

**CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT**

AGENDA ITEM: An ordinance amending Chapter 2, Article IX, City Fees, by creating a new Division 6, Parks and Recreation Facility Fees, for the purpose of consolidating city fees into a single chapter of the code; amending Chapter 5, Beaches, Parks, and Recreation, Section 5-32, to remove the existing fee schedule, and reference the new fee location in Chapter 2

SUBMITTED BY: Amanda L. Askew, AICP, Neighborhoods Department Director 

TODAY'S DATE: June 26, 2026

MEETING DATE: July 13, 2026

BACKGROUND: Staff presented the proposed recreational facility rental fee schedule to the City Commission at its June 8 meeting. The proposed fee schedule was subsequently approved on first reading at the June 22 Commission meeting. As no comments or concerns were expressed by the Commission, staff has prepared the ordinance for second reading without modification.

Staff is recommending adjustments to the recreational facility rental fee schedule to better align user fees with the increasing costs associated with operating, maintaining, and preserving the City's recreational assets. The current fee schedule has remained unchanged since 2012, despite substantial increases in labor costs, utilities, maintenance materials, programming expenses, and overall facility upkeep during that time.

The proposed fee revisions are intended to improve cost recovery while maintaining access to high-quality recreational facilities and amenities for residents, community organizations, and other users. The adjustments will help support the continued operation, maintenance, cleanliness, safety, and long-term sustainability of City facilities, as well as ongoing investments necessary to meet community expectations and service standards.

As part of the evaluation process, staff reviewed rental fees and pricing structures utilized by neighboring municipalities and comparable recreational providers to assess current market conditions and regional trends. While direct comparisons are limited due to differences in facility types, amenities, capacities, locations, and service levels, the review confirmed that the City's existing fee structure has not kept pace with current operating costs or prevailing market rates.

In conjunction with the fee update, staff is recommending the relocation of Parks and Recreation facility fees from Chapter 5 of the City Code to Chapter 2, Article IX, City Fees. Consolidating fees within a single chapter will create a centralized location for all City fee schedules, improving accessibility, administrative efficiency, and ease of use for both staff and the public while reducing potential confusion regarding fee references throughout the Code.

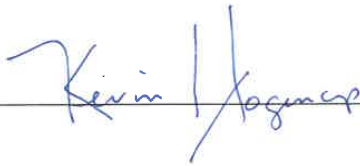
Overall, the proposed revisions are intended to establish a more equitable, transparent, and financially sustainable fee structure that supports the continued operation, maintenance, and enhancement of the City's recreational facilities for public use.

BUDGET: Undermined net gain

RECOMMENDATION: Review and vote on Ordinance

ATTACHMENT(S): Business Impact Statement
Ordinance No. 5-26-76
Exhibit A

REVIEWED BY CITY MANAGER:

_____

ORDINANCE NO. 5-26-76

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE IX, CITY FEES, BY CREATING A NEW DIVISION 6, PARKS AND RECREATION FACILITY FEES, FOR THE PURPOSE OF CONSOLIDATING CITY FEES INTO A SINGLE CHAPTER OF THE CODE; AMENDING CHAPTER 5, BEACHES, PARKS, AND RECREATION, SECTION 5-32, USER FEES FOR PARKS AND RECREATION FACILITIES, TO REMOVE THE EXISTING FEE SCHEDULE, AND REFERENCE THE NEW FEE LOCATION IN CHAPTER 2; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach Code of Ordinances currently contains fees set forth in multiple chapters, which can create confusion and inefficiency in administration and public understanding; and

WHEREAS, the City of Atlantic Beach desires to relocate fees when updating fees currently set forth in various sections of the Code into a single, centralized location within Chapter 2 as such Code sections are amended and updated; and

WHEREAS, the City of Atlantic Beach owns, operates, and maintains recreational facilities and amenities that provide valuable opportunities for community recreation, events, programs, and public gatherings; and

WHEREAS, the City is committed to providing residents, organizations, and visitors with safe, clean, and well-maintained recreational facilities that enhance the quality of life within the community; and

WHEREAS, the current recreational facility rental fee schedule has remained unchanged since 2012 despite substantial increases in operational and maintenance costs over the past decade; and

WHEREAS, the costs associated with labor, utilities, maintenance materials, facility repairs, programming, custodial services, and overall facility upkeep have increased significantly since the current fee schedule was established; and

WHEREAS, periodic review and adjustment of user fees are necessary to ensure that rental rates more accurately reflect the costs incurred by the City in providing and maintaining recreational facilities and services; and

WHEREAS, the proposed fee adjustments are intended to improve cost recovery for the operation, maintenance, preservation, and long-term sustainability of the City's recreational assets while continuing to provide access to high-quality public amenities; and

WHEREAS, the proposed revisions will help support ongoing investments in facility maintenance, cleanliness, safety, customer service, and capital preservation efforts that benefit facility users and the community as a whole.

**NOW, THEREFORE, BE ENACTED BY THE CITY COMMISSION ON BEHALF OF
THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:**

SECTION 1. Regulations Amended. The fees found in Chapter 5 Beaches, Parks and Recreation Section 5-32 are being updated and relocated to a new Division 6 in Chapter 2 Administration, as more fully set forth and described in Exhibit A, attached hereto and made part hereof, and hereby adopted to read as shown in said Exhibit A.

SECTION 2. Purpose and Intent. The purpose and intent of this Ordinance are to update parks and recreation facility fees and move fees into Chapter 2.

SECTION 3. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 4. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 5. Codification and Scrivener's Errors. The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation, is hereby directed to incorporate the changes to Chapter 2 (Exhibit A) into the City's Code of Ordinances. Sections of the Chapter may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapters 2 and 5 which do not affect the intent may be authorized by the City Manager and City Attorney without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 22nd day of June, 2026.

PASSED by the City Commission on second and final reading this ____ day of _____,
2026.

CITY OF ATLANTIC BEACH

Curtis Ford, Mayor

Attest:

Donna L. Bartle, City Clerk

Approved as to form and correctness:

Jason Gabriel, City Attorney

Ordinance No. 5-26-76

Page 2 of 2

DIVISION 6. - PARKS AND RECREATION FACILITIES FEES

Sec. 2-600. Schedule of user fees for parks and recreation facilities.

The use of public parks and recreation facilities within the city and fees for such use shall be as set forth within this section.

(a) One-time events at the Jordan Park Community Center or Donner Park Community Center.

(1) One hundred forty dollars (\$140.00) for four (4) hours and thirty-five dollars (\$35.00) for each additional hour.

(2) Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances. (b) Recurring use of any city facility or park by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations with approved user agreement for six (6) or more times per year during nonpremium hours.

(1) Monday through Thursday Thirty-five dollars (\$35.00) per event or activity with a maximum daily rate of \$380.

(2) Friday through Sunday, seventy dollars (\$70) per event or activity with a maximum daily rate of \$780.

(2) Deposit required: Fifty dollars (\$50.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

(3) "Premium hours" are identified as:

<u>Friday</u>	<u>5:00 p.m. or later</u>
<u>Saturday</u>	<u>All day</u>
<u>Sunday</u>	<u>Noon or later</u>

A repetitive use not-for-profit, homeowner, or neighborhood association may request usage of premium days/times at the thirty-five dollars (\$35.00) per event rate. However, within seven (7) days of the scheduled event, if another group wishes to rent the facility at the full usage rate, then the repetitive use not-for-profit, homeowner, or neighborhood association may be relocated to another facility.

If a repetitive use not-for-profit, homeowner, or neighborhood association wishes to secure the facility for premium days/times, then they will be required to pay the full usage fees for the rental.

(c) Private events at the Adele Grage Cultural Center, Monday through Thursday:

(1) Fifty dollars (\$50.00) per hour with a maximum daily fee of four hundred dollars (\$400.00).

(2) Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

(d) Individual events at the Adele Grage Cultural Center and Marsh Oaks Community Center, Monday through Thursday, by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations:

(1) Thirty-five dollars (\$35.00) per hour with a maximum daily fee of three hundred eighty dollars (\$380.00).

(2) Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

-
- (e) Private events at the Adele Grage Cultural Center and Marsh Oaks Community Center, Friday through Sunday:
 - (1) Four hundred dollars (\$400.00) for four (4) hours and one hundred dollars (\$100) for each additional hour.
 - (2) Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.
 - (f) Individual events at the Adele Grage Cultural Center and Marsh Oaks Community Center, Friday through Sunday, by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations:
 - (1) Seventy dollars (\$70.00) per hour with a maximum daily fee of seven hundred eighty dollars (\$780.00).
 - (2) Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.
 - (g) For events or activities at any city facility involving the use of alcoholic beverages. The provisions of chapter 3 of this Code shall also apply.
 - (1) Six hundred dollars (\$600.00) for four (4) hours and one hundred fifty dollars (\$150) for each additional hour for any event serving beer, wine or any type of alcoholic beverages.
 - (2) Requires off-duty police officer paid by rental party at prevailing hourly rate.
 - (3) Must receive prior approval of a special event permit from the city manager.
 - (4) Use of alcoholic beverages is not permitted in city parks or on the beach, and alcoholic beverages must be contained within the building approved to host such event.
 - (5) No fee, ticket or other type of compensation shall be charged for alcoholic beverages at any activity at city facilities.
 - (6) Violation of these rules may [be] cause for forfeiture of any deposits.
 - (h) Lost key card charge: Twenty dollars (\$20.00).
 - (i) Camping at Dutton Island Preserve.
 - (1) Thirty five dollars (\$35.00) per campsite. (l) Events at any city facility put on by any unit of federal, state or local government shall be exempt from any of the fees required in this section.
 - (m) All special events requests not previously addressed in this section of the City Code will be assessed a thirty-five dollar (\$35.00) application fee when submitted for processing.
 - (n) Sales tax for the rental of city facilities shall be the responsibility of the renters.
 - (o) Park pavilions
 - (1) Thirty-five dollars (\$35.00) per pavilion (4 hours) and \$10 per additional hour
 - (2) No deposit is required

(Ord. No. 95-03-82, § 1, 1-27-03; Ord. No. 95-05-89, § 1, 4-11-05; Ord. No. 95-07-93, § 1, 2-26-07; Ord. No. 95-10-100, § 1, 5-10-10; Ord. No. 95-12-105, § 1, 5-14-12)

Exhibit A to Ordinance No. 5-26-76

Sec. 5-32. User fees for parks and recreation facilities.

Pursuant to fees in Chapter 2.

The use of public parks and recreation facilities within the city and fees for such use shall be as set forth within this section:

- (a) ~~One-time events at the Jordan Park Community Center or Donner Park Community Center.~~
 - (1) ~~One hundred dollars (\$100.00) for four (4) hours and twenty-five dollars (\$25.00) for each additional hour.~~
 - (2) ~~Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~
- (b) ~~Recurring use of any city facility or park by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations with approved user agreement for six (6) or more times per year during nonpremium hours.~~
 - (1) ~~Twenty-five dollars (\$25.00) per event or activity.~~
 - (2) ~~Deposit required: Fifty dollars (\$50.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~
 - (3) ~~"Premium hours" are identified as:~~

Friday	5:00 p.m. or later
Saturday	All day
Sunday	Noon or later

~~A repetitive use not for profit, homeowner, or neighborhood association may request usage of premium days/times at the twenty-five dollars (\$25.00) per event rate. However, within seven (7) days of the scheduled event, if another group wishes to rent the facility at the full usage rate, then the repetitive use not for profit, homeowner, or neighborhood association may be relocated to another facility.~~

~~If a repetitive use not for profit, homeowner, or neighborhood association wishes to secure the facility for premium days/times, then they will be required to pay the full usage fees for the rental.~~

- (c) ~~Private events at the Adele Grage Cultural Center, Monday through Thursday:~~
 - (1) ~~Fifty dollars (\$50.00) per hour with a maximum daily fee of four hundred dollars (\$400.00).~~
 - (2) ~~Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~
- (d) ~~Individual events at the Adele Grage Cultural Center, Monday through Thursday, by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations:~~
 - (1) ~~Twenty-five dollars (\$25.00) per hour with a maximum daily fee of three hundred twenty dollars (\$320.00).~~
 - (2) ~~Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~
- (e) ~~Private events at the Adele Grage Cultural Center, Friday through Sunday:~~
 - (1) ~~One hundred dollars (\$100.00) per hour with a maximum daily fee of eight hundred dollars (\$800.00).~~

-
- ~~(2) Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~
 - ~~(f) Individual events at the Adele Grage Cultural Center, Friday through Sunday, by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations:~~
 - ~~(1) Fifty dollars (\$50.00) per hour with a maximum daily fee of six hundred dollars (\$600.00).~~
 - ~~(2) Deposit required: Two hundred dollars (\$200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~
 - ~~(g) For events or activities at any city facility involving the use of alcoholic beverages. The provisions of chapter 3 of this Code shall also apply.~~
 - ~~(1) One hundred dollars (\$100.00) per hour for any event serving beer, wine or any type of alcoholic beverages.~~
 - ~~(2) Requires off duty police officer paid by rental party at prevailing hourly rate.~~
 - ~~(3) Must receive prior approval of a special event permit from the city manager.~~
 - ~~(4) Use of alcoholic beverages is not permitted in city parks or on the beach, and alcoholic beverages must be contained within the building approved to host such event.~~
 - ~~(5) No fee, ticket or other type of compensation shall be charged for alcoholic beverages at any activity at city facilities.~~
 - ~~(6) Violation of these rules may [be] cause for forfeiture of any deposits.~~
 - ~~(h) Lost key charge: Eight dollars (\$8.00); lost security card: Twenty dollars (\$20.00).~~
 - ~~(i) Beach bonfire.~~
 - ~~(1) Twenty five dollars (\$25.00) per activity on beach with bonfire or any type of open flame.~~
 - ~~(2) Approval of a fire permit by the parks and recreation department is required. Permit must be requested and approved during regular city weekday work hours at least twenty four (24) hours prior to activity.~~
 - ~~(j) Summer Camp at Donner Park Community Center and Jordan Park Community Center.~~
 - ~~(1) Forty five dollars (\$45.00) per week per child.~~
 - ~~(2) Fifty dollars (\$50.00) per child for the duration of the summer camp for children who qualify for free or reduced price school lunches.~~
 - ~~(k) Camping at Dutton Island Preserve.~~
 - ~~(1) Twenty five dollars (\$25.00) per campsite.~~
 - ~~(l) Events at any city facility put on by any unit of federal, state or local government shall be exempt from any of the fees required in this section.~~
 - ~~(m) All special events requests not previously addressed in this section of the City Code will be assessed a twenty five dollar (\$25.00) application fee when submitted for processing.~~
 - ~~(n) Sales tax for the rental of city facilities shall be the responsibility of the renters.~~

Business Impact Estimate Form

CITY OF ATLANTIC BEACH, FLORIDA

Ordinance Title: An ordinance of the City of Atlantic Beach, Duval County, Florida, amending Chapter 2, Article IX, City fees, by creating a new Division 6, Parks and recreation facility fees, for the purpose of consolidating city fees into a single chapter of the code; amending Chapter 5, Beaches, parks, and recreation, Section 5-32, User fees for parks and recreation facilities, to remove the existing fee schedule, and reference the new fee location in Chapter 2; providing for findings of fact, codification, applicability, conflicts, severability, and an effective date.

Ordinance Number: 5-25-76

Date: June 10, 2026

Pursuant to Florida Statute 166.041(4), the City of Atlantic Beach has prepared this Business Impact Estimate for the proposed ordinance described below. This estimate is provided to inform the public and businesses of the potential economic impacts of the proposed ordinance, as required by law.

1. Summary of the Proposed Ordinance (statement of public purpose):

The purpose of this ordinance is to update the City of Atlantic Beach's recreational facility rental fee schedule to more accurately reflect the costs associated with the operation, maintenance, preservation, and long-term sustainability of City recreational facilities and amenities. The revised fee structure is intended to improve cost recovery, support continued investments in facility upkeep and customer service, and ensure that residents, organizations, and visitors continue to have access to safe, clean, and high-quality recreational facilities that enhance the quality of life within the community.

2. Estimated Direct Economic Impact on Private, For-Profit Businesses:

The following estimates outline the direct economic impact of the proposed ordinance on private, for-profit businesses within the City of Atlantic Beach, as required by Florida Statute 166.041(4)(a)(2).

a. Estimated Direct Compliance Costs

- Small rental fee increases

b. Identification of New Charges or Fees

- Increase park pavilion fees from \$25 to \$35
- Increase camping fees from \$25 to \$35
- Increase Gail Baker and Jordan Community Center fees from \$25 per hour to \$35 per hour
- Add new fee for new community Center (Marsh Oaks Community Center)
- Increase non-profit rental fees for centers from \$50 to \$70 (Friday through Sunday) and increase from \$25 to \$35 (Monday through Thursday)
- Increase fees for facilities with events with alcohol from \$100 per hour to \$150 per hours

c. Estimated Municipal Regulatory Costs (including estimated revenues from any new charges or fees to cover such costs)

- No significant municipal regulatory costs are anticipated.

3. Good Faith Estimate of Businesses Likely Impacted

- Very few businesses are impacted most of the rentals are individuals.

4. Additional Information

The revised fee structure is intended to improve cost recovery, support continued investments in facility upkeep and customer service, and ensure that residents, organizations, and visitors continue to have access to safe, clean, and high-quality recreational facilities that enhance the quality of life within the community

Posted on: June 12, 2026

Website: <https://coab.us/>

Note: This Business Impact Estimate is provided in compliance with Florida Statute 166.041(4). Certain ordinances, such as those related to budgets, debt issuance, or compliance with federal or state law, may be exempt from this requirement.

BUSINESS IMPACT ESTIMATE EXEMPTIONS

Pursuant to Section 166.041(4), Florida Statutes, the City of Atlantic Beach, Florida is required to prepare a Business Impact Estimate for Ordinances that are NOT exempt from this requirement.

A list of Ordinance exemptions are provided below. Please check all exemption boxes that apply to this Ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☐ The proposed ordinance is enacted to implement the following:

a. Development orders and development permits, as those terms are defined in Section 163.3164, Florida Statutes, and development agreements, as authorized by the Florida Local Government Development Agreement Act under Sections 163.3220-163.3243, Florida Statutes;

b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;

c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the boxes above are checked, then a Business Impact Estimate IS REQUIRED to be completed.