conversely, appropriate use of a special revenue fund would be for gasoline tax revenue restricted for spending on road repairs. Once a special revenue fund has been established, other resources that become available for the purpose may be reported in the same fund as well, providing that inflows from the core revenue sources are expected to remain a substantial portion of the fund’s total inflows.

The City currently manages the following 14 special revenue funds:

101 Police Education Fund

The **Police Education Fund** is used to account for revenues that are legally restricted or committed to finance training, education, and professional development to law enforcement personnel. Its primary goal is to ensure that police officers maintain and improve their skills, knowledge, and compliance with evolving laws, regulations, and best practices. Governed by Florida Statute, Chapter 943, which outlines the Criminal Justice Standard and Training Trust Fund and local Police Education Funds.

Typical sources of revenue for this fund are mandated through statutory sources such as:

- **State or Local Grants:** Many states mandate that a portion of fines or fees collected from traffic violations or criminal cases be allocated to police training.
- **Court Assessments:** Certain court-imposed fees or surcharges are earmarked for law enforcement education.
- **Intergovernmental Transfers:** Funds received from other governmental entities for training programs.
- **Other Restricted Revenues:** Donations or contributions specifically designated for police education.

Expenditures from the Police Education Fund are restricted to activities that enhance law enforcement capabilities, such as:

- **Training Programs:** Courses on criminal law, ethics, community policing, and crisis intervention.
- **Continuing Education:** Tuition reimbursement for officers pursuing degrees or certifications.
- **Specialized Instruction:** Firearms training, defensive tactics, and advanced investigative techniques.
- **Conference Attendance:** Participation in law enforcement seminars or workshops.
- **Educational Materials:** Books, manuals, and online learning resources.

102 Jarboe Park

105 Convention Development Tax Fund

The **Convention Development Tax (CDT)** is a **special revenue source** authorized under **Florida Statutes Chapter 212.0305**, used to account for funds received from the levied of local tourist development tax, which are used to promote **tourism-related infrastructure and activities**, primarily convention centers and related facilities. CDT is a **local option tax** applied to **short-term rentals of living accommodation** (e.g., hotels, motels, vacation rentals).

Typical revenue sources:

- **Tax Rate**
 - Typically, **2% to 3%** of the rental amount.
 - Rate varies by county or municipality based on statutory authorization and local ordinances.
- **Tax Base**
 - Applies to rentals of **six months or less**.

- Collected by lodging establishments and remitted to the **Florida Department of Revenue**, which then distributes funds to the local government.
- **Eligible Jurisdictions**
 - Large counties (population over 500,000) and municipalities that meet statutory criteria.
 - Common in major tourist destinations like Miami, Orlando and Tampa.
- **Additional Sources**
 - **Interest Earnings:** Income from investing CDT revenues.
 - **Penalties and Fees:** Late payment penalties and administrative fees.

Funds collected through CDT must be used for **tourism and convention-related purposes** as defined by law:

Allowable Uses

- **Convention Centers**
 - Construction, renovation, and maintenance of convention centers.
 - Acquisition of land for convention facilities.
- **Tourism Promotion**
 - Marketing campaigns to attract conventions and visitors.
 - Sponsorship of events that drive tourism.
- **Debt Service**
 - Payment of principal and interest on bonds issued for convention center projects.
- **Infrastructure**
 - Improvements to roads, parking, and utilities serving convention facilities.
- **Operating Costs**
 - Limited use for operating expenses of convention centers (subject to statutory caps).
- **Other Authorized Uses**
 - TDT under F.s. 125.0104 allows funding for beach improvements and lifeguard services.
 - Park facilities that enhance tourism regulated under Chapter 71-573, only applies to Miami-Dade County.

Restrictions

- Funds **cannot** be used for general government operations.
- Must comply with **Florida Statutes and local ordinances** governing tourism development.

106 Florida-Fine and Forfeiture Proceeds Fund

The **Fines & Forfeiture Fund** is a **Special Revenue Fund** used to account for revenues derived from **court-related fines, fees, and forfeitures**, and to finance **specific judicial and public safety functions**.

Revenue Sources

These funds typically come from **statutorily authorized sources**, including:

- **Court-Imposed Fines**
 - Criminal fines assessed by courts for violations of state laws and local ordinances.
 - Includes traffic fines, misdemeanor and felony fines.
- **Forfeitures**
 - Proceeds from the sale of property seized in connection with criminal activity (e.g., vehicles, cash).
 - Governed by the **Florida Contraband Forfeiture Act (F.S. §932.701–932.706)**.
- **Court Costs and Fees**
 - Mandatory costs assessed in criminal cases under **F.S. §938.01–938.37**.
 - Examples: Court administration fees, public defender fees, and law enforcement education surcharges.

Traffic and Ordinance Violations

- **Court Operations**
 - Salaries and expenses for clerks, judges, and court administration.
 - Technology and equipment for courtrooms.
- **Law Enforcement**
 - Training and education for officers (e.g., Police Education Fund allocations).
 - Equipment purchases (vehicles, radios, safety gear).
 - Revenue from citations for non-criminal traffic infractions and local ordinance violations.
- **Interest Earnings**
 - Income from investing fund balances.

Authorized Expenditures

Funds must be used for **specific purposes related to the justice system and public safety**, such as:

- **Public Safety Programs**
 - Crime prevention initiatives.
 - Community policing programs.
- **Legal Services**
 - Payment for public defenders and conflict counsel.
 - Costs associated with prosecution and defense in criminal cases.
- **Forfeiture Proceeds Usage**
 - Must comply with **F.S. §932.7055**, which requires funds to be used for law enforcement purposes only (e.g., crime prevention, equipment, training).

Restrictions

- Cannot be used for general government operations.
- Must comply with statutory requirements and local ordinances governing the use of fines and forfeiture revenues.

107 Local Option Gas Tax

Accounts for the City's shares of Duval's gas tax revenues.

Allowable Uses of Gas Tax Revenue

Under **Florida Statutes §336.025 and §206.60**, gas tax revenues are **restricted to transportation-related expenditures**. Common allowable uses include:

- **Road Construction & Maintenance**
 - Resurfacing, widening, and reconstruction of county roads.
 - Bridge repairs and replacements.
- **Traffic Engineering & Safety**
 - Traffic signals, signage, and pavement markings.
 - Street lighting for public safety
- **Debt Service**
 - Payment of principal and interest on bonds issued for transportation projects.
- **Public Transportation**
 - Funding for bus systems or other mass transit improvements.
- **Right-of-Way Acquisition**
 - Purchasing land for future road expansions

- **Drainage & Stormwater Related to Roads**
 - Improvements necessary for road integrity and safety.

Prohibited Uses

- General government operations unrelated to transportation.
- Parks, recreation, or facilities not tied to road or transportation infrastructure.
- Salaries for non-transportation personnel.

108 Radio Communication Fund

This fund is established under **Florida Statutes §318.21(11)** to account for a portion of the revenue obtained from a **surcharge on civil traffic penalties** (currently \$12.50 per violation), with the purpose to support **statewide and local law enforcement radio communication systems**, ensuring interoperability among agencies.

Source of Revenue

- Collected from **civil traffic citations** (moving and non-moving violations).
- Distributed as follows:
 - **Statewide Law Enforcement Radio System (SLERS)**: Managed by the Florida Department of Management Services (DMS).
 - **Local Share**: Counties receive a portion for their own radio communication infrastructure.

Allowable Uses

Funds in this special revenue fund are **restricted to radio communication improvements for public safety**:

- **Purchase, Upgrade, and Maintenance of Radio Equipment**
 - Mobile and portable radios for law enforcement, fire rescue, and emergency services.
 - Base stations and repeaters.
- Infrastructure Development
 - Towers, antennas, and related hardware for communication coverage.
- Interoperability Enhancements

- Systems that allow multiple agencies to communicate during emergencies.
- Software and Licensing
 - Digital trunking systems, encryption, and secure communication protocols.
- Training
 - Technical training for personnel on radio systems.

Prohibited Uses

- General government expenses that are unrelated to radio communication.
- Non-public safety communication systems.
- Salaries for non-technical staff are not directly involved in radio operations.

Compliance Requirements

- Funds must be **segregated in a special revenue fund**.
- Expenditures must align with **Florida Statutes §318.21(11)**.
- Annual reporting and audits ensure compliance.
- Counties often adopt **local ordinances** specifying allowable uses and approval processes.

109 Better Jacksonville Tax

Jacksonville (Duval County) levies a **local discretionary sales surtax** of **0.5% (½ cent)** under authority granted by **Florida Statutes §212.055**. This surtax is **in addition to the state sales tax (6%)** and any other local surtaxes. Jacksonville voters approved this tax (September 2000) for **specific purposes**, primarily related to fund **infrastructure improvement programs determined by the City Council**. The current Better Jax Tax is scheduled to expire on FY 2029-30, **and the purpose of the surtax will transition during FY 2030-31 to pension liability reduction (approved in 2016)**.

Allowable Uses

- Roads and drainage
- Transportation Facilities
- Drainage and stormwater improvements
- Parks and recreational facilities
- Public facilities (construction & renovation of Government buildings)

- Debt service on infrastructure bonds issued for these projects

Restrictions

- Funds could not be used for general operating expenses, salaries, and utilities
- Limited to infrastructure projects determined by the City Council
- Must comply with Duval County agreement

110 Holiday/Special Events Fund

The **Holiday/Special Events Fund** is a **special revenue fund** established by the City of Neptune Beach to **Plan, organize, and finance community events** such as:

- Holiday celebrations (e.g., Fourth of July, Christmas tree lighting).
- Seasonal festivals and parades.
- Cultural and recreational events promote community engagement.

Ensure these events are **funded separately from general operations**, maintaining transparency and accountability.

Sources of Revenue

- Contributions from local businesses, organizations and **vendor fees**
- Charges for booths, food trucks, and merchandise vendors at events.
- **Donations**
- Voluntary contributions from residents or community groups and **special event permits**
- Fees collected for permits related to event participation.
- Transfers from the General Fund or other designated sources (if approved by council).

Expenditure Requirements

Funds must be used **exclusively for event-related costs**, such as:

- **Event Setup & Logistics**
 - Stage rentals
 - Tents
 - Lighting
 - Sound systems.
- **Public Safety**
 - Police overtime

- Traffic control
- Emergency services during events.
- **Marketing & Promotion**
 - Advertising
 - Banners
 - Social media campaigns.
- **Entertainment**
 - Performers
 - Musicians
 - Activity coordinators.
- **Decorations & Supplies**
 - Holiday lights
 - Signage
 - Event materials

Prohibited Uses

- General government operations unrelated to events.
- Salaries for non-event staff (except overtime directly tied to event).
- **Capital projects that are not associated with event infrastructure.**

111 Street Improvement Funds

The fund accounts for the 8th Cent Gas Tax from Duval County, authorized under Florida Statutes 336.021. The main purpose is to finance street infrastructure projects in Neptune Beach.

Sources of Revenues

Allocated to Neptune Beach under the interlocal agreement

Allowable Uses (per F.S. 336.021 and 336.025):

- Resurfacing, widening, and rebuilding city streets.
- **Roadway Maintenance**
 - Pavement repairs, pothole patching, and related upkeep.
- **Traffic Control Devices**
 - Signals, signage, and pavement markings.
- **Drainage Improvements**
 - Stormwater systems that are associated with road projects.
- **Debt Service**
 - Payment of principal and interest on bonds issued for street improvements.

- **Right-of-Way Acquisition**
 - Land purchases for future street expansions.

Prohibited Uses and Restrictions:

- General government operations (e.g., salaries for non-public works staff).
- Parks, recreation, or facilities unrelated to transportation.
- Public safety expenses that are not directly tied to street projects.
- Administrative overhead beyond what is necessary for project management.

112 Opioid Settlement Fund

Opioid Settlement is a Special Revenue Fund that is used to account for revenues that are legally restricted or committed to specific purposes other than debt service or capital projects.

Special Revenue Fund Application

- **Why It Fits:**
 - Opioid settlement proceeds are **restricted by legal agreements** for opioid-related programs.
 - Using a Special Revenue Fund ensures **transparency and compliance** with restrictions.
- **Benefits:**
 - Clear tracking of inflows (settlement payments) and outflows (program expenditures).
 - Facilitate reporting to oversight bodies and the public.
 - Prevents commingling with general funds, reducing audit risk.
- **Structure Example:**
 - **Revenue Sources:** Settlement payments, interest earnings.
 - **Expenditure Categories:** Treatment services, prevention programs, law enforcement initiatives.
 - **Budget Control:** Separate appropriation process for opioid-related activities.

Key Consideration

Florida municipalities and counties receiving direct settlement allocations should also establish **special revenue funds** for local compliance and reporting.

113 Crossing Guard Special revenue Fund

The Crossing Fund is Guard Special Revenue Fund established under F.S. 316.1896 and 318.18, and local ordinance to account for proceeds funded from cameras in school zones for the purpose to fund crossing guard programs that enhance student safety. These revenues are **restricted by law** for crossing guard services.

Sources of Revenues

- Fines generated by automated enforcement cameras in school zones.

Expenditures Categories:

- Personnel costs
 - Salaries
 - Benefits
 - Training
 - Recruitment
- Emergency Funds
- Insurance Premiums

114 Federal-Fine and Forfeiture Fund

The Federal Fine and Forfeiture Fund is Special Revenue Fund with the purpose to account for revenues legally restricted for specific purposes—in this case, law enforcement activities funded by federal fines and forfeitures. Funds are often distributed to local law enforcement agencies through **federal equitable sharing programs** (e.g., DOJ or Treasury programs).

Restrictions:

- Must be used for **law enforcement purposes only** (cannot replace existing budgeted funds).
- Common uses: Equipment purchases, training, crime prevention programs, and investigative support.
- Federal guidelines require **segregation and transparency**.
- A Special Revenue Fund ensures compliance with **federal reporting requirements** and prevents misuse.

Revenue Sources:

These are funds received from **federal law enforcement activities**, typically from:

- **Fines** imposed in federal cases.

- **Forfeitures** of property seized during criminal investigations (e.g., cash, vehicles, real estate).
- Federal equitable sharing deposits,
- Interest earnings.

Expenditure Categories:

- Law enforcement equipment
- Training and education
- Investigative support
- Technology upgrades
- Crime prevention programs

Budget Control:

- Separate appropriation process, often requiring governing body approval.

Key Compliance Points

- Cannot be used for salaries or routine operating costs unless explicitly allowed.
- Must maintain detailed records for federal audits.
- Annual reporting to DOJ/Treasury is mandatory.

101 POLICE EDUCATION FUND

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	ADOPTED BUDGET FY 2026-27
Revenues				
COURT COST	2,800	2,800	9,000	5,100
INTEREST ON INVESTMENTS	-	-	-	-
APPROPRIATED FUND BALANCE				14,500
[300] Total Revenues	\$ 2,800	\$ 2,800	\$ 9,000	\$ 19,600
[30] Operating Expenses				
OTHER CURRENT CHARGES	-	-	-	-
OPERATING SUPPLIES	2,800	2,800	2,800	2,500
EDUCATIONAL COURSES	-	-	6,200	17,100
[30] Operating Expenses	\$ 2,800	\$ 2,800	\$ 9,000	\$ 19,600
TOTAL OPERATING COST	\$ 2,800	\$ 2,800	\$ 9,000	\$ 19,600
TRANSFER IN-G&A COST ALLOCATION	-	-	-	-
TRANSFER IN-OVH COST ALLOCATION				
TOTAL INDIRECT COST ALLOCATION	\$ 2,800	\$ 2,800	\$ 9,000	\$ 19,600
NET (INCOME) LOSS	\$ -	\$ -	\$ -	\$ -

Cash in Bank as of 03/30/2026:	\$ 40,142.23	
Expected Revenue at Year-End	2,500.00	FY 2026-27
Available 9/30/26	\$ 42,642.23	
Education/Training FY 2026-27	\$ (17,100.00)	
	\$ 25,542.23	

102 - JARBOE PARK

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	ADOPTED BUDGET FY 2025-26
Revenues				
APPROPRIATED FUND BALANCE	-	-	-	-
	-	-	-	-
[300] Total Revenues	\$ -	\$ -	\$ -	\$ -
[30] Operating Expenses				
OTHER CURRENT CHARGES				
OPERATING SUPPLIES	-	-	-	-
	-	-	-	-
[30] Operating Expenses	-	-	-	-
TOTAL OPERATING COST	\$ -	\$ -	\$ -	\$ -
CIP-TRANSFER TO FUND 301-JARBOE PARK	\$ -	\$ -	\$ -	\$ -
	-	-	-	-
	-	-	-	-
NET (INCOME) LOSS	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Closing fund and moving equity of \$20,715 to General Fund

SENIOR CENTER

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
Revenues:				
CDBG GRANT	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
TRANSFER FROM GENERAL FUND	24,735	-	-	-
DONATIONS	80,492	84,000	85,360	85,930
DONATION INKIND	43,766	-	11,062	17,712
CLASS FEES	12,000	20,000	35,000	37,690
TRAVEL FEES	12,000	20,000	36,328	37,838
APPROPRIATED FUND BALANCE	-	51,051		
Total Revenues	\$ 220,993	\$ 223,051	\$ 215,750	\$ 227,170
Expenses				
REGULAR SALARIES	\$ 81,892	\$ 84,760	\$ 87,727	\$ 92,113
OVERTIME	-	-	-	-
SPECIAL PAY	-	-	-	-
PTO LIABILITY	7,640	3,260	6,748	7,086
FICA	6,849	6,734	6,711	7,047
RETIREMENT CONTRIBUTIONS	6,267	6,161	6,161	7,369
HEALTH INSURANCE	10,975	-	-	-
WORKER'S COMPENSATION	750	1,895	113	245
MEDICARE	-	-	-	-
LIFE INSURANCE	-	855	855	1,322
Subgroup : [10] Personnel Services	\$ 114,374	\$ 103,665	\$ 108,315	\$ 115,182
OPERATING EXPENSES				
PROFESSIONAL SERVICES	\$ 41,570	\$ 40,000	\$ 40,000	\$ 40,000
OTHER CONTRACTUAL SERVICES	-	-	-	-
TRAVEL & PER DIEM	1,000	1,000	1,000	1,000
COMMUNICATIONS SERVICES	2,100	2,100	7,460	7,460
UTILITY SERVICES	8,000	8,000	8,000	8,000
RENTALS & LEASES	-	-	-	-
INSURANCE	25,028	25,000	3,681	3,682
REPAIR & MAINTENANCE	1,500	1,500	1,500	1,500
MAINTENANCE	-	-	-	-
PROMOTIONAL & ADVERTISING	1,000	3,000	3,000	3,000
OTHER CURRENT CHARGES	4,500	5,500	5,500	5,500
OFFICE SUPPLIES	5,000	5,000	1,000	1,000
OPERATING SUPPLIES	5,000	5,000	9,000	9,000
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	-	-	-	-
Subgroup : [30] Operating Expenditures	\$ 94,698	\$ 96,100	\$ 80,141	\$ 80,142
OPERATING COST (GROUP 10 & 30)	\$ 209,072	\$ 199,765	\$ 188,456	\$ 195,324
TRANSFER IN-G&A COST ALLOCATION	-	23,286	27,294	31,846
Total Operating Costs	\$ 209,072	\$ 223,051	\$ 215,750	\$ 227,170
BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -
MACHINERY & EQUIPMENT	-	-	-	-
Subgroup : [60] CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES:	\$ 209,072	\$ 223,051	\$ 215,750	\$ 227,170
Surplus / (Deficit)	\$ 11,921	\$ 0	\$ -	\$ (0)

NEPTUNE BEACH TOURIST DISTRICT

ACCOUNT	DESCRIPTION	PROPOSED BUDGET FY 2026-27
Revenues:		
103-0000-312-10-00	Tourinst Development Tax	42,000
130-0000-369-30-00	DONATIONS FOR DECORATIONS	8,000
130-0000-381-00-00	CONTRIBUTIONS FROM PAID PARKING	123,385
130-0000-381-10-00	CONTRIBUTION FROM TOURIST DEVELOPMENT	150,000
130-0000-389-10-00	APPROPRIATED FUND BALANCE	-
	Total Revenues	\$ 323,385
Expenses		
130-1574-574-10-12	REGULAR SALARIES	\$ 95,110
130-1574-574-10-14	OVERTIME	-
130-1574-574-10-15	SPECIAL PAY	-
130-1574-574-10-16	PTO LIABILITY	7,316
130-1574-574-10-21	FICA	7,276
130-1574-574-10-22	RETIREMENT CONTRIBUTIONS	2,857
130-1574-574-10-23	HEALTH INSURANCE	11,263
130-1574-574-10-24	WORKER'S COMPENSATION	-
130-1574-574-10-25	MEDICARE	-
130-1574-574-10-25	LIFE INSURANCE	2,090
	Subgroup : [10] Personnel Services	\$ 125,911
OPERATING EXPENSES		
130-1574-574-30-31	PROFESSIONAL SERVICES	\$ 75,708
130-1574-574-30-34	OTHER CONTRACTUAL SERVICES	-
130-1574-574-30-40	TRAVEL & PER DIEM	1,000
130-1574-574-30-41	COMMUNICATIONS SERVICES	7,460
130-1574-574-30-43	UTILITY SERVICES	8,000
130-1574-574-30-44	RENTALS & LEASES	-
130-1574-574-30-45	INSURANCE	3,681
130-1574-574-30-46	REPAIR & MAINTENANCE	1,500
130-1574-574-30-47	MAINTENANCE	-
130-1574-574-30-48	PROMOTIONAL & ADVERTISING	3,000
130-1574-574-30-49	OTHER CURRENT CHARGES	5,500
130-1574-574-30-51	OFFICE SUPPLIES	150
130-1574-574-30-52	OPERATING SUPPLIES	9,000
130-1574-574-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	-
	Subgroup : [30] Operating Expenditures	\$ 114,999
	OPERATING COST (GROUP 10 & 30)	\$ 240,910
	TRANSFER IN-G&A COST ALLOCATION	40,474
	Total Operating Costs	\$ 281,385
130-1574-574-60-62	BUILDING IMPROVEMENTS	\$ -
130-1574-574-60-64	MACHINERY & EQUIPMENT	-
	Subgroup : [60] CAPITAL OUTLAY	\$ -
	TOTAL EXPENSES:	\$ 281,385
	Surplus / (Deficit)	\$ 42,000

105 - CONVENTION DEVELOPMENT FUND

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	ADOPTED BUDGET FY 2026-27
Revenues				
LOCAL OPTION TOURIST TAX FUND	12,500	10,000	10,000	25,000
Appropriated Fund Balance	-	-	83,000	-
[300] Total Revenues	\$ 12,500	\$ 10,000	\$ 93,000	\$ 25,000
[30] Operating Expenses				
CIP - DOWNTOWN DEVELOPMENT	12,500	10,000	83,000	25,000
OPERATING SUPPLIES	-	-	10,000	-
EDUCATIONAL COURSES	-	-	-	-
[30] Operating Expenses	\$ 12,500	\$ 10,000	\$ 93,000	\$ 25,000
TRANSFER IN-G&A COST ALLOCATION	-	-	-	-
TRANSFER IN-OVH COST ALLOCATION	-	-	-	-
TOTAL INDIRECT COST ALLOCATION	\$ -	\$ -	\$ -	\$ -
NET (INCOME) LOSS	\$ -	\$ -	\$ -	\$ -

Closing Fund and moving equity of \$159,652.44 to newly created fund- Town Center Tourist District

106-FINES & FORFEITURES-STATE

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	ADOPTED BUDGET FY 2026-27
Revenues				
CONFISCATED PROPERTY	1,200	15,000	40,000	5,000
APPROPRIATED FUND BALANCE	(2)	-	75,000	-
[300] Total Revenues	\$ 1,198	\$ 15,000	\$ 115,000	\$ 5,000
[30] Operating Expenses				
OTHER CONTRACTUAL SERVICES	-	-	-	-
CAPITAL OUTLAY - PD	1,198	15,000	115,000	115,000
EDUCATIONAL COURSES	-	-	-	-
[30] Operating Expenses	\$ 1,198	\$ 15,000	\$ 115,000	\$ 115,000
TOTAL OPERATING COST	\$ 1,198	\$ 15,000	\$ 115,000	\$ 115,000
TRANSFER IN-G&A COST ALLOCATION	-	-	-	-
TRANSFER IN-OVH COST ALLOCATION	-	-	-	-
TOTAL INDIRECT COST ALLOCATION	\$ 1,198	\$ 15,000	\$ 115,000	\$ 115,000
NET (INCOME) LOSS	\$ -	\$ -	\$ -	\$ (110,000)

Fund Balance encumbered by \$115,000 (FY2025-26) for PD Fire Range Improvements

107-LOCAL OPTION GAS TAX

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	ADOPTED BUDGET FY 2026-27
Revenues				
LOCAL OPTION GAS TAX	400,000	400,000	380,000	385,000
APPROPRIATED FUND BALANCE	-	-	660,000	-
[300] Total Revenues	\$ 400,000	\$ 400,000	\$ 1,040,000	\$ 385,000
[30] Operating Expenses				
	-	-	-	-
OPERATING SUPPLIES	-	-	-	-
EDUCATIONAL COURSES	-	-	-	-
[30] Operating Expenses	\$ -	\$ -	\$ -	\$ -
CAPITA OUTLAY	\$ -	\$ -		
TRANSFER OUT-CIP			\$ 605,000	\$ -
TRANSFER OUT-GENERAL FUND	200,000	200,000	185,000	-
TRANSFER OUT-GENERAL FUND (Street & Drainage Maint.)	200,000	200,000	250,000	250,000
TOTAL OPERATING EXPENDITURES	\$ 400,000	\$ 400,000	\$ 1,040,000	\$ 250,000
NET (INCOME) LOSS	\$ -	\$ -	\$ -	\$ 135,000

		\$ 677,478
FIFTH ST ON-STREET PARKING	\$ 175,000	
SIDEWALKS/PATHWAY CONSTRUCTION	\$ 100,000	
PATHWAY MAINTENANCE EQUIPMENT	\$ 25,000	
LEMON ST IMPROVEMENTS	\$ 200,000	
	\$ 500,000	
	\$ 177,478	

108 RADIO COMMUNICATION TRUST FUND

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	ADOPTED BUDGET FY 2025-26
Revenues				
RADIO COMMUNICATION	15,000	10,000	10,000	10,000
APPROPRIATED FUND BALANCE	-	-	43,000	-
[300] Total Revenues	\$ 15,000	\$ 10,000	\$ 53,000	\$ 10,000
[30] Operating Expenses				
OTHER CONTRACTUAL SERVICES	-	-	-	5,500
OPERATING SUPPLIES	15,000	10,000	-	-
EDUCATIONAL COURSES	-	-	-	-
[30] Operating Expenses	\$ 15,000	\$ 10,000	\$ -	\$ 5,500
TOTAL OPERATING COST	\$ 15,000	\$ 10,000	\$ -	\$ 5,500
CAPITAL OUTLAY	-	-	53,000	-
TRANSFER OUT-GENERAL FUND	-	-	-	-
TOTAL 108	\$ 15,000	\$ 10,000	\$ 53,000	\$ 5,500
NET (INCOME) LOSS	\$ -	\$ -	\$ -	\$ 4,500

FUND BALANCE (Sept 30, 2025)	\$	103,670
3EA RADIOS	\$	15,000
BODY CAM-PD	\$	38,000
TOTAL CIP	\$	53,000
ENDING BALANCE	\$	50,670
Fund Balance 3/31/2026	\$	56,577
Expected Revenue FY25-26	\$	5,000
Expected Fund Balance 9/30/2026	\$	61,577
Budget FY 2026-27 - Radio Repair & Maintenance	\$	5,500
Available	\$	56,077

109 BETTER JAX 1/2 CENT TAX

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
Revenues				
BETTER JAX TAX RECEIPTS	\$675,000	650,000	655,000	655,000
APPROPRIATED FUND BALANCE	-	-	1,096,500	
[300] Total Revenues	-	-	-	-
	\$ 675,000	\$ 650,000	\$ 1,751,500	\$ 655,000
[30] Operating Expenses				
OTHER CONTRACTUAL SERVICES			655,000	-
OPERATING SUPPLIES	-	-	-	-
EDUCATIONAL COURSES	-	-	-	-
[30] Operating Expenses	-	-	-	-
	\$ -	\$ -	\$ 655,000	\$ -
TOTAL OPERATING COST	\$ -	\$ -	\$ 655,000	\$ -
TRANSFER OUT-TO GENERAL FUND	375,000	350,000	-	-
TRANSFER OUT- CAPITAL INVESTMENT	300,000	300,000	1,096,500	100,000
TOTAL OPERATING EXPENDITURES	\$ 675,000	\$ 650,000	\$ 1,751,500	\$ 100,000
NET (INCOME) LOSS	\$ -	\$ -	\$ -	\$ 555,000

FUND BALANCE (Sept 30, 2025)	\$ 1,898,987
FY25-26 Receivables	655,000
Available Funds	2,553,987
CH-Phase II	100,000
	100,000
	2,453,987

FUND BALANCE	(March 31, 2026)	2,158,648
Expected Revenue		260,000
Fund Balance	\$ 46,285	2,418,648
Prior Year Encumbrances		1,096,500
Available Fund Balance	\$ 46,295	1,322,148
Expected Revenue FY206-27		655,000
Expected Available Balance	\$ 46,660	1,977,148
City Hall Renovation		100,000
Available for CIP		\$ 1,877,148

110 HOLIDAY/SPECIAL EVENT FUND

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	ADOPTED BUDGET FY 2025-26
Revenues				
DONATION	8,000	8,000	8,000	8,000
MOVIE WITH THE MAYOR	200	200	200	-
INTERFUND TRANSFER			11,800	-
APPROPRIATED FUND BALANCE	14,500	-	-	-
[300] Total Revenues	\$ 22,700	\$ 8,200	\$ 20,000	\$ 8,000
[30] Operating Expenses				
OTHER CONTRACTUAL SERVICES	-	-	18,000	-
PROMOTIONAL ACTIVITIES	5,000	10,000	1,000	-
MOVIE WITH THE MAYOR	-	1,000	1,000	-
[30] Operating Expenses	\$ 5,000	\$ 11,000	\$ 20,000	\$ -
TOTAL OPERATING COST	\$ 5,000	\$ 11,000	\$ 20,000	\$ -
TRANSFER OUT-TO OTHER FUNDS	-	-	-	8,000
TRANSFER OUT-GENERAL FUND	-	-	-	-
TOTAL OPERATING EXPENDITURES	\$ 5,000	\$ 11,000	\$ 20,000	\$ 8,000
NET (INCOME) LOSS	\$ 17,700	\$ (2,800)	\$ -	\$ -

Closing Fund and transferring equity to new Town Center Tourist District Fund

\$ (10,290)

111-STREET IMPROVEMENT FUND

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	ADOPTED BUDGET FY 2026-27
Revenues				
8TH CENT GAS TAX	85,000	85,000	75,000	80,000
APPROPRIATED FUND BALANCE	-	-	-	-
[300] Total Revenues	\$ 85,000	\$ 85,000	\$ 75,000	\$ 80,000
[30] Operating Expenses				
OTHER CONTRACTUAL SERVICES	-	-	-	-
UTILITY SERVICE	-	-	-	-
TOWN CENTER EXPENDITURE	-	-	-	-
MAYPORT FLYOVER EXPENDITURES	-	-	-	-
ROAD MATERIAL & SUPPLIES	-	-	-	-
[30] Operating Expenses	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COST	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT-TO STREET IMPROVEMENT FUND (300)	85,000	85,000	75,000	-
TRANSFER OUT-GENERAL FUND	-	-	-	-
TOTAL OPERATING EXPENDITURES	\$ 85,000	\$ 85,000	\$ 75,000	\$ -
NET (INCOME) LOSS	\$ -	\$ -	\$ -	\$ 80,000

Fund Balance As of Sept 30, 2025	\$ 247,113
Expected Revenue FY2025-26	80,000
Encumbered FY 2025-26	(75,000)
Expected/Available Fund Bal as of Sept 30, 2026	252,113
Expected Revenue FY2026-27	80,000
Fund Balance As of Sept 30, 2026	\$ 332,113

112-OPIOID SETTLEMENT FUND

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	ADOPTED BUDGET FY 2026-27
Revenues				
OPIOID SETTLEMENT REVENUES		45,000	45,000	42,500
APPROPRIATED FUND BALANCE	-	-	-	-
[300] Total Revenues	\$ -	\$ 45,000	\$ 45,000	\$ 42,500
[30] Operating Expenses				
OTHER CONTRACTUAL SERVICES	-	-	45,000	-
UTILITY SERVICE	-	-	-	-
TOWN CENTER EXPENDITURE	-	-	-	-
MAYPORT FLYOVER EXPENDITURES	-	-	-	-
ROAD MATERIAL & SUPPLIES	-	-	-	-
[30] Operating Expenses	\$ -	\$ 45,000	\$ 45,000	\$ -
TOTAL OPERATING COST	\$ -	\$ 45,000	\$ 45,000	\$ -
TRANSFER OUT-TO STREET IMPROVEMENT FUND (300)	-	-	-	-
TRANSFER OUT-GENERAL FUND	-	-	-	-
TOTAL OPERATING EXPENDITURES	\$ -	\$ 45,000	\$ 45,000	\$ -
NET (INCOME) LOSS	\$ -	\$ -	\$ -	\$ 42,500

Fund Balance As of Sept 30, 2025	\$ 141,151
Expected Revenue FY2025-26	45,000
Encumbered FY 2025-26	(45,000)
Expected/Available Fund Bal as of Sept 30, 2026	141,151
Expected Revenue FY2026-27	45,000
Fund Balance As of Sept 30, 2026	<u>\$ 186,151</u>

Section 4

Enterprise Funds

ENTERPRISE FUNDS-SUMMARY

DESCRIPTION	FY 2025-26		FY 2026-27	
	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE
Revenues by Fund				
Water & Sewer	4,621,315	44.98%	5,201,366	43.19%
Sanitation	2,534,814	24.67%	3,092,016	25.67%
Stormwaters	1,275,000	12.41%	1,250,500	10.38%
Parking	983,000	9.57%	1,393,000	11.57%
Building & Zoning	-	0.00%	630,000	5.23%
Information Technologies	644,300	6.27%	476,695	3.96%
Sr. Center	215,750	2.10%	-	0.00%
Total Operating Revenues	\$ 10,274,179	100.00%	\$ 12,043,577	100.00%
Expenses by Fund				
Water & Sewer	4,365,569	45.85%	4,694,107	45.51%
Sanitation	2,611,042	27.43%	2,727,672	26.45%
Stormwaters	1,009,040	10.60%	960,184	9.31%
Parking	674,767	7.09%	842,573	8.17%
Building & Zoning	-	0.00%	612,090	5.93%
Information Technologies	644,300	6.77%	476,695	4.62%
Sr. Center	215,750	2.27%	-	0.00%
Total Operating Expenses	\$ 9,520,468	100.00%	\$ 10,313,321	100.00%
Net Operating Income/(loss)	\$ 753,711	7.34%	\$ 1,730,256	7.54%
Expenses by Category				
Personnel (10)	1,724,856	45.4%	2,770,589	26.9%
Operating (30)	1,620,440	42.7%	5,242,652	50.8%
Indirect Cost Allocation	450,000	11.9%	2,300,080	22.3%
	3,795,296	100.0%	10,313,321	100.0%
Other Non-Operating Expenses				
Appropriated Fund Balance-W&S	\$ 1,724,856	0.00%	\$ -	0.00%
Appropriated Fund Balance-Stormwaters	1,620,440	0.00%	-	0.00%
Contribution/Transfers to Other Funds	450,000	0.00%	682,500	100.00%
Contribution from Other Funds	-	0.00%	-	0.00%
Total Non-Operating Income	\$ 3,795,296	0.00%	\$ 682,500	100.00%
Other-Non Operating Expenses				
Interest Expense	\$ 60,980	17.90%	\$ 60,980	17.90%
Debt Service-Principal	279,606	82.10%	290,000	82.10%
Total Other-Non Operating Expenses	\$ 340,586	100.00%	\$ 350,980	100.00%
Capital Outlay				
Building Improvements				
Infrastructure-Other than Buildings	1,764,215	0.00%	-	47.49%
Infrastructure-Other than Buildings	1,921,000	0.00%	90,000	51.71%
Infrastructure-Information Technology	450,000	0.00%	-	0.00%
Machinery & Equipment	30,000	0.00%	-	0.81%
Total Capital Outlay	\$ 4,165,215	0.00%	\$ 90,000	100.00%
Total Revenue	14,069,475		12,043,577	
Total Expenses	14,026,269		11,436,801	
Surplus/(Deficit)	\$ 43,206		\$ 606,776	

WATER & SEWER-FUND	4331-531	4335-535	4336-536	Proposed Budget
Budget Category	Gen Admin	W&S - Sewer	W&S Water	FY 2026-27
WATER TAPS	-	-	17,636	17,636
WATER BASE CHARGE	-	-	916,685	916,685
WATER VOLUME CHARGE	-	-	983,450	983,450
SEWER TAP	-	23,205	-	23,205
SEWER BASE CHARGE	-	1,206,207	-	1,206,207
SEWER VOLUME CHARGE	-	1,972,950	-	1,972,950
SET-UP FEES	5,801	-	-	5,801
RECONNECT FEES	6,630	-	-	6,630
DELINQUENT FEES	63,814	-	-	63,814
BAD DEBT RECOVERY	2,088	-	-	2,088
INTEREST ON INVESTMENT	2,901	-	-	2,901
Total Operating Revenue	\$ 81,234	\$ 3,202,362	\$ 1,917,770	\$ 5,201,366
OTHER MISCELLANEOUS REVENUES	-	-	-	-
APPROPRIATED FUND BALANCE	-	-	-	-
Other Non-Operating Revenue	\$ -	\$ 1,342,055	\$ -	\$ -
Total Revenue	\$ 81,234	\$ 4,544,417	\$ 1,917,770	\$ 5,201,366
Budget Category	W&S Gen Admin	W&S - Sewer	W&S- Water	W&S Total Costs
Expenses				
Salaries	230,265	446,658	390,073	1,066,996
Overtime	-	14,715	28,892	43,607
Special Pay	900	3,900	19,700	24,500
Vehicle Allowance	-	-	-	-
PTO	21,653	44,945	45,423	112,021
Comp Time	500	-	-	500
FICA	17,722	35,712	33,576	87,010
Retirement Contribution	18,113	21,792	22,669	62,574
Health Insurance	49,020	86,574	65,107	200,701
Worker's Comp	4,963	10,001	9,430	24,394
Life Insurance	3,776	5,878	7,892	17,546
Uniform Allowance	-	1,560	1,560	3,120
Total Object 10:	346,912	671,735	624,322	1,642,969
Professional Services	-	50,000	50,000	100,000
Lobbyist Fees	-	-	-	-
Accounting & Auditing	-	-	-	-
Other Contractual Svcs	-	175,000	60,000	235,000
Investigations	-	-	-	-
Courtyard	-	-	-	-
Tavel & Per Diem	2,000	1,200	-	3,200
Communication	125,600	5,000	12,000	142,600
Rental & Leases	-	20,000	12,000	32,000
Postage	10,000	-	-	10,000
Bank Fees	20,000	-	-	20,000
Utilities	-	204,000	42,000	246,000
Insurance	45,350	60,000	59,400	164,750
Repair & Maintenance	-	370,000	75,000	445,000
Printing & Binding	-	-	-	-
Promotional & Advertisements	-	-	-	-

WATER & SEWER-FUND	4331-531	4335-535	4336-536	Proposed Budget
Budget Category	Gen Admin	W&S - Sewer	W&S Water	FY 2026-27
Other Current Charges	-	-	-	-
Maintenance	-	-	-	-
Office Supplies	3,000	-	-	3,000
Operating Supplies	-	315,000	110,000	425,000
Books, Subscriptions & Membership	3,000	10,000	7,250	20,250
Education Courses	2,000	2,500	3,000	7,500
Radio Repair & Maintenance	-	-	-	-
Vehicle Repair & Maintenance	1,500	12,500	15,000	29,000
Gas, Oil, Lubricants	500	14,250	15,000	29,750
Uniforms	600	2,250	1,500	4,350
Miscellaneous	-	-	-	-
A1A Landscaping	-	-	-	-
Atlantic Beach Shared Revenue	-	-	-	-
Total Object 30:	213,550	1,241,700	462,150	1,917,400
Total Cost (Objects 10 & 30)	560,462	1,913,435	1,086,472	3,560,369
	15.74%	53.74%	30.52%	
Indirect Cost Allocations:				
Indirect Cost Allocation:	93,330	318,632	180,930	592,893
OVH Costs Allocation:	85,131	290,640	165,035	540,807
Total Indirect Cost Allocation	178,462	609,273	345,965	1,133,700
Total Operating Budget	738,924	2,522,708	1,432,437	4,694,069
Finance Leases	290,000	-	-	290,000
Interest Expenses	60,980	-	-	60,980
Total Object: 70	350,980	-	-	350,980
	1,089,904	2,522,708	1,432,437	5,045,049
Exclusion				
Building Improvement	-	-	-	-
Improvement-Not Buildings	-	-	-	-
Machinery & Equipment	-	-	-	-
Total Object: 60	-	-	-	-
Grant Expenses	-	-	-	-
Total Object: 80	-	-	-	-
Total Budget-Including Capital Outlay	\$ 1,089,904	\$ 2,522,708	\$ 1,432,437	\$ 5,045,049
Net Income/(loss)	(1,008,670)	2,021,709	485,333	156,317

SANITATION FUND

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025-26	PROPOSED BUDGET FY 2026-27
GARBAGE PICKUP	1,360,000	2,437,380	2,498,314	3,050,931
TIPPING FEES	24,000	30,000	36,500	41,085
INTEREST ON INVESTMENTS	-	-	-	-
Transfer from Water Sewer to Sanitation	-	-	-	-
[300] Total Revenues	\$ 1,384,000	\$ 2,467,380	\$ 2,534,814	\$ 3,092,016
[10] Personnel Services				
REGULAR SALARIES	-	-	-	-
OVERTIME	-	-	-	-
SPECIAL PAY	-	-	-	-
FICA	-	-	-	-
RETIREMENT CONTRIBUTIONS	-	-	-	-
LIFE & HEALTH INSURANCE	-	-	-	-
WORKERS' COMPENSATION	-	-	-	-
MEDICARE	-	-	-	-
OTHER POST EMPLOYMENT BENEFIT EXPENSE	-	-	-	-
[10] Personnel Services	\$ -	\$ -	\$ -	\$ -
[30] Operating Expenses				
ACCOUNTING & AUDIT	-	-	-	-
WASTE HAULING FEE - TIPPING	-	-	-	-
OTHER CONTRACTUAL SERVICES.	1,150,000	1,946,160	1,995,140	2,064,897
COMMUNICATIONS SERVICES	-	-	89,579	-
POSTAGE (INC. FED EX)	-	-	-	-
INSURANCE	8,800	10,800	10,800	-
REPAIR AND MAINTENANCE	7,500	7,500	-	-
OTHER CURRENT CHARGES	-	-	-	-
OPERATING SUPPLIES	6,500	6,500	4,000	4,000
UNIFORMS	-	-	-	-
[30] Operating Expenses	\$ 1,172,800	\$ 1,970,960	\$ 2,099,519	\$ 2,068,897
TOTAL OPERATING COST	\$ 1,172,800	\$ 1,970,960	\$ 2,099,519	\$ 2,068,897
TRANSFER IN-G&A COST ALLOCATION	-	229,747	299,618	344,521
TRANSFER IN-OVH COST ALLOCATION	-	242,296	314,254	314,254
TOTAL INDIRECT COST ALLOCATION	\$ 1,172,800	\$ 2,443,003	\$ 2,713,391	\$ 2,727,672
NET (INCOME) LOSS - SANITATION FUND	\$ 211,200	\$ 24,377	\$ (178,577)	\$ 364,344

STORMWATERS

DESCRIPTION	FINAL BUDGET	FINAL BUDGET	ADOPTED BUDGET	PROPOSED BUDGET
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
STORMWATER UTILITY FEES	1,275,000	1,275,000	1,275,000	1,250,500
Interest Income	-	-	-	-
Transfer from Fund 107-Local Option Gas Tax	200,000	757,015	-	-
Appropriated Fund Balance		667,253	1,620,440	-
[300] Total Revenues	\$ 1,475,000	\$ 2,699,268	\$ 2,895,440	\$ 1,250,500
Salaries	388,488	359,640	175,000	231,171
Other Salaries & Wages				25,686
Overtime	-		20,000	4,918
Special Pay	3,000	3,000	2,000	2,100
Compensatory Time	-	-	12,862	4,000
PTO	14,942	13,832	12,900	23,874
FICA	31,092	28,800	16,054	20,899
Retirement Contribution	27,195	25,174	15,013	7,477
Health Insurance	56,824	96,234	43,754	38,279
Worker's Comp	26,152	26,538	1,141	10,442
Life Insurance	-	5,418	5,418	3,118
Uniform Allowance	-	-	-	5,320
	\$ 547,692	\$ 558,636	\$ 304,142	\$ 377,284
PROFESSIONAL SERVICES	150,000	207,281	204,000	100,000
ACCOUNTING & AUDIT	5,000	-	-	-
OTHER CONTRACTUAL SERVICES.	45,000	45,000	10,000	45,000
TRAVEL & PER DIEM	-			
COMMUNICATIONS SERVICES	1,400	1,400	71,000	71,000
INSURANCE	19,200	19,200	48,260	51,200
		-	400	1,000
REPAIR AND MAINTENANCE	18,000	18,000	65,400	45,000
OTHER CURRENT CHARGES	10,000	10,000	-	1,000
OPERATING SUPPLIES	6,500	6,500	15,000	15,000
EDUCATIONAL COURSES	1,000	1,000	1,000	1,000
VEHICLE REPAIR & MAINTENANCE	25,000	25,000	9,100	9,100
GAS, OIL & LUBRICANTS	13,000	13,000	10,200	10,200
UNIFORMS	1,500	1,500	1,500	1,500
Total [30] Operating Expenses	\$ 295,600	\$ 347,881	\$ 435,860	\$ 351,000
Total Operating Expenses	\$ 843,292	\$ 906,517	\$ 740,002	\$ 728,284
TRANSFER IN-G&A ALLOCATION	-	114,507	99,946	121,277
TRANSFER IN-OVH ALLOCATION	-	96,647	110,622	110,622
TRANSFER IN-IT EXPENSES				
	\$ 843,292	\$ 1,117,671	\$ 950,570	\$ 960,183
BUILDING IMPROVEMENTS	1,500	-	-	-
IMPROVEMENTS, NOT BUILDINGS	300,000	1,641,485	1,921,000	90,000
MACHINERY & EQUIPMENT	180,000	-	-	-
[60] Capital Outlay	\$ 481,500	\$ 1,641,485	\$ 1,921,000	\$ 90,000
CONTRIBUTION TO GENERAL FUND	150,000	-	-	-
	\$ 150,000	\$ -	\$ -	\$ 1,050,183
Surplus / (Deficit)	\$ 208	\$ (59,888)	\$ 23,870	\$ 200,317

PAID PARKING-MOBILITY

DESCRIPTION	FINAL BUDGET FY 2023-24	FINAL BUDGET FY 2024-25	ADOPTED BUDGET FY 2025.26	PROPOSED BUDGET FY 2026-27
PAID PARKING - EV CHARGING STATION FEES	4,500	8,000	8,000	8,000
PAID PARKING - PARKING FEES	725,000	970,000	910,000	1,320,000
PAID PARKING CITATIONS	75,000	10,000	10,000	10,000
INTEREST INCOME	-	-	55,000	55,000
MISCELLANEOUS REVENUE	-	-	-	-
PAID PARKING TRANSFERS FROM OTHER FUNDS	-	-	-	-
PAID PARKING TRANSFER FROM OTHER FUNDS	-	-	-	-
METERED PARKING FINES	-	-	-	-
Subgroup : [500] Revenue	\$ 804,500	\$ 988,000	\$ 983,000	\$ 1,393,000
REGULAR SALARIES	\$ 90,295	\$ 118,850	\$ 99,195	\$ 169,942
OTHER SALARIES & WAGES				
OVERTIME	-	-	-	-
SPECIAL PAY	-	-	-	-
PTO LIABILITY	-	-	-	5,000
Comp Time				-
FICA	6,785	\$ 9,092	\$ 7,588	\$ 13,001
RETIREMENT CONTRIBUTIONS	-	2,000	-	5,200
HEALTH INSURANCE	-	2,578	-	1,576
WORKER'S COMPENSATION	3,883	3,885	3,885	2,212
Life Insurance	-	-	-	-
Subgroup : [10] Personnel Services	\$ 100,963	\$ 136,405	\$ 110,668	\$ 196,931
PROFESSIONAL SERVICES	\$ 10,000	\$ 8,500	\$ 5,000	\$ 5,000
OTHER CONTRACTUAL SERVICES	55,000	35,000	36,500	25,000
PAID PARKING - COURTYARD REV. SHARE	13,000	13,500	-	12,000
TRAVEL & PER DIEM	1,500	-	-	-
COMMUNICATIONS SERVICES	1,000	3,500	23,396	25,000
UTILITY SERVICES	2,500	3,500	3,500	800
INSURANCE	8,800	30,500	12,063	12,063
REPAIR & MAINTENANCE	29,000	10,500	10,500	6,500
OFFICE SUPPLIES	3,550	-	-	-
OPERATING SUPPLIES	5,500	10,000	1,500	1,500
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	44,500	1,000	-	-
EDUCATIONAL COURSES	3,800	3,000	-	-
VEHICLE REPAIR & MAINTENANCE	4,000	5,000	15,000	5,000
GAS, OIL & LUBRICANTS	-	-	-	500
UNIFORMS	2,000	2,000	2,000	2,000
PAID PARKING - ATLANTIC BEACH REV. SHARE	120,000	120,000	112,500	390,000
BANK FEES	-	-	-	40,000
Subgroup : [30] Operating Expenditures	\$ 304,150	\$ 246,000	\$ 221,959	\$ 525,363
TOTAL OPERATING COST	\$ 405,113	\$ 382,405	\$ 332,627	\$ 722,294
TRANSFER OUT-GENERAL FUND	214,750	285,000	295,000	-
TRANSFER IN-G&A COST ALLOCATION		44,575	47,140	120,279
	\$ 619,863	\$ 711,980	\$ 674,767	\$ 842,573
Capital Outlay				
IMPROVEMENTS NOT BUILDINGS	-	-	-	-
MACHINERY & EQUIPMENT	7,000	7,000	30,000	-
Subgroup : [60] CAPITAL OUTLAY	\$ 7,000	\$ 7,000	\$ 30,000	\$ -
	\$ 626,863	\$ 718,980	\$ 704,767	\$ 842,573
TOTAL (SURPLUS)/DEFICIT:	\$ 177,637	\$ 269,020	\$ 278,233	\$ 550,427

BUILDING AND ZONING

DESCRIPTION	PROPOSED BUDGET FY 2026-27
BUILDING PERMITS	420,000
PLAN REVIEW FEES	157,500
Fire Plan Review Fees	52,500
Building Department Credit Card Fees	-
INSPECTION FEES	-
	\$ 630,000
REGULAR SALARIES	\$ 212,493
OVERTIME	-
SPECIAL PAY	-
PTO LIABILITY	16,346
COMP TIME	2,000
FICA	16,409
RETIREMENT CONTRIBUTIONS	12,672
HEALTH INSURANCE	43,362
WORKER'S COMPENSATION	1,547
Life Insurance	3,524
Allowance	8,400
Subgroup : [10] Personnel Services	\$ 316,753
PROFESSIONAL SERVICES	\$ 115,000
OTHER CONTRACTUAL SERVICES	35,000
TRAVEL & PER DIEM	7,500
COMMUNICATIONS SERVICES	8,000
INSURANCE	8,360
REPAIR & MAINTENANCE	2,000
PRINTING & BINDING	2,000
PROMOTIONAL & ADVERTISING	3,000
OFFICE SUPPLIES	12,000
OPERATING SUPPLIES	-
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	8,000
EDUCATIONAL COURSES	6,000
RADIO REPAIR AND MAINTENANCE	-
VEHICLE REPAIR & MAINTENANCE	500
GAS, OIL & LUBRICANTS	600
Subgroup : [30] Operating Expenditures	\$ 207,960
TOTAL OPERATING EXPENDITURES:	\$ 524,713
TRANSFER IN-G&A COST ALLOCATION	87,377
	\$ 612,090
BUILDING IMPROVEMENTS	\$ -
MACHINERY & EQUIPMENT	-
MUNICIPAL BOARDS	-
Subgroup : [60] CAPITAL OUTLAY	\$ -
	\$ 612,090
Surplus (Deficit)	\$ 17,910
	2.84%

INFORMATION TECHNOLOGY

DESCRIPTION	FINAL BUDGET		FINAL BUDGET		ADOPTED BUDGET		PROPOSED BUDGET	
	FY 23-24		FY 24-25		FY 25-26		FY 26-27	
IT SERVICE CHARGES	\$	549,338	\$	479,403	\$	644,300	\$	476,695
Contribution from Fund 109					\$	450,000	\$	-
	\$	549,338	\$	479,403	\$	1,094,300	\$	476,695
REGULAR SALARIES	\$	134,986	\$	139,323	\$	275,000	\$	185,624
OVERTIME		-		-		-		-
SPECIAL PAY		-		-		-		-
PTO LIABILITY		6,534		3,780		21,154		14,279
FICA		10,298		10,947		21,038		14,200
RETIREMENT CONTRIBUTIONS		3,645		7,142		8,250		9,716
HEALTH INSURANCE		-		8,973		8,973		8,973
WORKER'S COMPENSATION		-		245		245		1,319
LIFE INSURANCE		-		1,100		1,100		2,543
Subgroup : [10] Personnel Services	\$	155,463	\$	171,511	\$	335,760	\$	236,654
PROFESSIONAL SERVICES	\$	160,000	\$	50,000	\$	50,000	\$	-
OTHER CONTRACTUAL SERVICES		-		-		-		55,000
TRAVEL & PER DIEM		-		-		2,500		2,500
COMMUNICATIONS SERVICES		55,000		55,000		79,000		20,000
POSTAGE & SHIPPING		15,000		1,500		1,500		-
UTILITY SERVICES		-		-		-		-
RENTALS & LEASES		20,000		20,000		20,000		22,500
INSURANCE		63,675		63,675		8,555		17,655
REPAIR & MAINTENANCE		-		-		-		-
PROMOTIONAL & ADVERTISING		-		-		-		-
OFFICE SUPPLIES		2,000		1,500		1,000		1,000
OPERATING SUPPLIES		15,000		15,000		6,000		7,000
BOOKS, SUBSCRIPTIONS & MEMBERSHIPS		-		-		-		-
EDUCATIONAL COURSES		-		-		2,000		2,000
VEHICLE REPAIR & MAINTENANCE		-		1,500		600		600
GAS, OIL & LUBRICANTS		1,500		1,500		600		600
INFORMATION TECHNOLOGIES		50,000		35,000		41,500		30,000
MISCELLANEOUS EXPENSES		11,700		11,700		13,137		13,137
Subgroup : [30] Operating Expenditures	\$	393,875	\$	256,375	\$	226,392	\$	171,992
TOTAL OPERATING EXPENSES:	\$	549,338	\$	427,886	\$	562,152	\$	408,646
TRANSFER IN-G&A COST ALLOCATION:			\$	51,517	\$	68,049	\$	68,049
	\$	549,338	\$	479,403	\$	630,201	\$	476,695
Subgroup : [60] CAPITAL OUTLAY								
BUILDING IMPROVEMENTS		-		-		-		-
IMPROVEMENTS NOT BUILDINGS		-		-		450,000		-
MACHINERY & EQUIPMENT		-		-		-		-
Subgroup : [60] CAPITAL OUTLAY	\$	-	\$	-	\$	450,000	\$	-
SURPLUS/DEFICIT:	\$	-	\$	0	\$	14,099	\$	-