



AGENDA (Amended)
Special and Workshop City Council Meeting
Tuesday, January 17, 2022, 6:00 P.M.
Council Chambers, 116 First Street, Neptune Beach, Florida

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. CONSIDERATION OF CITY MANAGER'S EMPLOYMENT
3. PUBLIC COMMENTS
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. DEPARTMENTAL SCORE CARD p. 3
4. COMMITTEE REPORTS
 - A. Charter Review
 - B. Finance
 - C. Land Use and Parks
 - D. Transportation and Infrastructure Planning
5. PUBLIC COMMENTS
6. PROPOSED ORDINANCES / NONE
7. CONTRACTS / AGREEMENTS / NONE
8. ISSUE DEVELOPMENT
 - A. RESOLUTION NO. 2023-01, A Resolution of the City of Neptune Beach, Florida, Revoking Resolution No, 2017-01; Providing for Adoption of Recitals, Repeal of Prior Inconsistent Resolutions and Council Decisions, Severability and an Effective Date. p. 23
 - B. Discussion to Approve Fee Waiver for Variance Requests for FAR (Floor Area Ratio).
9. PUBLIC COMMENTS
10. COUNCIL COMMENTS
11. ADJOURN



Residents attending public meetings can use the code **HX12** to validate their parking session at no cost. After 5:30 on the date of the meeting, follow these steps:

Make sure you are parked in a North Beaches public parking space – we can't validate valet parking or parking in private lots.

- **To use a kiosk:** Using a nearby kiosk, press the Start button and then select 2 to enter your plate and the validation code.
- **To use the Flowbird app:** Tap the nearest yellow balloon and tap “Park here.” From the payment screen, select “Redeem a code” at the top. Confirm your information and tap “Purchase” – the price will show “Free.”

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 1/11/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CITY MANAGER'S OFFICE					
Waste Pro USA Refund Request	Letter Sent to Waste Pro 11.2.2022; Meeting with Their Lobbying Attorney on 11.16.2022	N/A	11.1.2022	In Progress	
Parking Space Lease Agreement with Monahan	On Council Workshop for Discussion 11.21.2022	N/A	11.1.2022	In Progress	
Neptune House Rentals	Recent booking: 2/11/2023 9Thirteen Christian Church anniversary celebration from 2 pm- 10 pm	N/A	N/A	1/11/2023	On-going
Beach Recycling, Container Improvements and Educational Signs at Beach Accesses	New Budget Cycle Allows for Purchase of Refuse Containers, currently on pause while emergency repairs are made to beach accesses	\$30,000+/-	6.1.2022	In Progress	
Monthly City Newsletter	Will post to City website	N/A	1/9/2023	In Progress	On-going
Waste Pro Liquidated Damages	Liquidated damages calculated monthly for missed residential collections.	N/A	N/A	N/A	On-going
Senior Activity Center Bid Package for Porch	Will be sent out on Thursday, January 12, 2023	N/A	N/A	1/10/2023	In progress
CITY CLERK/HR					
Town Hall Style Meeting Discussion	Discussed at November 7, 2022 Regular Council Meeting Will continue discussion of potential meeting dates and times after				
FINANCE DEPARTMENT					
Tyler Technologies Financial Software Replacement	Creating a new timeline for tyler Implementation		6/28/2022	Ongoing	
Reconciling Waste Pro Franchise Fees	Ongoing		11/1/2022	Ongoing	
Year End Tax Forms for Employees	Create W2 for Employees/ Send Final 941/ IRS Regarding Payroll Taxes		1/1/2023	Ongoing	
Fiscal Year 2021 Audit	Complete FY2020 Audit Entries and book FY 2020 Adjusting Entries. Reconciling Cas and Variance Analysis		Ongoing	In progress	
Banking Combination	Need to close BOA accounts		2020	Last Stage	
New Banking Services	Receiving Credit Card Terminals		3/1/2021	In progress	
PLANNING AND COMMUNITY DEVELOPMENT					
Building Department Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Code Enforcement Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Commercial Fire Inspection Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Community Development Board Meeting	Meeting scheduled for Oct 12th. There are 2 variance requests and 1 board determination for interpretation of the LDC.	N/A	ongoing	12/7/2022	Monthly

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PLANNING AND COMMUNITY DEVELOPMENT					
CRA: Finding of Necessity Research Data Collection and Analysis	Staff has placed this on hold pending the LDC adoption	N/A	N/A	Completed	TBD
CRA: Networking and Outreach	On hold	N/A	N/A	11/10/2021	TBD
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	On hold	N/A	N/A	11/10/2021	TBD
CRA: Board Meeting	On hold	N/A	N/A	11/10/2021	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	On hold	N/A	N/A	11/10/2021	TBD
Creation of GIS Maps for City	Firemarshal has created base layers and begun creating shapefiles for city infrastructure, parcels, and other relevant data.	N/A	8/1/2022	10/5/2022	TBD
Impact Fees	Staff is working with Terrell Arline to establish impact fees for new development in the City.	Mr. Arline is preparing a impact fee analysis on his own volition for the city to use as a basis	8/1/2022	8/8/2022	TBD
Fee Resolution	Resolution 2022-07 passed by Council on 11/07/2022.	N/A	3/9/2022	Completed	11/7/2022
GRANTS & RESILIENCY					
Jarboe Park Phase 1 - Tennis, Pickleball Courts & Volleyball Courts - Opening	Additional Landscaping - Grading and spreading of grass seed completed, winter rye seed spread on 11/8, additional seed to be spread prior to next rain		1/1/2021	1/10/2023	In progress
Jarboe Park Phase 1 - Tree Planting	Landscaping Contractor responding to comments from COJ Arborist, Contractor is now regularly watering, trees to be reset after storms		1/1/2021	1/10/2023	In progress
Jarboe Park- Additional Shade Structures	1st quote for additional shade received week of 5/2/2022, shades taken down for storm, Public Works has ordered tool needed for re-installation, re-installed after lan, no damage from Nicole		5/1/2022	1/10/2023	In progress
Resiliency Lab at Jarboe Park - StormSensor Expansion	City Council approved 5/2/2022, Sensors installed 5/9 to 5/20/2022 with follow-up work on week of 6/20/2022, Demo at City Hall on 6/30/22, Maintenance work on 12/14		5/1/2022	1/10/2023	In progress
Community Resilience Planning Grant	\$100,000 grant announced on 5/3/2022, initial grant documents received 5/9/2022, UF drafting scope, Expansion Grant application submitted 9/1/2022, funding to be announced in early 2023	\$100,000 (Reimbursable Grant)	5/3/2022	1/10/2023	In progress
COJ Penman Road Complete Streets Project Study	Community Meeting on 12/15/2021, design phase to begin 1/1/2023, staff level Stakeholder meeting held end of August, COJ is scheduling an upcoming community meeting early 2023		10/1/2021	1/10/2023	In progress
FDOT Atlantic Blvd and Third St Intersection Improvements and Bay Street Pedestrian Hybrid Beacon and Crosswalk	Construction started on 1/3/2022 - schedule delayed because new drainage structure had to be added to the project for Jax Beach Beacon. Completion anticipated by early 2023 with COJ connecting		7/1/2021	1/10/2023	In progress

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POLICE DEPARTMENT					
Motorola P1 Computer Aided Dispatch (CAD) Project	Provisioning complete, pending Comm Center computer connections	\$35,000	7/12/2019	Active	In progress
2021-JAGC-DUVA-4-3B-127 (Ammo)	Project Completed, Pending receipt of reimbursement from State of Florida	\$52,858 (+/-)	1/1/2021	Pending Reimbursement	In progress
Firehouse Public Safety Grants	Vehicle Received - Pending Upfitting	\$20,852 (+/-)	4/7/2022	Active	In progress
2023-JAGC-DUVA- (TBD) "Technological Adv. Project"	Applied for Grant	\$53,007	11/2/2022	Pending Application	In progress
DUI Unit Body Worn Camera (BWC) & In-Car Camera Project	ALPR Axon Feed Pending	\$7,748	7/13/1905	Active	In progress
Patrol Rifle Refresh	Items Ordered - Pending Arrival	\$5,000.00	7/13/1905	Active	Pending
Narcan Initiative	Received 50 doses from HIDTA. Pending Training & Deployment	\$0	6/8/2022	Active	In progress
PUBLIC WORKS DEPARTMENT					
CUP Renewal and well relocation design	Professional Services. -The Supplemental Agreement with the Consultant was approved during the January 3, 2023 Council meeting.	Consulting Fee: \$421,000	January 07, 2022	July 30, 2023	On-Going

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PUBLIC WORKS DEPARTMENT					
Phase I WWTF improvements to address the Consent Order	<ul style="list-style-type: none"> - Kick-off meeting with the City's Consultant held on January 10, 2022 - Consultant coordinating with FDEP on consent order modifications. - Consultant analyzed existing data, BioWIN modeling, and preliminary sizing calculations for plant 2 modifications. - SJRWMD cost share grant agreement upto \$437,500 approved during 10/3/2022 Council meeting and returned to SJRWMD - 30% design review meeting conducted on 10/6/2022 - Consultant scheduled FDEP permit pre-application on 11/16/2022, but FDEP staff was not able to attend and rescheduled to 12/6/2022 - 75% design review meeting held on 11/17/2022 - FDEP pre-application meeting held on 12/6/2022 - Consultant working on preparing FDEP permit application. 	Consulting Fee: \$412,096.43	December 09, 2021	July 30, 2023	On-Going
Stormwater strategic planning	<ul style="list-style-type: none"> - Kick-off meeting held on December 21, 2021 - Coordinated the public engagement meeting - Prepared public notice and coordinating advertisement of public meeting - Held Public Outreach meeting on March 30, 2022 from 5 pm to 7 pm to collect public input as a stakeholder in the planning process. - The Consultant developed two concept plans for the 400 block South Street drainage concerns. - The Consultant is working on a draft Construction Management at Risk (CMAR) solicitation document. - The Consultant prepared the draft stormwater strategic plan technical memorandum. - The draft stormwater strategic plan was presented the Transportation & Infrastructure Planning Committee on 9/9/2022 	Consulting Fees: \$252,817	December 09, 2021	September 30, 2022	On-Going
SB 64 planning	<ul style="list-style-type: none"> - Working with consultant along with the COAB and COAB to set up a joint meeting to discuss scoping sometime in the middle of January 2022 	Consultant Fees: TDB	TBD	March 30, 2022	Ongoing

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PUBLIC WORKS DEPARTMENT					
City Signage Inventory (AgileMapper)	- Planning to start the City signage inventory after the pavement assessment is completed	Software as Service Cost: \$5,000/yr.	October 14, 2021	September 30, 2022	Planned
Water Tower Repairs and Maintenance	Coordination meeting with Utility Services/Soez on February 2, 2022. Utility Services/Construction items include planning the timing of	TBD	TBD	TBD	Planned
SENIOR ACTIVITY CENTER					
CDBG Contract 2022-2023	Grant Submitted January 2022	Requesting \$44,895	10/1/2022	APPROVED FOR \$48,000	Est. 9/30/2023
CDBG Meeting -review of 2022	Scheduled	NA	Sept. 30, 2022	NA	1/11/2023
Building porch, parking lot, storm water runoff, landscaping	Rebidding the project	Estimated \$402,000	8/1/2022	IN PROCESS	Mid February 2023
Procurement of equipment/supplies/furniture	On-going	TBD	9/1/2021	IN PROCESS	6/1/2023
Install internet & phone lines	Comcast/Other carriers	TBD	12/1/2022	NA	TBD
Designing Limited Schedule for Neptune House	On-going	NA	2/1/2023	On-going	February 1, 2023
Day Trip/Cultural & Social Experience	Jesus Christ Superstar-TU Center for Performing Arts	NA	8/1/2022, 5pm-11pm	tickets secured; logistics planned	Wednesday, March 22, 2023
Travel Club Opportunities	Planning with Premier World Discovery & Overseas Adventure Travel, & Collette	Fundraising-\$40,000 est.	2023	Planning	Opportunities thru 2023
NBSAC to open in Neptune House	In Process	NA	2/1/2023	In Process	February 1, 2023
NBSAC Neptune House Services/Schedule	Limited scheduling of opportunities/classes/events	NA	2/1/2023	In Process	Upon Completion of Forest Ave.
Grant Application To NE FL Community Foundation-Beaches Div.	Application now being accepted	Requesting \$2,500	Presently	In Process	Due January 9, 2023
Eckstein Foundation porch donation \$100K	Contacting Executive Director Laurie latham	NA	1-Feb-23	Extended	Extension to June 1, 2023

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MOBILITY MANAGEMENT					
North Beaches Parking Program Strategic Plan	Project is in the drafting and research stage. Completed data analysis collaboration with Smart North Florida 12/9/22.	None	2/2/2022	1/11/2022	Goal completion date TBD
Neptune Beach resident parking program setup per Resolution 2022-05	Validations are fully operational (meters and app). Resident applications are being processed as they come in. The last phase being completed is public outreach.	\$1,500.00	5/10/2022	1/11/2022	Validation project completed. North Beaches Parking resident page and City website updated. Facebook post scheduled. The last step to be completed is water bill inserts.
City Hall Roof Replacement Project	Supplemental Agreement #2 approved by Council on 8/1/22. bid package has been received from Ardurra and City Staff are reviewing and evaluating bids.	\$50,701.50 approved for professional engineering and construction services. bid cost of	6/21/2022	1/11/2022	bid package delivered to staff. Megan's edit recommendations completed. the next step is
INFORMATION TECHNOLOGY					
Tyler Technologies ERP	Working on collecting the required information from all affected departments, having current future state analysis meetings with Tyler and the department heads	N/A	10/5/2021	1/5/2023	In Progress
Tyler Technologies Incode Financial Implementation	We have been working on the Tyler Incode 10 test environment.	N/A	10/5/2021	1/5/2023	In Progress
Computer upgrades	In Progress	N/A	10/5/2021	1/5/2023	In progress
Tyler MyCivic Services App implementation	In Progress	N/A	6/10/2022	1/5/2023	in progress
Phone Maintenance	In Progress	N/A	4/1/2022	1/5/2023	in progress
Tyler financial implementation	In Progress	N/A	6/10/2022	1/5/2023	in progress
Upgrade the internet connection with AT&T	In Progress	N/A	10/21/2022	1/5/2023	In progress
New P1 CAD installs for the police mobile devices	In Progress	N/A	10/20/2022	1/5/2023	In progress
Cogsdale upgrade project	In Progress	N/A	10/20/2022	1/5/2023	In progress
Munis/OCTA DID -W setup	In Progress	N/A	10/31/2022	1/5/2023	In progress
Barracuda cloud archiving project	In Progress	N/A	11/10/2022	1/5/2023	In progress
My civic app fixing bugs	In Progress	N/A	11/1/2022	1/5/2023	In progress
Submitted by the City Manager on January 17, 2023					

Building Activity October 1, 2022 to September 30, 2023					
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Valuation of Work Done
Oct-22	91	85	205	\$30,369.43	\$2,390,976
Nov-22	139	87	215	\$38,808.51	\$4,625,038
Dec-22	101	73	157	22,702.06	\$3,726,454
Jan-23					
Feb-23					
Mar-23					
Apr-23					
May-23					
Jun-23					
Jul-23					
Aug-23					
Sep-23					
Totals	331	245	577	\$69,177.94	\$10,742,468

Building Activity October 1, 2021 to September 30, 2022					
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Valuation of Work Done
Oct-21	109	89	124	\$21,333.09	\$2,168,231
Nov-21	99	52	163	\$16,924.29	\$1,973,657
Dec-21	96	72	163	\$25,615.88	\$1,192,593
Jan-22					
Feb-22					
Mar-22					
Apr-22					
May-22					
Jun-22					
Jul-22					
Aug-22					
Sep-22					
Totals	304	213	450	\$63,873.26	\$5,334,481
Difference	27	32	127	\$5,304.68	\$5,407,987



Case Activity Report

Code Enforcement Report

12/01/2022 - 12/31/2022

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022068	6/6/2022	Closed	two palm trees on city row were cut	12/31/2022	agreement with city to replace trees withinlot		172630 0005
2022115	8/29/2022	Closed	Installing pavers without a permit	12/31/2022	got permit 8/29/22		178077 3034
2022115	8/29/2022	Closed	Installing pavers without a permit	12/31/2022	Complaint unfounded		178077 3034
2022137	10/27/2022	Closed	Commercial Business Dumping for residential pick-up	12/31/2022	Complaint unfounded	10/27/2022	
2022144	11/17/2022	Closed	Effect of Hurricane on Dunes	12/30/2022	All repairs walkovers have been completed. Walkovers are open to public	11/16/2022	
2022123	10/10/2022	Closed	Dumping in vacant lot	12/30/2022	Dumping on vacant lot	10/6/2022	172842 0000
			Note				
			On 10/10/22 we found the owner of 1004 & 1006 are the same investment company. both lots are schedule to be built on. 1004First St has a permit. 1006 First was to permit as soon as 1004 was completed.				
			At this time no apparent violation				
2022179	12/20/2022	Closed	Parking on grass	12/29/2022	Went by location, parking issue appear to be corrected.	12/15/2022	172912 0003
2022184	12/29/2022	Open	construction debris on vacant lot	12/29/2022	On 12/29/22 Investigation Started, See Note.	12/29/2022	172842 0000
			Note				
			On 12/29/22 we went to the site in question (1006 First St) we found some construction debris remains from the construction at 1004 First St, (same owner). Note, previous complaints at the same address where during construction of 1004 and the owner of the property was going to build on 1006 site. As of today the 1006 site is on hold. therefore the debris on 1006 First St needs to be removed.				
2022181	12/27/2022	Pending	Short Term Rental	12/27/2022	Research into short term rental at 801 First St.	12/27/2022	172699 0500
			Note				

We received an e mail from a family member of a resident of Neptune Beach. in this e-mail she indicated that they has rented an VRBO house located at 801 First St, during the month of December 2022.

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022178	12/15/2022	Open	draining something in to ditch causing it to turn a yellow	12/22/2022	Attempt to deliver letter to owner.	12/22/2022	178689 0000
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022180	12/21/2022	Closed	Operating Business without a LIC	12/21/2022	Met with owner of business advised needed city business license.	12/21/2022	177653 1518
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022178	12/15/2022	Open	draining something in to ditch causing it to turn a yellow	12/21/2022	Attempted to deliver letter to Owner, nobody there.	12/22/2022	178689 0000
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022179	12/20/2022	Closed	Parking on grass	12/20/2022	Employee parking on grass not in property parking lot	12/15/2022	172912 0003

Note
 Advised management that employees are not to park on grass or city property.

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022178	12/15/2022	Open	draining something in to ditch causing it to turn a yellow color	12/20/2022	Conversation with Environmental Scientist, Jan Brewer, with St Johns County.	12/22/2022	178689 0000

Note
 Ms. Brewer, stated the the direct runoff from the property is not allowed. Clean water can be discharged onto their property, but this water should be treated before leaving the property and entering the drainage ditch.

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022178	12/15/2022	Open	draining something in to ditch causing it to turn a yellow color	12/16/2022	To All; I have reached out to Jacksonville Environmental Protection to investigate & determine what this discharge is and if it is hazardous. Will keep you informed as the case moves forward. John	12/22/2022	178689 0000

Note

To All;
 I have reached out to Jacksonville Environmental Protection to investigate & determine what this discharge is and if it is hazardous.

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022178	12/15/2022	Open	draining something in to ditch causing it to turn a yellow color	12/15/2022	Went to site with Off. Langdon observed pipe with yellowish water being disposed of in front drainage swale that runs to the drainage canal. Spoke with Mrs. Kalkines on the phone and she gave me Mr. Jordan's number. I left a message for him. Turned the switch to the pump off. He called back to say the water was from the draining of the pool. That the pool needs to be remarkited and they were removing the water. I tried to explain that nothing but pure water could be placed in the swale and that there had to be something other than water turn the discharge the yellow/white color. He would need to drain the pool into his own yard. He stated that it would still end up in the swale and that the City has caused him nothing but problems. That he should have had his attorney sue us and that he wanted someone higher up than me to call him. When was public works going to dig the swale out? His number is 904-588-3219	12/22/2022	178689 0000
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022175	12/10/2022	Closed	Short Term Rental	12/10/2022	Short Term Rental Investigation. no Violation See Note	12/9/2022	173043 0000

Note
 Booking history: July 30 to Jan 31
 Tried Feb 19 -March 21
 Popup 30 night minimum
 No Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022176	12/10/2022	Closed	Short Term Rental	12/10/2022	Investigation, History Booking 11/15 - 1/14/23 Tried Aug 5/23 - Sept 3 28 night minimum popup No Violation	12/9/2022	173749 0000
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #

2022177	12/10/2022	Closed	Short Term Rental	12/10/2022	Investigation: No Booking History No Liver Booking Tried Mar 19 received 200 Night Popup No Violation	12/9/2022	172918 0000
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022128	10/19/2022	Open	Short Term Rental, less than 28 Day	12/9/2022	Short term rental , Host Candace Poellnitz	10/18/2022	173749 5200

Note

Booked Jan -March
Attempted to Booked April 15 - 17 received 6 night minimum pop-up
Approved booking April 15- 21 up to payment. \$2100. for 7 nights

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022155	12/9/2022	Open	Short term rental	12/9/2022	Short term rental	12/9/2022	173523 0100

Note

Listed in ABNB, hosted by Hal
booked 11/25/22-12/21/22
Allowed booking 1/1/23- 1/8/23 7 nights
no pop-up warning
allowed up to payment

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022156	12/9/2022	Open	Short term rental	12/9/2022	Short term rental	12/9/2022	173749 5200

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022158	12/9/2022	Closed	Short Term Rental	12/9/2022	Address came up on rentalscape. investigation found: pop-up 28 night minimum. unable to book less than 28 nights	12/9/2022	173496 0000

Note

Address came up on Rentalscape. investigation found: pop-up 28 night minimum. history of rentals Dec 3-JAN 30
Tried Booking Feb 9-12blocked allowed Feb 9 - Mar 9 . 2 bedroom

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
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2022160	12/9/2022	Closed	Short Term Rental	12/9/2022	Short Term Rental violation Unfounded	12/9/2022	172603 0014
				<p style="text-align: center;">Note</p> <p>3 bedroom Booked Dec 1 - Jan 14 & Jan 22 - March 31 Attempted to book March 2 popup requiring 28 nights minimum allowed booking March 31 (28 Nights) Violation Unfounded</p>			
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022161	12/9/2022	Closed	Short Term Rental	12/9/2022	Investigation of Short Term Rental Violation Unfounded	12/9/2022	172743 0000
				<p style="text-align: center;">Note</p> <p>Property is being used as a short Term Rental 28 days or more. Tried booking Feb 9-12 popup stating 28 night minimum. Allowed to book Feb 9 - March 9 Violation Unfounded</p>			
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022162	12/9/2022	Closed	Short Term Rental	12/9/2022	Investigation into short term rental. Violation Unfounded see note		173540 0000
				<p style="text-align: center;">Note</p> <p>short term rental investigation: 3 BR Booking History: 11/24 - 12/31 & Jan 7 - Mar 10, 2023 Attempted to book 4/15 - 4/22 popup 28 night minimum. Allowed 4/15 - 5/13</p>			
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022163	12/9/2022	Open	Short Term Rental	12/9/2022	Investigation into Short Term Rental. Violation see Note	12/9/2022	173170 0000
				<p style="text-align: center;">Note</p>			

investigation revealed:
 rental from 10/7 -10/21 15 nights
 10/22 - 12/16 21 nights
 12/23/- 12/26 5 nights
 popup requiring 21 night minimum

 Allowed us to book May 7- 28 21 nights

 This is a violation of City Ordinance

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022164	12/9/2022	Closed	Short Term Rental	12/9/2022	Follow up on short tern rental listing	12/9/2022	173070 0000

Note
 Investigation revealed, 4 BR Unit
 Booked 11/9/22-2/28/28

 Would not allow live booking

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022165	12/9/2022	Closed	Short Term Rental	12/9/2022	Short Term Rental	12/9/2022	173485 0000

Note
 During Investigation, found no current bookings,

 Tried Booking Dec 9-17 got 28 night popup
 Was able to book 12/9 - 1/6/23

 No Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022166	12/9/2022		Short Term Rental	12/9/2022	Short Term Rental Investigation	12/9/2022	172588 0000

Note
 Previous Violations
 See Note
 Current not in Violation

during this investigation, there was a booking for 12/16 - 30
 15 nights
 Tried 3/4 - 3/11 got a 28 night minimum popup
 Allowed 3/4 -4/1/23 28 night
 Had previous violation that they had received letter on.
 Currently no Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022167	12/9/2022		Short Term Rental	12/9/2022	Short Term Rental Investigation. No Violation See Note		177428 0000

Note
 Short Term Rental Investigation
 booked 1/2 - 2/26/23
 Tried July 8-15 got 28 night minimum popup
 Was able to book July 8-Aug 5 28 days
 No Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022168	12/9/2022	Closed	Short Term Rental	12/9/2022	Short Term Rental Investigation history with 16 night rentals 12/9 attempt limited 28 days Old Violation Current No Violation See Note	12/9/2022	173447 0010

Note
 In the history there where 16 night rentals
 tried 1/21-31 got 28 night popup
 tried 1/21 - 2/18 28 days ok'd
 current no Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
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2022169	12/9/2022	Closed	Short Term Rental	12/9/2022	Investigation Found No Violation See Note		173678 0000
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Note

History:
Oct 1 - Nov 10 , Jan 8 - Mar 1

28 night popup
booked 5/6 - 6/2/23

No Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022170	12/9/2022		Short Term Rental	12/9/2022	Investigation, no Violation See Note	12/9/2022	172798 0000

Note

History : had 1 30 night rental
No Available Booking Dates

No Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022171	12/9/2022	Closed	Short Term Rental	12/9/2022	Short Term Rental Investigation no Violation See Note	12/9/2022	173387 0000

Note

History found

Booked from Sept 6 - Mar 30
Blocked Nov 30 2024

No Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022172	12/9/2022	Closed	Short Term Rental	12/9/2022	Short Term Rental Investigation, No Violation See NOTE	12/9/2022	172714 0210

Note

History Showed booking Booking blocked ,til 12/2024
with 90 day minimum night

No Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022173	12/9/2022	Open	Short Term Rental	12/9/2022	several rentals less than 28 nights Violation See Note	12/9/2022	178844 0000
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022174	12/9/2022	Closed	Short Term Rental	12/9/2022	Short Term Rental Investigation: No Violation See Note	12/9/2022	173119 0000

Note

Booked Aug 9 - Dec 25
unable to book

No Violation

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022153	12/8/2022	Open	Building no finished roof, hoarding	12/8/2022	While looking at a request to remove a dead tree, the investigator noted that the reroof was unfinished, and the yard was loaded with debris.	12/8/2022	173085 0000

Note

Investigator noticed an incomplete reroof, without a permit.

In addition the yard (front side and rear) was full of debris.

Spoke to the owner, saying that he needed to finish the

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022154	12/8/2022	Open	Tall Grass	12/8/2022	Investigation found tall grass, knocked on door no answer.	12/7/2022	172941 0000
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022127	10/19/2022	Closed	Short Term Rental	12/5/2022	Response to letter for resident who is not doing short term rentals	10/18/2022	173345 0010

Note

Erin,

Thanks for responding back to me.

We did see that there was a pop-up for minimum 28 days, However prior to sending you the letter, we where able to book April 1 thru April 15.

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022146	11/21/2022	Closed	DRAINAGE ISSUES POSSIBLY CAUSE BY NEW	12/2/2022	Water draining of lot into neighbors lot	11/22/2022	173637 0000

Note
 upon Investigation of a new house under construction it was determined that the lot was graded to the street. there was a swale between houses.

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022149	11/30/2022	Closed	was request by property owner to turn on water meter	12/2/2022	working without permit	12/22/2022	173032 0000

Note
 Upon Investigation found no permit required.
 Case Closed

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed	Parcel #
2022152	12/2/2022	Closed	lights on new Publix blinding her	12/2/2022	Checking with contractor, will have to do night inspection to verify	11/17/2022	172395 0130

Note
 According to Site Contractor stated that Publix required the lights to the rear of the store. Their engineer specified the amount of light.
 The lights where installed by the building owner.
 Will get with developer to address the issue.

Total Records: 44

1/3/2023

Fire Marshal Report

December 2022 Monthly Report

Annual Inspections							

New Businesses								
12/6/2022		1225	Atlantic Blvd	MIRANDALAND A			\$50.00	
12/7/2022		200	Third St	Grumpies			\$50.00	
12/7/2022		310	Third St	ShoreLine Equity			\$50.00	
12/5/2022		251	Third St	Fancy Sushi			\$50.00	
12/5/2022		920	First St	Baur Power Wash		Home Office		
12/1/2022		401	McCullum Cir	Neptune by the Sea		Food Truck Ins	\$50.00	
12/8/2022		2050	King Circle S suite K			A&F Comfort H	\$50.00	
12/8/2022		251	Third St	Fancy Sushi		Duct		
Total								\$300.00

Building Plan Review							
Date	BP #	Address	FloodZone	Proj Value	Scope	dg Market Val	Time Spent

New Construction Fire Inspection							
12/6/2022	202201093	229	Third St		Light Test		
12/7/2022		580	Atlantic Blvd		Fire Protection tank & Water Supply		

New Construction Building Inspection							

						Total	\$0.00

Fire Plan Review							
12/5/2022	202201360	580	Atlantic Blvd		Above Ground Water Tank		160.00
12/5/2022	202201352	211	Third St		Fire Sprinkler		110.00
12/1/2022	202201342	560	Atlantic Blvd		per shell	not Reported in	281.81
12/16/2022	202201415	229	Third St		Fire Suppression		75.00
							626.81

GIS							
12/2/2022					Went with CM to Jax Supply ref a venicle		

Floodplain Related							
12/2/2022		1423	Forest Ave		Spoke with State Floodplain , requested letter from city		
12/5/2022		1423	Forest Ave		Prepared Letter to send to State, Sent to CM to review		
12/16/2022		800	Camella Ter		Rejectwed Plans , no CE, survey does not show Flood Zone Line		

Elevation Certificate							
Date	Permit #	Address #	Street	EC,B9+1	EC,C2 a)	Above	Below
12/26/2022	202201398	800	Camellia Ter Dr	7 ft	6.4		.6 " (7.2")
Total Elevation Certificates reviewed this month							

Code Complaints							
12/2/2022	2022152	580	Atlantic Blvd	Nancy VonNoy	Bright lights at new Publux Suite 122		
12/1/2022	2022151	1559	Athantic Blvd	Leah Fitzgerald	Doing full Tatoo		
12/6/1977		580	Atlantic Blvd		Met with Developer & Contractor ref the lights		
12/6/2022			First St		Went with CM to remove campain signs		
12/7/2022		553	Dais St		Tree Removal		
12/7/2022		553	Davis St		No Roof / Horder		

12/7/2022		816	Second St	Harriet Pruette		Tall Grass	
12/16/2022	7/11/7436	1423	Forest Ave	? Illegal discharge into swale			
12/16/2022			City Tour		With CM, examine public & community		
12/20/2022		580	Atlantic Blvd	Met w/with contractor regarding kids on tank			
12/20/2022		St Johns County		Meet with Enviornemelist reference 1423 Forst Ave			
12/21/2022		1423	Forest Ave	attempted to provide owner complaint letter, Water still Draining			
12/21/2022		1225 Suite 110	Atlantic Blvd	Operating without a permit			
11							0.00

Fire Investigation							
Date	Address	Street				Loss	Time Spent



Workshop Agenda item #8A
 Resolution No. 2023-01

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

AGENDA ITEM:	Workshop Agenda Item #8A – Resolution No. 2023-01
SUBMITTED BY:	Councilor Josh Messinger
DATE:	January 12, 2023
BACKGROUND:	Resolution No. 2017-01, adopted on February 6, 2017, authorized the day-to-day management of the City Clerk under the City Manager. Resolution No. 2023-01 rescinds that resolution and places the City Clerk under the authority of the City Council
BUDGET:	N/A
RECOMMENDATION:	Consider Resolution No. 2023-01 for approval at February 6, 2023 Council meeting
ATTACHMENT:	Resolution No. 2023-01 Resolution No. 2017-01



RESOLUTION NO. 2023-01

A RESOLUTION OF THE CITY OF NEPTUNE BEACH, FLORIDA, REVOKING RESOLUTION NO. 2017-01; PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS AND COUNCIL DECISIONS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City of Neptune Beach (the “City”) previously adopted Resolution No. 2017-01; and

WHEREAS, such Resolution placed day-to-day management of the City Clerk under the authority of the City Manager; and

WHEREAS, the City Council has evaluated such arrangement and determined that direct supervision of the City Clerk by the City Council is the appropriate structure moving forward.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEPTUNE BEACH, FLORIDA, THAT:

SECTION 1. The foregoing recitals are deemed true and material parts of this resolution and are fully incorporated herein by reference.

SECTION 2. Resolution No. 2017-01 shall be deemed rescinded.

SECTION 3. Day-to-day management of the City Clerk, and all other supervision of the City Clerk, shall be under the authority of the City Council.

SECTION 4. All prior resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 5. This resolution shall become effective immediately upon passage and adoption by City Council.

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Regular Council Meeting held this 6th day of February, 2023.

Elaine Brown, Mayor

ATTEST:

Catherine Ponson, City Clerk



RESOLUTION NO. 2017-01

**A RESOLUTION OF THE CITY OF NEPTUNE BEACH,
FLORIDA, AUTHORIZING THE CITY MANAGER DAY
TO DAY MANAGEMENT OF THE CITY CLERK
POSITION**

WHEREAS, it is responsible and prudent to have the day to day management of City employees, including the City Clerk;

WHEREAS, the daily oversight of the City Clerk creates a more productive and efficient business environment.

NOW, THEREFORE, BE IT RESOLVED that per the City's Charter, the City Clerk is appointed and supervised by the City Council. Recognizing the need for team oriented communication and cooperation in order to efficiently and responsibly serve the citizens of Neptune Beach, the City Council hereby authorizes the day-to-day management of the City Clerk to the City Manager. Both the City Clerk and the City Manager shall remain direct employees of the City Council and each shall answer to the City Council accordingly.

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Regular City Council Meeting held the 6th day of February, 2017.

Elaine Brown, Mayor

ATTEST:

Amanda Askew, Acting City Clerk

