



AGENDA (Amended)
Special and Workshop City Council Meeting
Tuesday, January 18, 2022, 6:00 P.M.
Council Chambers, 116 First Street, Neptune Beach, Florida

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. COMMENTS FROM THE PUBLIC
- PH* 3. ORDINANCE NO. 2022-01, FIRST READ AND PUBLIC HEARING, An Ordinance Amending the Operating Budget for the City of Neptune Beach, Florida for Fiscal Year 2021. Beginning October 1, 2020 and Ending September 30, 2021 **p. 3**
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.76**
 - A. January 2022 City Manager Report
4. COMMITTEE REPORTS
 - A. Finance
 - B. Land Use and Parks
 - C. Strategic Planning and Visioning
 - D. Transportation and Public Safety
5. PUBLIC COMMENTS
6. PROPOSED ORDINANCES / NONE
7. CONTRACTS / AGREEMENTS / NONE
8. ISSUE DEVELOPMENT
 - A. Mobility Management Department Year-End Report and Parking Zone Proposal **p. 88**
 - B. Discussion and Review of First Draft of Chapter 27, Unified Land Development Regulations, Article I, In General, and Article II, Administrative and Enforcement Bodies, of the Neptune Beach Unified Land Development Code Revisions. **p. 102**

9. PUBLIC COMMENTS
10. COUNCIL COMMENTS
11. ADJOURN

Please register for **Special and Workshop City Council Meeting** on **January 18, 2022 6:00 PM EST** at:

<https://attendee.gotowebinar.com/register/5705134259949137679>



Residents attending public meetings can use the code **AE93** 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."



**FY-2021
Omnibus
Budget Amendment**

Ordinance No. 2022-01



**INTRODUCED BY:
MAYOR BROWN**

ORDINANCE NO. 2022-01

A BILL TO BE ENTITLED

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF NEPTUNE BEACH, FLORIDA FOR FISCAL YEAR 2021, BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021.

WHEREAS, the City of Neptune Beach adopted an operating budget for fiscal year 2021,

And

WHEREAS, the nature of budgetary systems and those day to day decisions affecting such budgetary systems requires adjustments from time to time.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE NEPTUNE BEACH, FLORIDA, that:

Section 1. The Fiscal Year 2021 Final Budget be Amended as follows:

<u>GENERAL FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Revenue Additions:	<i>Unanticipated additional revenue received in FY-2021</i>		
001-0000-311-20-10 <i>Delinquent Real Property</i>	\$ (4,300.00)	\$ (7,611.83)	\$ (11,911.83)
001-0000-322-10-00 <i>Building Permits</i>	\$ (152,000.00)	\$ (10,396.48)	\$ (162,596.48)
001-0000-322-20-00 <i>Plan Review Fees</i>	\$ (37,200.00)	\$ (4,488.19)	\$ (41,688.19)
001-0000-331-20-00 <i>Federal Grant Public – Safety</i>	\$ (50,000.00)	\$ (29,169.99)	\$ (79,169.99)
001-0000-335-11-20 <i>11 Cent Cig. Tax</i>	\$ (174,700.00)	\$ (40,926.44)	\$ (215,626.44)
001-0000-335-15-00 <i>Alcoholic Beverage Licenses</i>	\$ (8,800.00)	\$ (9,137.98)	\$ (17,937.98)
001-0000-335-19-00 <i>Local Half Cent Sales Tax</i>	\$ (754,000.00)	\$ (35,576.57)	\$ (789,576.57)

GENERAL FUND	Original Budget	Amendment	Amended Budget FY-2021
Revenue Additions:	<i>Unanticipated additional revenue received in FY-2021</i>		
001-0000-335-10-00 <i>Motor Fuel Tax Rebate</i>	\$ (2,400.00)	\$ (70,464.61)	\$ (72,864.61)
001-0000-337-20-12 <i>FDOT Grant</i>	\$ (34,600.00)	\$ (6,999.69)	\$ (41,599.69)
001-0000-337-20-30 <i>911 User Fees</i>	\$ (22,600.00)	\$ (86,806.48)	\$ (109,406.48)
001-0000-337-30-20 <i>Florida Blvd. Maintenance</i>	\$ (37,000.00)	\$ (2,470.94)	\$ (39,470.94)
001-0000-337-70-10 <i>Lifeguard/Beach Cleanup</i>	\$ (236,000.00)	\$ (77,425.00)	\$ (313,425.00)
001-0000-341-20-20 <i>Planning Review Board – Misc. Revenue</i>	\$ (2,300.00)	\$ (1,208.16)	\$ (3,508.16)
001-0000-341-20-50 <i>Lien Letters</i>	\$ (8,200.00)	\$ (1,530.00)	\$ (9,730.00)
001-0000-341-20-90 <i>Zoning Verification Charges – Misc. Revenue</i>	\$ (100.00)	\$ (260.00)	\$ (360.00)
001-0000-342-20-00 <i>Fire Protection Service Fee Misc. Revenue</i>	-	\$ (6,990.00)	\$ (6,990.00)
001-0000-341-90-20 <i>Incident Reports</i>	-	\$ (70.30)	\$ (70.30)
001-0000-351-10-00 <i>Court Fines</i>	\$ (19,800.00)	\$ (14,305.52)	\$ (34,105.52)
001-0000-354-10-00 <i>Parking Tickets</i>	\$ (21,700.00)	\$ (489.55)	\$ (22,189.55)
001-0000-354-20-00 <i>Alarm Violations</i>	-	\$ (25.00)	\$ (25.00)
001-0000-354-40-00 <i>Code Enforcement Violations</i>	\$ (1,400.00)	\$ (1,952.00)	\$ (3,352.00)

GENERAL FUND	Original Budget	Amendment	Amended Budget FY-2021
Revenue Additions:	<i>Unanticipated additional revenue received in FY-2021</i>		
001-0000-362-10-00 <i>Cellular Tower Rentals</i>	\$ (55,800.00)	\$ (36,552.67)	\$ (92,352.67)
001-0000-362-40-00 <i>Fish Camp Sidewalk Rental</i>	\$ (4,000.00)	\$ (523.53)	\$ (4,523.53)
001-0000-362-43-00 <i>Hawkers Neptune Beach Sidewalk Lease</i>	\$ (2,500.00)	\$ (666.80)	\$ (3,166.80)
001-0000-362-45-00 <i>Jax Surf & Paddle/Flying Iguana Sidewalk Lease</i>	\$ (4,000.00)	\$ (2,133.49)	\$ (6,133.49)
001-0000-362-47-00 <i>Southcoast Beaches Sidewalk Rent</i>	\$ (2,200.00)	\$ (200.00)	\$ (2,400.00)
001-0000-364-20-00 <i>Insurance Proceeds</i>	-	\$ (9,710.00)	\$ (9,710.00)
001-0000-368-00-00 <i>General Fund Donation Account</i>	-	\$ (20,000.00)	\$ (20,000.00)
	<i>Additional Amount from Reserves to Cover General Fund Deficit, CDBG Deficit</i>		
001-0000-389-10-00 <i>Appropriated Fund Balance</i>	\$ (675,893.23)	\$ (99,500.00)	\$ (775,143.46)
Total General Fund Revenue Budget Amendment for FY-2021		\$ (577,591.22)	
Total FY-2021 Amended Budget General Fund Revenue		\$ (6,706,051.17)	

<u>GENERAL FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Expenditures:	<i>To account for increased expenditures due to the COVID-19 Pandemic and due to an error in budgeting zero for routinely used line-items</i>		
001-1113 <i>Finance Department</i>	\$ 135,035.17	¹ \$ 119,336.11	\$254,371.28
	¹ <i>To cover additional expenses due to resignations, terminations, new Software and Temporary Staff</i>		
001-1117 <i>City Clerk</i>	\$ 124,764.95	² \$ 4,303.87	\$ 129,068.82
	² <i>To cover additional expenses due to new software, HR Consultant, and sell-back of personal time</i>		
001-1221 <i>Police Department</i>	\$ 3,775,066.33	³ \$ 518,857.86	\$ 4,293,924.19
	³ <i>To cover additional expenses related to repair and maintenance, communications services, vehicle repairs, uniforms, overtime and regular salaries related to COVID-19 coverage, retirements and resignations, and to correct an error in not budgeting any Overtime</i>		
001-1223 <i>Animal Control</i>	\$ 70,129.62	⁴ \$ 1,509.04	\$ 71,638.66
	⁴ <i>To cover additional expenses related to an error in not budgeting for Overtime</i>		
001-1772 <i>Parks and Recreation</i>	-	⁵ \$ 23,914.68	\$ 23,914.68
	⁵ <i>To cover an error in not budgeting for Parks & Recreation within the FY-2021 Budget</i>		

SPECIAL REVENUE FUNDS

<u>CDBG FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Revenue Additions:	<i>Additional Amount from Reserves to Cover CDBG Deficit</i>		
001-0000-389-10-00 <i>Appropriated Fund Balance</i>	-	\$ (57,500.00)	\$ (775,143.46)
	<i>TRANSFER FROM 001-0000-389-10-00, TO:</i>		
103-0000-381-10-00 <i>Transfer from General Fund</i>	\$ (20,000.00)	⁶ \$ (57,500.00)	\$ (77,500.00)
	⁶ <i>To cover deficit in expected revenue from the CDBG grant, class fees, Travel fees, and normal revenue streams. Donations received were restricted for the construction of the new building, and as such are not included in revenue used for normal operating expenses.</i>		

<u>LOGT FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Revenue Additions:	<i>Additional Amount from LOGT Appropriated Fund Balance to Cover Deficit in LOGT revenue</i>		
107-0000-389-10-00 <i>(LOGT) Appropriated Fund Balance</i>	-	\$ (42,500.00)	\$ (42,500.00)

<u>LOGT FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Expenditures:	<i>To account for increased expenditures due to an error in budgeting resulting in a deficit in personnel related expenses, and for less revenue than expected</i>		
107-1441 <i>Local Option Gas Tax</i>	\$ 265,000.00	⁷ \$ 20,097.59	\$ 285,097.59
		<i>⁷ To Cover additional expenses related to personnel</i>	

<u>BETTER JACKSONVILLE 1/2 CENT SALES TAX FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Revenue Additions:	<i>To account for a budgeting error where the financial software had a transfer budgeted, but the adopted budget book had nothing budgeted, these amounts are from multi-year projects in Jarboe Park and the Senior Center with adopted budgets</i>		
109-0000-389-10-00 <i>Appropriated Fund Balance</i>	-	\$ (659,000.00)	\$ (659,000.00)

<u>BETTER JACKSONVILLE 1/2 CENT SALES TAX FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Expenditures:	<i>To account for expenditures related to transfer to other funds related to approved multi-year projects at Jarboe Park and the Senior Activity Center Building, and to account for a budgeting error where Appropriated Fund Balance was not budgeted</i>		
109-1119 <i>Better Jax 1/2 Cent Sales Tax</i>	\$ 993,723.28	\$ 268,2228.21	\$ 1,261,951.49

<u>JARBOE PARK</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
<u>CIP FUND</u>			

Revenue Additions: *To account for a budgeting error where the financial software had a transfer budgeted, but the adopted budget book had less budgeted than the software, these amounts are from multi-year projects in Jarboe Park with an approved budget and change orders from FY-2020 and FY-2021*

301-0000-381-00-00			
<i>Transfer from Other Funds</i>	\$ (143,200.00)	\$ (878,730.52)	\$ (1,021,930.52)

<u>JARBOE PARK</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
<u>CIP FUND</u>			

Expenditures: *To account for a budgeting error in rolling-over unexpended amounts for a multi-year improvement project at Jarboe Park*

301-1772-572-60-65			
<i>Construction in Progress</i>	\$ 350,000.00	⁸ \$853,954.92	\$1,203,954.92
		⁸ <i>To cover expenses related to the construction of Jarboe Park as approved in FY-2020 and two change orders approved in FY-2021</i>	

ENTERPRISE FUNDS

<u>SEWER CAPITAL</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
<u>IMPROVEMENT FUND</u>			

Revenue Additions: *Unanticipated additional revenue for FY-2021*

407-0000-363-23-70			
<i>Downstream Pollution Fee</i>	\$ (27,000.00)	\$ (13,362.00)	\$ (40,362.00)

<u>SANITATION FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
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Revenue Additions: *Unanticipated additional revenue for FY-2021, and Appropriated Fund Balance to Cover deficit in the fund*

430-0000-343-41-42			
<i>Garbage Pickup</i>	\$ (1,292,500.00)	\$ (6,663.34)	\$ (1,299,163.34)

430-0000-343-41-43			
<i>Recycling Fees</i>	-	\$ (50.00)	\$ (50.00)

<u>SANITATION FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Revenue Additions:	<i>Unanticipated additional revenue for FY-2021, and Appropriated Fund Balance to Cover deficit in the fund</i>		
430-0000-389-10-00 <i>Appropriated Fund Balance</i>	-	\$ (238,600.00)	\$ (238,600.00)

<u>SANITATION FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Expenditures:	<i>To account for an increase in cost due to a CPI increase from the Contracted waste hauler.</i>		
430-4334 <i>Sanitation Fund</i>	\$ 1,459,003.01	⁹ \$ 96,334.57	\$ 1,555,337.58
	<i>⁹Due to a contractual obligation to increase each year according to CPI, the contractual services provided by the waste hauler have caused this fund to operate in a deficit, service reduction or utility rate increase is recommended</i>		

<u>MOBILITY MANAGEMENT FUND</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget FY-2021</u>
Revenue Additions:	<i>Unanticipated additional revenue for FY-2021</i>		
500-0000-343-41-40 <i>Paid Parking Fees</i>	\$ (360,400.00)	\$ (198,877.95)	\$ (559,277.95)
500-0000-343-40-50 <i>EV Charging Station Fees</i>	\$ (1,399.99)	\$ (1,370.58)	\$ (2,770.57)
500-0000-359-00-00 <i>Paid Parking Citations</i>	-	\$ (2,462.00)	\$ (2,462.00)
Total Mobility Management Fund Revenue		\$ (564,510.52)	
Actual Mobility Management Fund Expenditures		\$ 544,354.79	
(Surplus)/Deficit of Mobility Management Fund			\$ (20,155.73)

Section 2. The ordinance shall become effective immediately upon its passage by the City Council.

VOTE RESULTS OF FIRST READING:

Mayor Elaine Brown

Councilor Josh Messinger

Councilor Kerry Chin

Councilor Lauren Key

Passed on First Reading on this 18th day of January, 2022.

VOTE RESULTS OF SECOND AND FINAL READING:

Mayor Elaine Brown

Councilor Josh Messinger

Councilor Kerry Chin

Councilor Lauren Key

Passed on Second and Final Reading on this 7th day of January, 2021.

Elaine Brown, Mayor

ATTEST:

Catherine Ponson, CMC

City Clerk

Approved as to form and correctness:

Zachary Roth

City Attorney

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
General Fund					
1	General Real Property Taxes	\$ (3,067,201.13)	\$ (3,027,578.07)	\$ (39,623.06)	
2	General Personal Property Taxes	\$ (53,678.36)	\$ (47,291.55)	\$ (6,386.81)	
3	General Delinquent Real Property	\$ (4,300.00)	\$ (11,911.83)	\$ 7,611.83	
4	General Jax Beach Electric Franchise	\$ (210,700.00)	\$ (194,786.25)	\$ (15,913.75)	
5	General Gas Franchise	\$ (1,900.00)	\$ (1,425.93)	\$ (474.07)	
6	General Sanitation Franchise	\$ (126,700.00)	\$ (118,244.03)	\$ (8,455.97)	
7	General Telecommunications Tax	\$ (259,500.00)	\$ (244,723.42)	\$ (14,776.58)	
8	General Professional/Occupational Licenses	\$ (47,300.00)	\$ (34,909.25)	\$ (12,390.75)	
9	General Building Permits	\$ (152,200.00)	\$ (162,596.48)	\$ 10,396.48	
10	General Plan review Fees	\$ (37,200.00)	\$ (41,688.19)	\$ 4,488.19	
11	General Building Department Credit Card Fees	\$ (4,000.00)	\$ -	\$ (4,000.00)	
12	General Inspection Fees	\$ (37,000.00)	\$ (585.00)	\$ (36,415.00)	
13	General Federal Grant - Public Safety	\$ (50,000.00)	\$ (79,169.99)	\$ 29,169.99	
14	General Disaster Relief Funding/FEMA Funding	\$ (75,000.00)	\$ (3,685.17)	\$ (71,314.83)	
15	General 11 Cent Cig. Tax/Rev. Sharing	\$ (174,700.00)	\$ (215,626.44)	\$ 40,926.44	
16	General Alcoholic Beverage Licenses	\$ (8,800.00)	\$ (17,937.98)	\$ 9,137.98	
17	General Local Half Cent Sales Tax	\$ (754,000.00)	\$ (789,576.57)	\$ 35,576.57	
18	General Motor Fuel Tax Rebate	\$ (2,400.00)	\$ (72,864.61)	\$ 70,464.61	
19	General FDOT Grant	\$ (34,600.00)	\$ (41,599.69)	\$ 6,999.69	
20	General Emergency Management Grant	\$ -	\$ -	\$ -	
21	General 911 User Fees	\$ (22,600.00)	\$ (109,406.48)	\$ 86,806.48	
22	General Florida Blvd. Maintenance	\$ (37,000.00)	\$ (39,470.94)	\$ 2,470.94	
23	General Lifeguard/Beach Cleanup	\$ (236,000.00)	\$ (313,425.00)	\$ 77,425.00	
24	General County Occupational Tax Board of Appeals Fees/Misc.	\$ (11,000.00)	\$ -	\$ (11,000.00)	
25	General Revenues Planning Review Board Fee - Misc.	\$ (2,000.00)	\$ (2,000.00)	\$ -	
26	General Rev.	\$ (2,300.00)	\$ (3,508.16)	\$ 1,208.16	
27	General Lien Letters	\$ (8,200.00)	\$ (9,730.00)	\$ 1,530.00	
28	General Copies	\$ (1,000.00)	\$ (599.58)	\$ (400.42)	
29	General ID & Fingerprint Charges Zoning Verification Charges - Misc.	\$ (100.00)	\$ (90.00)	\$ (10.00)	
30	General Rev.	\$ (100.00)	\$ (360.00)	\$ 260.00	
31	General Election Qualifying Fees Fire Protection Service Fee - Misc.	\$ (600.00)	\$ -	\$ (600.00)	
32	General Rev.	\$ -	\$ (6,990.00)	\$ 6,990.00	REQUIRES BUDGET AMENDMENT, New Account, 001-0000-342-20-00, Fire Protection Service Fee
33	General Incident Report	\$ -	\$ (70.30)	\$ 70.30	
34	General Court Fines	\$ (19,800.00)	\$ (34,105.52)	\$ 14,305.52	
35	General Parking Tickets	\$ (21,700.00)	\$ (22,189.55)	\$ 489.55	
36	General Alarm Violations	\$ -	\$ (25.00)	\$ 25.00	
37	General Animal Control Violations	\$ (4,600.00)	\$ (3,055.00)	\$ (1,545.00)	
38	General Code Enforcement Violations	\$ (1,400.00)	\$ (3,352.00)	\$ 1,952.00	
39	General Interest on Investments	\$ (63,600.00)	\$ (2,513.17)	\$ (61,086.83)	
40	General State Board Admin Interest	\$ (100.00)	\$ (31.30)	\$ (68.70)	
41	General Cellular Tower Rentals	\$ (55,800.00)	\$ (92,352.67)	\$ 36,552.67	Lease Agreements Need to be Checked for Compliance
42	General Brewhound Right of Way Lease	\$ (2,500.00)	\$ (2,400.00)	\$ (100.00)	Lease Agreements Need to be Checked for Compliance
43	General Fish Camp Sidewalk Rental	\$ (4,000.00)	\$ (4,523.53)	\$ 523.53	Lease Agreements Need to be Checked for Compliance

44	General	Hawkers Neptune Beach Sidewalk Lease	\$ (2,500.00)	\$ (3,166.80)	\$ 666.80	Lease Agreements Need to be Checked for Compliance
45	General	Jax Surf & Paddle/Flying Iguana Sidewalk Lease	\$ (4,000.00)	\$ (6,133.49)	\$ 2,133.49	Lease Agreements Need to be Checked for Compliance
46	General	Southcoast Beaches Sidewalk Rent	\$ (2,200.00)	\$ (2,400.00)	\$ 200.00	Lease Agreements Need to be Checked for Compliance
47	General	The Local Dumpster Pad Rental	\$ (1,000.00)	\$ -	\$ (1,000.00)	Lease Agreements Need to be Checked for Compliance
48	General	Green Market Lease Payment	\$ (1,400.00)	\$ -	\$ (1,400.00)	Lease Agreements Need to be Checked for Compliance
49	General	Neptune House Rentals	\$ (2,200.00)	\$ (752.00)	\$ (1,448.00)	
50	General	Surplus Equipment Sales	\$ (26,000.00)	\$ (6,162.00)	\$ (19,838.00)	
51	General	Insurance Proceeds	\$ -	\$ (9,710.00)	\$ 9,710.00	
52	General	General Fund Donation Account	\$ -	\$ (20,000.00)	\$ 20,000.00	
53	General	Other Misc. Revenues	\$ (32,498.99)	\$ (30,935.00)	\$ (1,563.99)	
54	General	Interfund Transfers	\$ (129,999.96)	\$ -	\$ (129,999.96)	
55	General	Contributions from Water/Sewer	\$ (95,000.00)	\$ -	\$ (95,000.00)	This Transfer needs to be made
56	General	Contributions from Other Funds	\$ -	\$ -	\$ -	
57	General	Appropriated Fund Balance	\$ (675,893.23)	\$ -	\$ (675,893.23)	This Transfer needs to be made

Total	\$ (6,568,271.67)	\$ (5,835,657.94)
Less Expenditures		
	<i>Mayor & Council</i>	\$ 36,331.11
	<i>City Manager's Office</i>	\$ 188,436.84
	<i>Finance Department</i>	\$ 254,371.28
	<i>Legal Counsel/City Attorney</i>	\$ 145,824.50
	<i>Community Development</i>	\$ 438,460.15
	<i>City Clerk</i>	\$ 129,068.82
	<i>Non-Departmental</i>	\$ 247,311.39
	<i>Police Department</i>	\$ 4,293,924.19
	<i>Animal Control</i>	\$ 71,638.66
	<i>Public Works</i>	\$ 563,387.32
	<i>Parks & Recreation</i>	\$ 23,914.68
	<i>Ocean Rescue</i>	\$ 255,632.46
	(Surplus)/Deficit	\$ 812,643.46

Propose Completing the Transfer from: 001-0000-382-10-00, Contributions from Water/Sewer; and a Budget Amendment for: 001-0000-389-10-00, Appropriated fund balance, in the amount of: \$ (41,750.23) to bring the amount transferred from Appropriated Fund Balance to: \$ (717,643.46), this would balance the fund.

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	NOTES
1	001-0000-101-00-00		Revenue Pooled Cash	\$ -	\$ 1,196,080.69	\$ (1,196,080.69)	**Why is there a total that isn't in parenthesis for a revenue account?
2	001-0000-102-35-00		Revenue Petty Cash/Cash Enforcement	\$ -	\$ 500.00	\$ (500.00)	**Why is there a total that isn't in parenthesis for a revenue account?
3	001-0000-115-00-00		Revenue Accounts Receivable	\$ -	\$ 298,991.96	\$ (298,991.96)	**Why is there a total that isn't in parenthesis for a revenue account?
4	001-0000-115-15-00		Revenue Accounts Receivable/City of Jacksonville	\$ -	\$ 81,844.50	\$ (81,844.50)	**Why is there a total that isn't in parenthesis for a revenue account?
5	001-0000-115-50-00		Revenue Accounts Receivable/FEMA	\$ -	\$ 42,552.11	\$ (42,552.11)	**Why is there a total that isn't in parenthesis for a revenue account?
6	001-0000-133-00-00		Revenue General Fund-Due from other governments	\$ -	\$ -	\$ -	
7	001-0000-172-00-00		Revenue Suspense	\$ -	\$ 613.14	\$ (613.14)	
8	001-0000-202-00-00		Revenue Accounts Payable	\$ -	\$ (471,002.61)	\$ 471,002.61	Vacation liability & Roll Forward
9	001-0000-208-10-00		Revenue Due to Other Governments/Radon Gas	\$ -	\$ (13,089.32)	\$ 13,089.32	Building Permit Revenue & Roll Forward
10	001-0000-220-50-00		Revenue Neptune House Deposits	\$ -	\$ (197.00)	\$ 197.00	(\$3 roll forward and \$200 refund of deposit)
11	001-0000-223-00-00		Revenue Unearned Revenue	\$ -	\$ (25,000.00)	\$ 25,000.00	Restricted donation to the police department
12	001-0000-235-50-00		Revenue Deferred Revenue - No Empty Stocking	\$ -	\$ (2,774.17)	\$ 2,774.17	
1	001-0000-311-10-10		Revenue Real Property Taxes	\$ (3,067,201.13)	\$ (3,027,578.07)	\$ (39,623.06)	Received Less Revenue than Expected
2	001-0000-311-10-20		Revenue Personal Property Taxes	\$ (53,678.36)	\$ (47,291.55)	\$ (6,386.81)	Received Less Revenue than Expected
3	001-0000-311-20-10		Revenue Delinquent Real Property	\$ (4,300.00)	\$ (11,911.83)	\$ 7,611.83	Received More Revenue than Expected
4	001-0000-313-10-00		Revenue Jax Beach Electric Franchise	\$ (210,700.00)	\$ (194,786.25)	\$ (15,913.75)	Received Less Revenue than Expected
5	001-0000-313-40-00		Revenue Gas Franchise	\$ (1,900.00)	\$ (1,425.93)	\$ (474.07)	Received Less Revenue than Expected
6	001-0000-313-60-00		Revenue Sanitation Franchise	\$ (126,700.00)	\$ (118,244.03)	\$ (8,455.97)	Received Less Revenue than Expected
7	001-0000-314-20-00		Revenue Telecommunications Tax	\$ (259,500.00)	\$ (244,723.42)	\$ (14,776.58)	Received Less Revenue than Expected
8	001-0000-321-10-00		Revenue Professional/Occupational Licenses	\$ (47,300.00)	\$ (34,909.25)	\$ (12,390.75)	Received Less Revenue than Expected
9	001-0000-322-10-00		Revenue Building Permits	\$ (152,200.00)	\$ (162,596.48)	\$ 10,396.48	Received More Revenue than Expected
10	001-0000-322-20-00		Revenue Plan Review Fees	\$ (37,200.00)	\$ (41,688.19)	\$ 4,488.19	Received More Revenue than Expected
11	001-0000-329-10-00		Revenue Building Department Credit Card Fees	\$ (4,000.00)	\$ -	\$ (4,000.00)	Received Less Revenue than Expected
12	001-0000-322-30-00		Revenue Inspection Fees	\$ (37,000.00)	\$ (585.00)	\$ (36,415.00)	Received Less Revenue than Expected
13	001-0000-331-20-00		Revenue Federal Grant - Public Safety	\$ (50,000.00)	\$ (79,169.99)	\$ 29,169.99	Received More Revenue than Expected
14	001-0000-334-40-10		Revenue Disaster Relief Funding/FEMA Funding	\$ (75,000.00)	\$ (3,685.17)	\$ (71,314.83)	Received Less Revenue than Expected
15	001-0000-335-11-20		Revenue 11 Cent Cig. Tax/Rev. Sharing	\$ (174,700.00)	\$ (215,626.44)	\$ 40,926.44	Received More Revenue than Expected
16	001-0000-335-15-00		Revenue Alcoholic Beverage Licenses	\$ (8,800.00)	\$ (17,937.98)	\$ 9,137.98	Received More Revenue than Expected
17	001-0000-335-18-00		Revenue Local Half Cent Sales Tax	\$ (754,000.00)	\$ (789,576.57)	\$ 35,576.57	Received More Revenue than Expected
18	001-0000-335-19-00		Revenue Motor Fuel Tax Rebate	\$ (2,400.00)	\$ (72,894.61)	\$ 70,494.61	Received More Revenue than Expected
19	001-0000-337-20-12		Revenue FDOT Grant	\$ (34,600.00)	\$ (41,599.69)	\$ 6,999.69	Received More Revenue than Expected
20	001-0000-337-20-20		Revenue Emergency Management Grant	\$ -	\$ 0	\$ 0	
21	001-0000-337-20-30		Revenue 911 User Fees	\$ (22,600.00)	\$ (109,406.48)	\$ 86,806.48	Received More Revenue than Expected
22	001-0000-337-30-20		Revenue Florida Blvd. Maintenance	\$ (37,000.00)	\$ (39,470.94)	\$ 2,470.94	Received More Revenue than Expected
23	001-0000-337-70-10		Revenue Lifeguard/Beach Cleanup	\$ (236,000.00)	\$ (313,425.00)	\$ 77,425.00	Received More Revenue than Expected
24	001-0000-338-20-00		Revenue County Occupational Tax	\$ (11,000.00)	\$ -	\$ (11,000.00)	Received Less Revenue than Expected
25	001-0000-341-20-10		Revenue Board of Appeals Fees/Misc. Revenues	\$ (2,000.00)	\$ (2,000.00)	\$ 0	
26	001-0000-341-20-20		Revenue Planning Review Board Fee - Misc. Rev.	\$ (2,300.00)	\$ (3,500.16)	\$ 1,208.16	Received More Revenue than Expected
27	001-0000-341-20-40		Revenue Lien Letters	\$ (8,200.00)	\$ (9,730.00)	\$ 1,530.00	Received More Revenue than Expected
28	001-0000-341-20-50		Revenue Copies	\$ (1,000.00)	\$ (599.58)	\$ (400.42)	Received Less Revenue than Expected
29	001-0000-341-20-60		Revenue ID & Fingerprint Charges	\$ (100.00)	\$ (90.00)	\$ (10.00)	Received Less Revenue than Expected
30	001-0000-341-20-90		Revenue Zoning Verification Charges - Misc. Rev.	\$ (100.00)	\$ (360.00)	\$ 260.00	Received More Revenue than Expected
31	001-0000-341-55-00		Revenue Election Qualifying Fees	\$ (600.00)	\$ -	\$ (600.00)	Received Less Revenue than Expected
32	001-0000-342-20-00		Revenue Fire Protection Service Fee - Misc. Rev.	\$ -	\$ (6,990.00)	\$ 6,990.00	Received More Revenue than Expected
33	001-0000-342-90-20		Revenue Incident Report	\$ -	\$ (70.30)	\$ 70.30	Received More Revenue than Expected
34	001-0000-351-10-00		Revenue Court Fines	\$ (19,800.00)	\$ (34,105.52)	\$ 14,305.52	Received More Revenue than Expected
35	001-0000-354-10-00		Revenue Parking Tickets	\$ (21,700.00)	\$ (22,189.55)	\$ 489.55	Received More Revenue than Expected
36	001-0000-354-20-00		Revenue Alarm Violations	\$ -	\$ (25.00)	\$ 25.00	Received More Revenue than Expected
37	001-0000-354-30-00		Revenue Animal Control Violations	\$ (4,600.00)	\$ (3,055.00)	\$ (1,545.00)	Received Less Revenue than Expected
38	001-0000-354-40-00		Revenue Code Enforcement Violations	\$ (1,400.00)	\$ (3,352.00)	\$ 1,952.00	Received More Revenue than Expected
39	001-0000-361-10-00		Revenue Interest on Investments	\$ (63,600.00)	\$ (2,513.17)	\$ (61,086.83)	Received Less Revenue than Expected
40	001-0000-361-20-00		Revenue State Board Admin Interest	\$ (100.00)	\$ (31.30)	\$ (68.70)	Received Less Revenue than Expected
41	001-0000-362-10-00		Revenue Cellular Tower Rentals	\$ (55,800.00)	\$ (92,352.67)	\$ 36,552.67	Received More Revenue than Expected
42	001-0000-362-35-00		Revenue Brewhound Right of Way Lease	\$ (2,500.00)	\$ (2,400.00)	\$ (100.00)	Received Less Revenue than Expected
43	001-0000-362-40-00		Revenue Fish Camp Sidewalk Rental	\$ (4,000.00)	\$ (4,523.53)	\$ 523.53	Received More Revenue than Expected
44	001-0000-362-43-00		Revenue Hawkers Neptune Beach Sidewalk Lease	\$ (2,500.00)	\$ (3,166.80)	\$ 666.80	Received More Revenue than Expected
45	001-0000-362-45-00		Revenue Jax Surf & Paddle/Flying Igiana Sidewalk Lease	\$ (4,000.00)	\$ (6,133.49)	\$ 2,133.49	Received More Revenue than Expected
46	001-0000-362-47-00		Revenue Southcoast Beaches Sidewalk Rent	\$ (2,200.00)	\$ (2,400.00)	\$ 200.00	Received More Revenue than Expected
47	001-0000-362-52-00		Revenue The Local Dumpster Pad Rental	\$ (1,000.00)	\$ -	\$ (1,000.00)	Received Less Revenue than Expected
48	001-0000-362-60-00		Revenue Green Market Lease Payment	\$ (1,400.00)	\$ -	\$ (1,400.00)	Received Less Revenue than Expected
49	001-0000-362-75-00		Revenue Neptune House Rentals	\$ (2,200.00)	\$ (752.00)	\$ (1,448.00)	Received Less Revenue than Expected
50	001-0000-364-10-00		Revenue Surplus Equipment Sales	\$ (26,000.00)	\$ (6,162.00)	\$ (19,838.00)	Received Less Revenue than Expected
51	001-0000-364-20-00		Revenue Insurance Proceeds	\$ -	\$ (9,710.00)	\$ 9,710.00	Received More Revenue than Expected
52	001-0000-368-00-00		Revenue General Fund Donation Account	\$ -	\$ (20,000.00)	\$ 20,000.00	Received More Revenue than Expected
53	001-0000-369-00-00		Revenue Other Misc. Revenues	\$ (32,498.99)	\$ (30,935.00)	\$ (1,563.99)	Received Less Revenue than Expected
54	001-0000-381-00-00		Revenue Interfund Transfers	\$ (129,999.96)	\$ -	\$ (129,999.96)	Received Less Revenue than Expected
55	001-0000-382-10-00		Revenue Contributions from Water/Sewer	\$ (95,000.00)	\$ -	\$ (95,000.00)	Received Less Revenue than Expected
56	001-0000-382-20-00		Revenue Contributions from Other Funds	\$ -	\$ -	\$ -	
57	001-0000-389-10-00		Revenue Appropriated Fund Balance	\$ (675,893.23)	\$ -	\$ (675,893.23)	
				Budgeted	Actual		
General Fund				\$ (6,568,271.67)	\$ (5,835,657.94)		
				Over/Under	\$ (732,613.73)		

Department	Department Code	FY-2021 Budget	Actual as of 9/30/2021	(Over)/Under	Notes
1 Mayor & Council	001-1111	\$ 37,854.22	\$ 36,331.11	\$ 1,523.11	
2 City Manager's Office	001-1112	\$ 217,492.17	\$ 188,436.84	\$ 29,055.33	
3 Finance Department	001-1113	\$ 135,035.17	\$ 254,371.28	\$ (119,336.11)	*Used Approved Budget Book instead of Cogsdale (overtime funded in Cogsdale)
4 Legal Counsel/City Attorney	001-1114	\$ 150,000.00	\$ 145,824.50	\$ 4,175.50	
5 Community Development	001-1115	\$ 557,306.33	\$ 438,460.15	\$ 118,846.18	
6 City Clerk	001-1117	\$ 124,764.95	\$ 129,068.82	\$ (4,303.87)	
7 Non-Departmental	001-1119	\$ 571,602.20	\$ 247,311.39	\$ 324,290.81	
8 Police Department	001-1221	\$ 3,775,066.33	\$ 4,293,924.19	\$ (518,857.86)	
9 Animal Control	001-1223	\$ 70,129.62	\$ 71,638.66	\$ (1,509.04)	
10 Public Works	001-1441	\$ 703,157.59	\$ 563,387.32	\$ 139,770.27	*Used Approved Budget Book instead of Cogsdale (Improvements & Machinery & Equipment funded in budget book)
11 Parks & Recreation	001-1772	\$ -	\$ 23,914.68	\$ (23,914.68)	
12 Ocean Rescue	001-1775	\$ 269,428.70	\$ 255,632.46	\$ 13,796.24	
13 Police Education Fund	101-1221	\$ 5,250.00	\$ 2,970.63	\$ 2,279.37	
14 CDBG	103-1110	\$ 144,895.00	\$ 189,413.99	\$ (44,518.99)	**103-1110-581-90-20 Transfer to Other Funds - Donation Revenue Transferred to Senior Activity Center - Construction in Progress, Actual Exp. Less dedicated donations to new building \$114,759.47. Deficit of \$77,248.25.
15 Convention Development Tax Fund	001-1772	\$ 37,500.00	\$ 8,094.74	\$ 29,405.26	
16 Fines & Forfeitures	106-1221	\$ 1,800.00	\$ -	\$ 1,800.00	
17 LOGT	107-1441	\$ 265,000.00	\$ 285,097.59	\$ (20,097.59)	*** Expenditures Exceeded Revenues by \$42,392.32
18 Radio Communication Trust Fund	108-1221	\$ 15,500.00	\$ -	\$ 15,500.00	
19 Better Jacksonville 1/2 Cent Tax	109-1119	\$ 993,723.28	\$ 1,261,951.49	\$ (268,228.21)	****Appropriated Fund Balance Budgeted, but transfer hasn't been made yet, transfer includes (\$993,921.28) in funding
20 Holiday/Special Event Fund	110-1119	\$ 13,000.00	\$ 5,908.78	\$ 7,091.22	***** Actual Revenues were \$0 for a \$5,908.78 deficit
21 Street Improvement Fund	111-1441	\$ 437,900.00	\$ 48,399.92	\$ 389,500.08	***** Actual Revenues were (\$31.92), an \$86,500 Transfer from General Fund hasn't been made
22 Capital Improvement Fund	300-1119	\$ -	\$ 382,230.67	\$ (382,230.67)	***** Adopted Budget Book has a budget of \$0 but Cogsdale has a \$300,000 Budget in Construction in Progress 300-1110-569-60-65 Actual Amount Transferred = \$314,654.52
23 Jarboe Park CIP	301-1119	\$ 350,000.00	\$ 1,203,954.92	\$ (853,954.92)	***** Cogsdale has 301-1772-572-60-65 budgeted for \$1,335,045.72 but adopted budget book has \$350,000, Actual Rev. to Exp has deficit of \$168,615.62 but transfer from 301-0000-381-10-00 incomplete
24 Administration	401-4331	\$ 660,560.53	\$ 567,786.41	\$ 92,774.12	Actual Revenue for Water & Sewer Services is: \$(4,568,799.02), Actual Expenditures for Water & Sewer Services is: \$3,241,501.17. This makes a surplus of Revenue for \$(1,327,297.85); 401-4381-581-90-10 W&S Interfund Transfer, Transfer to General Fund of \$170,000 needs to be completed.
25 Services	401-4335	\$ 2,153,379.16	\$ 1,455,396.87	\$ 697,982.29	
26 Services	401-4336	\$ 1,587,593.59	\$ 1,154,716.36	\$ 432,877.23	
27 Transfer	401-4381	\$ 933,230.00	\$ 63,601.53	\$ 869,628.47	
28 Sinking Fund	403-4882	\$ 520,370.00	\$ 39,530.00	\$ 480,840.00	
29 Loan	404-4381	\$ -	\$ -	\$ -	Had actual Revenue of \$(118.62), from 404-0000-361-10-00, Interest on Investments (Surplus)

Water & Sewer						
30 Renewal/Replacement Fund	405-4335	\$ -	\$ -	\$ -	-	Had actual Revenue of \$(418.40), from 405-0000-361-10-00, Interest on Investments (Surplus)
31 Sewer Capital Improvement Fund	407-4381	\$ -	\$ 10,708.73	\$ (10,708.73)		Actual Revenue for Sewer Capital Improvement Fund is: \$(40,422.91); \$(60.97) from 407-0000-361-10-00 Interest on Investments; and \$(40,362.00) from 407-0000-363-23-70. Actual Rev. to Exp. Is: \$(29,714.24) (Surplus)
32 Water System Improvement Fund	408-1119	\$ -	\$ -	\$ -	-	Had Actual Revenue of \$(9.05), from 408-0000-361-10-00 Interest on Investments (Surplus)
33 Wastewater Construction Fund	410-4335	\$ 173,530.00	\$ 14,686.30	\$ 158,843.70		Over/(Under) Actual Rev. to Exp. Is: \$14,686.30 Deficit. Budgeted transfer from 410-0000-381-41-00 is incomplete
34 Water Construction Fund	411-4336	\$ 73,300.00	\$ 8,108.93	\$ 65,191.07		Over/(Under) Actual Rev. to Exp. Is: \$8,108.93 Deficit. Budgeted transfer from 411-0000-381-41-00 is incomplete
35 Sanitation Fund	430-4334	\$ 1,459,003.01	\$ 1,555,337.58	\$ (96,334.57)		Over/(Under) Actual Rev. to Exp. Is: \$238,571.07 Deficit. Difference will need to be transferred from Reserves - Sanitation Rates will need to increase
36 Stormwater Utilities	441-1441	\$ 1,538,572.23	\$ 467,897.70	\$ 1,070,674.53		Over/(Under) Actual Rev. to Exp. Is: \$(709,748.20), from 441-0000-343-70-10, Stormwater Utility Fees (Surplus)
37 Mobility Management	500-1550	\$ 280,156.18	\$ 544,354.79	\$ (264,198.61)		Over/(Under) Actual Rev. to Exp. Is: \$(17,693.73), from 500-0000-343-41-40, Paid Parking - Parking Fees; and from 500-0000-343-40-50, Paid Parking - EV Charging Station Fees (Surplus)

FY-21 Budgeted Total \$ 18,256,100.26

FY-21 Actual Total \$ 15,918,449.33

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	001-1111-511-10-11	Mayor & Council	1111 EXECUTIVE SALARIES	\$ 30,614.19	\$ 27,000.00	\$ 3,614.19
2	001-1111-511-10-21	Mayor & Council	1111 FICA	\$ 1,898.05	\$ 1,674.00	\$ 224.05
3	001-1111-511-10-24	Mayor & Council	1111 WORKERS' COMPENSATION	\$ 68.04	\$ -	\$ 68.04
4	001-1111-511-10-25	Mayor & Council	1111 MEDICARE	\$ 443.94	\$ 391.50	\$ 52.44
5	001-1111-511-30-40	Mayor & Council	1111 TRAVEL & PER DIEM	\$ 1,200.00	\$ 1,834.82	\$ (634.82)
6	001-1111-511-30-41	Mayor & Council	1111 Communication Services	\$ -	\$ -	\$ -
7	001-1111-511-30-45	Mayor & Council	1111 INSURANCE	\$ 360.00	\$ 788.23	\$ (428.23)
8	001-1111-511-30-48	Mayor & Council	1111 PROMOTIONAL ACTIVITIES	\$ 800.00	\$ 1,396.79	\$ (596.79)
9	001-1111-511-30-51	Mayor & Council	1111 OFFICE SUPPLIES	\$ 1,350.00	\$ 953.26	\$ 396.74
10	001-1111-511-30-54	Mayor & Council	1111 BOOKS, SUBSCRIPTIONS & MEMBERSHIPS.	\$ 320.00	\$ 1,192.51	\$ (872.51)
11	001-1111-511-30-55	Mayor & Council	1111 EDUCATIONAL COURSES	\$ 800.00	\$ 1,100.00	\$ (300.00)
						\$ 1,523.11
				Budget	Actual	
				\$ 37,854.22	\$ 36,331.11	

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	001-1112-512-10-12	City Manager's Office	1112 REGULAR SALARIES	\$ 144,386.60	\$ 118,371.10	\$ 26,015.50
2	001-1112-512-10-15	City Manager's Office	1112 SPECIAL PAY	\$ -	\$ 480.00	\$ (480.00)
3	001-1112-512-10-21	City Manager's Office	1112 FICA	\$ 8,951.97	\$ 6,293.58	\$ 2,658.39
4	001-1112-512-10-22	City Manager's Office	1112 RETIREMENT CONTRIBUTIONS	\$ 14,861.91	\$ 7,485.79	\$ 7,376.12
5	001-1112-512-10-23	City Manager's Office	1112 LIFE & HEALTH INSURANCE	\$ 25,778.04	\$ 19,045.53	\$ 6,732.51
6	001-1112-512-10-24	City Manager's Office	1112 WORKERS' COMPENSATION	\$ 335.04	\$ 2,349.98	\$ (2,014.94)
7	001-1112-512-10-25	City Manager's Office	1112 MEDICARE	\$ 2,093.61	\$ 1,471.94	621.67
8	001-1112-512-30-34	City Manager's Office	1112 OTHER CONTRACTUAL SERVICES	\$ 150.00	\$ -	150
9	001-1112-512-30-40	City Manager's Office	1112 TRAVEL & PER DIEM	\$ 2,200.00	\$ 2,612.10	\$ (412.10)
10	001-1112-512-30-45	City Manager's Office	1112 INSURANCE	\$ 510.00	\$ 586.39	\$ (76.39)
11	001-1112-512-30-46	City Manager's Office	1112 REPAIR & MAINTENANCE	\$ 400.00	\$ 4,151.51	\$ (3,751.51)
12	001-1112-512-30-47	City Manager's Office	1112 PRINTING & BINDING	\$ -	\$ -	0
13	001-1112-512-30-48	City Manager's Office	1112 PROMOTIONAL ACTIVITIES	\$ -	\$ -	0
14	001-1112-512-30-51	City Manager's Office	1112 OFFICE SUPPLIES	\$ 3,000.00	\$ 6,245.98	\$ (3,245.98)
15	001-1112-512-30-52	City Manager's Office	1112 OPERATING SUPPLIES	\$ 1,875.00	\$ 73.41	\$ 1,801.59
16	001-1112-512-30-54	City Manager's Office	1112 BOOKS, SUBSCRIPTIONS & MEMBERSHIPS.	\$ 4,200.00	\$ 5,262.88	\$ (1,062.88)
17	001-1112-512-30-55	City Manager's Office	1112 EDUCATIONAL COURSES	\$ 2,750.00	\$ 8,006.65	\$ (5,256.65)
18	001-1112-512-30-57	City Manager's Office	1112 VEHICLE REPAIR & MAINTENANCE	\$ -	\$ -	0
19	001-1112-512-30-58	City Manager's Office	1112 GAS, OIL. & LUBRICANTS	\$ -	\$ -	0
20	001-1112-512-30-61	City Manager's Office	1112 VEHICLE ALLOWANCE	\$ 6,000.00	\$ 6,000.00	\$ -
21	001-1112-512-60-64	City Manager's Office	1112 MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
						\$ 29,055.33

Budget	Actual
\$ 217,492.17	\$ 188,436.84

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	001-1113-513-10-12	Finance	1113 REGULAR SALARIES	\$ 83,895.75	\$ 146,010.45	\$ (62,114.70)
2	001-1113-513-10-14	Finance	1113 OVERTIME	\$ 1,040.61	\$ 1,843.18	\$ (802.57)
3	001-1113-513-10-15	Finance	1113 SPECIAL PAY	\$ -	\$ 270.00	\$ (270.00)
4	001-1113-513-10-21	Finance	1113 FICA	\$ 5,201.54	\$ 8,223.27	\$ (3,021.73)
5	001-1113-513-10-22	Finance	1113 RETIREMENT CONTRIBUTIONS	\$ 7,850.70	\$ 7,660.05	\$ 190.65
6	001-1113-513-10-23	Finance	1113 LIFE & HEALTH INSURANCE	\$ 8,883.00	\$ 19,145.81	\$ (10,262.81)
7	001-1113-513-10-24	Finance	1113 WORKERS' COMPENSATION	\$ 182.04	\$ 2,682.73	\$ (2,500.69)
8	001-1113-513-10-25	Finance	1113 MEDICARE	\$ 1,216.49	\$ 1,923.14	\$ (706.65)
9	001-1113-513-30-32	Finance	1113 ACCOUNTING & AUDIT	\$ 13,650.00	\$ 14,605.00	\$ (955.00)
10	001-1113-513-30-34	Finance	1113 OTHER CONTRACTUAL SERVICES	\$ 260.00	\$ 34,053.32	\$ (33,793.32)
11	001-1113-513-30-40	Finance	1113 TRAVEL & PER DIEM	\$ 1,200.00	\$ 533.25	\$ 666.75
12	001-1113-513-30-41	Finance	1113 COMMUNICATIONS SERVICES	\$ 500.00	\$ 920.00	\$ (420.00)
13	001-1113-513-30-42	Finance	1113 POSTAGE (INC. FED EX)	\$ 100.00	\$ 43.52	\$ 56.48
14	001-1113-513-30-45	Finance	1113 INSURANCE	\$ 1,000.00	\$ 1,147.46	\$ (147.46)
15	001-1113-513-30-46	Finance	1113 REPAIR & MAINTENANCE	\$ 4,030.00	\$ 4,867.09	\$ (837.09)
16	001-1113-513-30-47	Finance	1113 PRINTING & BINDING	\$ 100.00	\$ -	\$ 100.00
17	001-1113-513-30-51	Finance	1113 OFFICE SUPPLIES	\$ 3,675.00	\$ 4,157.08	\$ (482.08)
18	001-1113-513-30-52	Finance	1113 OPERATING SUPPLIES	\$ 800.04	\$ 3,604.41	\$ (2,804.37)
19	001-1113-513-30-54	Finance	1113 BOOKS, SUBSCRIPTIONS & MEMBERSHIPS.	\$ 550.00	\$ 1,246.52	\$ (696.52)
20	001-1113-513-30-55	Finance	1113 EDUCATIONAL COURSES	\$ 900.00	\$ 1,435.00	\$ (535.00)

Cogsdale has a budget shown here but budget book has \$0...

\$(119,336.11)

Budget	Actual
\$ 135,035.17	\$ 254,371.28
Less Overtime	\$ 133,994.56

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1 001-1114-514-30-31	Legal Counsel/City Attorney	1114	PROFESSIONAL SERVICES	\$ 150,000.00	\$ 145,701.00	\$ 4,299.00
2 001-1114-514-30-54	Legal Counsel/City Attorney	1114	BOOKS, SUP SCRIP & MEMBER	\$ -	\$ 123.50	\$ (123.50)
						\$ 4,175.50
				Budget	Actual	
				\$ 150,000.00	\$ 145,824.50	

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	001-1115-515-10-12	Community Development	1115 REGULAR SALARIES	\$ 198,677.14	\$ 224,078.87	\$ (25,401.73)
2	001-1115-515-10-14	Community Development	1115 OVERTIME	\$ -	\$ -	0
3	001-1115-515-10-15	Community Development	1115 SPECIAL PAY	\$ -	\$ 1,500.00	\$ (1,500.00)
4	001-1115-515-10-21	Community Development	1115 FICA	\$ 12,317.98	\$ 12,473.04	\$ (155.06)
5	001-1115-515-10-22	Community Development	1115 RETIREMENT CONTRIBUTIONS	\$ 7,120.35	\$ 7,501.13	\$ (380.78)
6	001-1115-515-10-23	Community Development	1115 LIFE & HEALTH INSURANCE	\$ 1,250.04	\$ 20,864.53	\$ (19,614.49)
7	001-1115-515-10-24	Community Development	1115 WORKERS' COMPENSATION	\$ 975.00	\$ 1,870.78	\$ (895.78)
8	001-1115-515-10-25	Community Development	1115 MEDICARE	\$ 2,880.82	\$ 2,917.07	\$ (36.25)
9	001-1115-515-30-31	Community Development	1115 PROFESSIONAL SERVICES	\$ 241,055.00	\$ 55,346.74	\$ 185,708.26
10	001-1115-515-30-34	Community Development	1115 OTHER CONTRACTUAL SERVICES	\$ 76,800.00	\$ 79,703.73	\$ (2,903.73)
11	001-1115-515-30-40	Community Development	1115 TRAVEL & PER DIEM	\$ -	\$ 1,653.57	\$ (1,653.57)
12	001-1115-515-30-41	Community Development	1115 COMMUNICATIONS SERVICES	\$ -	\$ 480.00	\$ (480.00)
13	001-1115-515-30-45	Community Development	1115 INSURANCE	\$ 3,080.00	\$ 3,535.39	\$ (455.39)
14	001-1115-515-30-46	Community Development	1115 REPAIR & MAINTENANCE	\$ 9,000.00	\$ 13,827.53	\$ (4,827.53)
15	001-1115-515-30-52	Community Development	1115 OPERATING SUPPLIES	\$ 3,100.00	\$ 6,125.84	\$ (3,025.84)
16	001-1115-515-30-54	Community Development	1115 BOOKS, SUBSCRIPTIONS & MEMBERSHIPS.	\$ 350.00	\$ 2,865.01	\$ (2,515.01)
17	001-1115-515-30-55	Community Development	1115 EDUCATIONAL COURSES	\$ 250.00	\$ 3,609.93	\$ (3,359.93)
18	001-1115-515-30-58	Community Development	1115 GAS, OIL, & LUBRICANTS	\$ 250.00	\$ -	\$ 250.00
19	001-1115-515-80-84	Community Development	1115 MUNICIPAL BOARDS	\$ 200.00	\$ 106.99	\$ 93.01
20	001-1115-515-60-64	Community Development	1115 MACHINERY & EQUIPMENT	\$ -	\$ -	0

\$ 118,846.18

Budget	Actual
\$ 557,306.33	\$ 438,460.15

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	001-1117-517-10-12	City Clerk's Office	1117 REGULAR SALARIES	\$ 78,761.23	\$ 85,074.12	\$ (6,312.89)
2	001-1117-517-10-21	City Clerk's Office	1117 FICA	\$ 4,883.20	\$ 4,967.36	\$ (84.16)
3	001-1117-517-10-22	City Clerk's Office	1117 RETIREMENT CONTRIBUTIONS	\$ 3,967.56	\$ 5,698.56	\$ (1,731.00)
4	001-1117-517-10-23	City Clerk's Office	1117 LIFE & HEALTH INSURANCE	\$ 15,150.98	\$ 9,513.78	\$ 5,637.20
5	001-1117-517-10-24	City Clerk's Office	1117 WORKERS' COMPENSATION	\$ 114.96	\$ 947.05	\$ (832.09)
6	001-1117-517-10-25	City Clerk's Office	1117 MEDICARE	\$ 1,142.02	\$ 1,161.72	\$ (19.70)
7	001-1117-517-30-34	City Clerk's Office	1117 OTHER CONTRACTUAL SERVICES	\$ 1,500.00	\$ 4,837.35	\$ (3,337.35)
8	001-1117-517-30-40	City Clerk's Office	1117 TRAVEL & PER DIEM	\$ 1,200.00	\$ 1,048.44	\$ 151.56
9	001-1117-517-30-41	City Clerk's Office	1117 COMMUNICATIONS SERVICES	\$ 400.00	\$ 688.99	\$ (288.99)
10	001-1117-517-30-45	City Clerk's Office	1117 INSURANCE	\$ 820.00	\$ 940.20	\$ (120.20)
11	001-1117-517-30-46	City Clerk's Office	1117 REPAIR & MAINTENANCE	\$ -	\$ 1,701.28	\$ (1,701.28)
12	001-1117-517-30-47	City Clerk's Office	1117 PRINTING & BINDING	\$ 7,000.00	\$ 2,705.43	\$ 4,294.57
13	001-1117-517-30-48	City Clerk's Office	1117 PROMOTIONAL & ADVERTISING	\$ 4,750.00	\$ 4,480.12	\$ 269.88
14	001-1117-517-30-51	City Clerk's Office	1117 OFFICE SUPPLIES	\$ 1,370.00	\$ 509.72	\$ 860.28
15	001-1117-517-30-54	City Clerk's Office	1117 BOOKS, SUBSCRIPTIONS & MEMBERSHIPS.	\$ 2,625.00	\$ 2,824.28	\$ (199.28)
16	001-1117-517-30-55	City Clerk's Office	1117 EDUCATIONAL COURSES	\$ 1,080.00	\$ 1,970.42	\$ (890.42)
						\$ (4,303.87)
				Budget	Actual	
				\$ 124,764.95	\$ 129,068.82	

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	001-1119-519-10-12	Non-Departmental	1119 REGULAR SALARIES	\$ 7,982.00	\$ 8,036.14	\$ (54.14)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
2	001-1119-519-10-14	Non-Departmental	1119 OVERTIME	\$ -	\$ 2,520.37	\$ (2,520.37)	
3	001-1119-519-10-15	Non-Departmental	1119 SPECIAL PAY	\$ -	\$ 75.00	\$ (75.00)	
4	001-1119-519-10-21	Non-Departmental	1119 FICA	\$ 494.88	\$ 628.97	\$ (134.09)	
5	001-1119-519-10-22	Non-Departmental	1119 RETIREMENT CONTRIBUTIONS	\$ 739.50	\$ 740.44	\$ (0.94)	
6	001-1119-519-10-23	Non-Departmental	1119 LIFE & HEALTH INSURANCE	\$ 3,044.04	\$ 2,145.94	\$ 898.10	
7	001-1119-519-10-24	Non-Departmental	1119 WORKERS' COMPENSATION	\$ 302.04	\$ -	\$ 302.04	
8	001-1119-519-10-25	Non-Departmental	1119 MEDICARE	\$ 115.74	\$ 147.10	\$ (31.36)	
9	001-1119-519-30-34	Non-Departmental	1119 OTHER CONTRACTUAL SERVICES	\$ 18,000.00	\$ 15,648.08	\$ 2,351.92	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
10	001-1119-519-30-41	Non-Departmental	1119 COMMUNICATIONS SERVICES	\$ 36,600.00	\$ 26,537.20	\$ 10,062.80	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
11	001-1119-519-30-42	Non-Departmental	1119 POSTAGE & SHIPPING	\$ 7,750.00	\$ 14,048.91	\$ (6,298.91)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
12	001-1119-519-30-43	Non-Departmental	1119 UTILITIES	\$ 13,500.00	\$ 15,507.50	\$ (2,007.50)	
13	001-1119-519-30-44	Non-Departmental	1119 RENTALS & LEASES	\$ 7,500.00	\$ 11,583.71	\$ (4,083.71)	
14	001-1119-519-30-45	Non-Departmental	1119 INSURANCE	\$ 34,500.00	\$ 39,607.64	\$ (5,107.64)	
15	001-1119-519-30-46	Non-Departmental	1119 REPAIR & MAINTENANCE	\$ 29,000.00	\$ 9,335.68	\$ 19,664.32	
16	001-1119-519-30-48	Non-Departmental	1119 PROMOTIONAL ACTIVITIES	\$ 1,000.00	\$ 2,269.90	\$ (1,269.90)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
17	001-1119-519-30-51	Non-Departmental	1119 OFFICE SUPPLIES	\$ 13,200.00	\$ 12,674.80	\$ 525.20	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
18	001-1119-519-30-52	Non-Departmental	1119 Operating Supplies	\$ -	\$ 1,912.40	\$ (1,912.40)	
19	001-1119-519-30-58	Non-Departmental	1119 Gas, Oil & Lubricants	\$ -	\$ 1,096.14	\$ (1,096.14)	
20	001-1119-519-30-59	Non-Departmental	1119 UNIFORMS	\$ 200.00	\$ -	\$ 200.00	
21	001-1119-519-30-90	Non-Departmental	1119 MISCELLANEOUS EXPENSES	\$ 1,874.00	\$ 2,303.66	\$ (429.66)	
22	001-1119-519-60-62	Non-Departmental	1119 BUILDING IMPROVEMENTS	\$ -	\$ -	\$ 0	
23	001-1119-519-60-64	Non-Departmental	1119 MACHINERY & EQUIPMENT	\$ 12,500.00	\$ -	\$ 12,500.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
24	001-1119-519-90-60	Non-Departmental	1119 Holiday Expenditures	\$ 25,000.00	\$ 12,564.80	\$ 12,435.20	
25	001-1119-519-90-65	Non-Departmental	1119 HURRICANE EXPENSES	\$ 5,000.00	\$ -	\$ 5,000.00	
26	001-1119-519-90-66	Non-Departmental	1119 VIRUS EXPENDITURES	\$ -	\$ 47,925.54	\$ (47,925.54)	
27	001-1119-519-90-98	Non-Departmental	1119 Merit Pay Increase Policy	\$ 10,000.00	\$ -	\$ 10,000.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
28	001-1119-519-90-99	Non-Departmental	1119 CONTINGENCIES & EMERGENCY	\$ 50,000.00	\$ 6,592.69	\$ 43,407.31	
29	001-1119-581-10-50	Non-Departmental	1119 TRANSFERS	\$ 293,300.00	\$ 13,408.78	\$ 279,891.22	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
						\$ 324,290.81	
				Budget	Actual		
				\$ 571,602.20	\$ 247,311.39		

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	001-1221-521-10-12	Police Department	1221 REGULAR SALARIES	\$ 1,739,173.17	\$ 2,036,996.89	\$ (297,823.72)
2	001-1221-521-10-14	Police Department	1221 OVERTIME	\$ -	\$ 448,362.70	\$ (448,362.70)
3	001-1221-521-10-15	Police Department	1221 SPECIAL PAY	\$ 65,920.00	\$ 27,880.00	\$ 38,040.00
4	001-1221-521-10-21	Police Department	1221 FICA	\$ 107,828.74	\$ 135,754.59	\$ (27,925.85)
5	001-1221-521-10-22	Police Department	1221 RETIREMENT CONTRIBUTIONS	\$ 578,941.41	\$ 576,067.14	\$ 2,874.27
6	001-1221-521-10-23	Police Department	1221 LIFE & HEALTH INSURANCE	\$ 341,850.00	\$ 260,835.79	\$ 81,014.21
7	001-1221-521-10-24	Police Department	1221 WORKERS' COMPENSATION	\$ 37,209.96	\$ 18,076.07	\$ 19,133.89
8	001-1221-521-10-25	Police Department	1221 MEDICARE	\$ 25,218.01	\$ 31,749.19	\$ (6,531.18)
9	001-1221-521-30-31	Police Department	1221 PROFESSIONAL SERVICES	\$ 1,000.00	\$ 1,745.00	\$ (745.00)
10	001-1221-521-30-34	Police Department	1221 OTHER CONTRACTUAL SERVICES	\$ 24,000.00	\$ 15,446.65	\$ 8,553.35
11	001-1221-521-30-35	Police Department	1221 INVESTIGATIONS	\$ 1,000.00	\$ 1,009.75	\$ (9.75)
12	001-1221-521-30-40	Police Department	1221 TRAVEL & PER DIEM	\$ 47,250.00	\$ 3,723.64	\$ 43,526.36
13	001-1221-521-30-41	Police Department	1221 COMMUNICATIONS SERVICES	\$ 87,000.00	\$ 106,032.89	\$ (19,032.89)
14	001-1221-521-30-43	Police Department	1221 UTILITY SERVICES	\$ 300.00	\$ 366.88	\$ (66.88)
15	001-1221-521-30-45	Police Department	1221 INSURANCE	\$ 54,075.00	\$ 63,030.66	\$ (8,955.66)
16	001-1221-521-30-46	Police Department	1221 REPAIR & MAINTENANCE	\$ 20,700.00	\$ 55,119.49	\$ (34,419.49)
17	001-1221-521-30-48	Police Department	1221 PROMOTIONAL & ADVERTISING	\$ 1,650.00	\$ 2,644.11	\$ (994.11)
18	001-1221-521-30-51	Police Department	1221 OFFICE SUPPLIES	\$ 13,500.00	\$ 8,371.24	\$ 5,128.76
19	001-1221-521-30-52	Police Department	1221 OPERATING SUPPLIES	\$ 33,600.04	\$ 36,849.56	\$ (3,249.52)
20	001-1221-521-30-54	Police Department	1221 BOOKS, SUBSCRIPTIONS & MEMBERSHIPS.	\$ 3,500.00	\$ 1,016.09	\$ 2,483.91
21	001-1221-521-30-55	Police Department	1221 EDUCATIONAL COURSES	\$ 11,250.00	\$ 8,957.00	\$ 2,293.00
22	001-1221-521-30-56	Police Department	1221 RADIO REPAIR & MAINTENANCE	\$ 399.96	\$ -	\$ 399.96
23	001-1221-521-30-57	Police Department	1221 VEHICLE REPAIR & MAINTENANCE	\$ 35,000.04	\$ 49,394.75	\$ (14,394.71)
24	001-1221-521-30-58	Police Department	1221 GAS, OIL & LUBRICANTS	\$ 57,000.00	\$ 56,572.78	\$ 427.22
25	001-1221-521-30-59	Police Department	1221 UNIFORMS	\$ 18,750.00	\$ 27,229.74	\$ (8,479.74)
26	001-1221-521-60-62	Police Department	1221 BUILDING IMPROVEMENTS	\$ 47,000.00	\$ -	\$ 47,000.00
27	001-1221-521-60-64	Police Department	1221 MACHINERY & EQUIPMENT	\$ 421,950.00	\$ 320,691.59	\$ 101,258.41
						\$ (518,857.86)
				Budget	Actual	
				\$ 3,775,066.33	\$ 4,293,924.19	

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	001-1223-523-10-12	Animal Control	1223 REGULAR SALARIES	\$ 43,550.19	\$ 44,773.13	\$ (1,222.94)	
2	001-1223-523-10-14	Animal Control	1223 OVERTIME	\$ -	\$ 4,478.40	\$ (4,478.40)	
3	001-1223-523-10-15	Animal Control	1223 SPECIAL PAY	\$ -	\$ 275.00	\$ (275.00)	
4	001-1223-523-10-21	Animal Control	1223 FICA	\$ 2,700.11	\$ 2,834.39	\$ (134.28)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
5	001-1223-523-10-22	Animal Control	1223 RETIREMENT CONTRIBUTIONS	\$ 3,386.64	\$ 3,246.54	\$ 140.10	
6	001-1223-523-10-23	Animal Control	1223 LIFE & HEALTH INSURANCE	\$ 10,166.04	\$ 8,504.30	\$ 1,661.74	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
7	001-1223-523-10-24	Animal Control	1223 WORKERS' COMPENSATION	\$ 780.00	\$ 370.26	\$ 409.74	
8	001-1223-523-10-25	Animal Control	1223 MEDICARE	\$ 631.48	\$ 662.88	\$ (31.40)	
9	001-1223-523-30-31	Animal Control	1223 PROFESSIONAL SERVICES	\$ 99.96	\$ -	\$ 99.96	
10	001-1223-523-30-34	Animal Control	1223 OTHER CONTRACTUAL SERVICES	\$ 500.04	\$ 179.00	\$ 321.04	
11	001-1223-523-30-40	Animal Control	1223 TRAVEL & PER DIEM	\$ 500.04	\$ -	\$ 500.04	
12	001-1223-523-30-41	Animal Control	1223 COMMUNICATIONS SERVICES	\$ 279.96	\$ 480.00	\$ (200.04)	
13	001-1223-523-30-45	Animal Control	1223 INSURANCE	\$ 1,430.04	\$ 1,641.71	\$ (211.67)	
14	001-1223-523-30-46	Animal Control	1223 REPAIR & MAINTENANCE	\$ 399.96	\$ 1,743.51	\$ (1,343.55)	
15	001-1223-523-30-52	Animal Control	1223 OPERATING SUPPLIES	\$ 2,000.04	\$ 468.90	\$ 1,531.14	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
16	001-1223-523-30-54	Animal Control	1223 BOOKS, SUBSCRIPTIONS. & MEMBER	\$ 50.04	\$ -	\$ 50.04	
17	001-1223-523-30-55	Animal Control	1223 EDUCATIONAL COURSES	\$ 300.00	\$ -	\$ 300.00	
18	001-1223-523-30-56	Animal Control	1223 RADIO REPAIR & MAINTENANCE	\$ 50.04	\$ -	\$ 50.04	
19	001-1223-523-30-57	Animal Control	1223 VEHICLE REPAIR & MAINTENANCE	\$ 1,005.00	\$ -	\$ 1,005.00	
20	001-1223-523-30-58	Animal Control	1223 GAS, OIL & LUBRICANTS	\$ 2,000.04	\$ 1,769.70	\$ 230.34	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
21	001-1223-523-30-59	Animal Control	1223 UNIFORMS	\$ 300.00	\$ 210.94	\$ 89.06	
				Budget	Actual	\$ (1,509.04)	
				\$ 70,129.62	\$ 71,638.66		

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	001-1441-541-10-12	Public Works	1441 REGULAR SALARIES	\$ 238,292.89	\$ 236,866.30	\$ 1,426.59	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
2	001-1441-541-10-14	Public Works	1441 OVERTIME	\$ -	\$ 3,940.15	\$ (3,940.15)	
3	001-1441-541-10-15	Public Works	1441 SPECIAL PAY	\$ -	\$ 2,293.75	\$ (2,293.75)	
4	001-1441-541-10-21	Public Works	1441 FICA	\$ 14,774.16	\$ 13,475.61	\$ 1,298.55	
5	001-1441-541-10-22	Public Works	1441 RETIREMENT CONTRIBUTIONS	\$ 20,957.37	\$ 15,485.32	\$ 5,472.05	
6	001-1441-541-10-23	Public Works	1441 LIFE & HEALTH INSURANCE	\$ 41,498.04	\$ 19,352.82	\$ 22,145.22	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
7	001-1441-541-10-24	Public Works	1441 WORKERS' COMPENSATION	\$ 5,150.04	\$ 3,751.19	\$ 1,398.85	
8	001-1441-541-10-25	Public Works	1441 MEDICARE	\$ 3,455.25	\$ 3,151.73	\$ 303.52	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
9	001-1441-541-30-34	Public Works	1441 OTHER CONTRACTUAL SERVICES	\$ 17,049.96	\$ 15,695.08	\$ 1,354.88	
10	001-1441-541-30-40	Public Works	1441 TRAVEL & PER DIEM	\$ 300.00	\$ 1,611.83	\$ (1,311.83)	
11	001-1441-541-30-41	Public Works	1441 COMMUNICATIONS SERVICES	\$ 5,199.96	\$ 5,412.99	\$ (213.03)	
12	001-1441-541-30-43	Public Works	1441 UTILITY SERVICES	\$ 128,000.04	\$ 127,750.09	\$ 249.95	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
13	001-1441-541-30-44	Public Works	1441 RENTALS & LEASES	\$ 8,499.96	\$ 1,759.74	\$ 6,740.22	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
14	001-1441-541-30-45	Public Works	1441 INSURANCE	\$ 15,069.96	\$ 17,301.07	\$ (2,231.11)	
15	001-1441-541-30-46	Public Works	1441 REPAIR & MAINTENANCE	\$ 35,750.04	\$ 19,116.90	\$ 16,633.14	
16	001-1441-541-30-51	Public Works	1441 OFFICE SUPPLIES	\$ 1,125.00	\$ 992.21	\$ 132.79	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
17	001-1441-541-30-52	Public Works	1441 OPERATING SUPPLIES	\$ 28,599.96	\$ 25,203.05	\$ 3,396.91	
18	001-1441-541-30-54	Public Works	1441 BOOKS, SUBSCRIPTIONS. & MEMBER	\$ 399.96	\$ 572.98	\$ (173.02)	
19	001-1441-541-30-55	Public Works	1441 EDUCATIONAL COURSES	\$ 384.96	\$ -	\$ 384.96	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
20	001-1441-541-30-57	Public Works	1441 VEHICLE REPAIR & MAINTENANCE	\$ 15,600.00	\$ 9,030.12	\$ 6,569.88	
21	001-1441-541-30-58	Public Works	1441 GAS, OIL & LUBRICANTS	\$ 20,000.04	\$ 13,456.45	\$ 6,543.59	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
22	001-1441-541-30-59	Public Works	1441 UNIFORMS	\$ 1,800.00	\$ 2,173.77	\$ (373.77)	
23	001-1441-541-60-62	Public Works	1441 BUILDING IMPROVEMENTS	\$ 6,250.00	\$ -	\$ 6,250.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
24	001-1441-541-60-63	Public Works	1441 IMPROVEMENTS, NOT BUILDINGS	\$ 85,000.00	\$ 9,885.47	\$ 75,114.53	
25	001-1441-541-60-64	Public Works	1441 MACHINERY & EQUIPMENT	\$ 10,000.00	\$ 15,108.70	\$ (5,108.70)	
				Budget	Actual	\$ 139,770.27	
				\$ 703,157.59	\$ 563,387.32		

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	001-1772-572-10-12	Parks & Recreation	1772 REGULAR SALARIES	\$ -	\$ 16,798.57	\$(16,798.57)
2	001-1772-572-10-14	Parks & Recreation	1772 OVERTIME	\$ -	\$ 427.00	\$(427.00)
3	001-1772-572-10-15	Parks & Recreation	1772 SPECIAL PAY	\$ -	\$ 300.00	\$(300.00)
4	001-1772-572-10-21	Parks & Recreation	1772 FICA	\$ -	\$ 1,085.26	\$(1,085.26)
5	001-1772-572-10-22	Parks & Recreation	1772 RETIREMENT CONTRIBUTIONS	\$ -	\$ 1,235.19	\$(1,235.19)
6	001-1772-572-10-23	Parks & Recreation	1772 LIFE & HEALTH INSURANCE	\$ -	\$ 3,143.60	\$(3,143.60)
7	001-1772-572-10-24	Parks & Recreation	1772 WORKERS' COMPENSATION	\$ -	\$ -	\$ -
8	001-1772-572-10-25	Parks & Recreation	1772 MEDICARE	\$ -	\$ 253.81	\$(253.81)
9	001-1772-572-30-34	Parks & Recreation	1772 OTHER CONTRACTUAL SERVICES	\$ -	\$ -	\$ -
10	001-1772-572-30-41	Parks & Recreation	1772 COMMUNICATIONS SERVICES	\$ -	\$ 120.00	\$(120.00)
11	001-1772-572-30-43	Parks & Recreation	1772 UTILITY SERVICES	\$ -	\$ -	\$ -
12	001-1772-572-30-44	Parks & Recreation	1772 RENTALS & LEASES	\$ -	\$ -	\$ -
13	001-1772-572-30-45	Parks & Recreation	1772 INSURANCE	\$ -	\$ -	\$ -
14	001-1772-572-30-46	Parks & Recreation	1772 REPAIR & MAINTENANCE	\$ -	\$ 468.92	\$(468.92)
15	001-1772-572-30-48	Parks & Recreation	1772 PROMOTIONAL ACTIVITIES	\$ -	\$ -	\$ -
16	001-1772-572-30-52	Parks & Recreation	1772 OPERATING SUPPLIES	\$ -	\$ -	\$ -
17	001-1772-572-30-55	Parks & Recreation	1772 EDUCATIONAL COURSES	\$ -	\$ -	\$ -
18	001-1772-572-30-57	Parks & Recreation	1772 VEHICLE REPAIR & MAINTENANCE	\$ -	\$ -	\$ -
19	001-1772-572-30-58	Parks & Recreation	1772 GAS, OIL & LUBRICANTS	\$ -	\$ -	\$ -
20	001-1772-572-30-59	Parks & Recreation	1772 UNIFORMS	\$ -	\$ 82.33	\$(82.33)
21	001-1772-572-60-63	Parks & Recreation	1772 IMPROVEMENTS, NOT BUILDINGS	\$ -	\$ -	\$ -
22	001-1772-572-60-64	Parks & Recreation	1772 Machinery & Equipment	\$ -	\$ -	\$ -
23	001-1772-572-80-10	Parks & Recreation	1772 LANDSCAPING (Beautification)	\$ -	\$ -	\$ -
						\$(23,914.68)
				Budget	Actual	
				\$ -	\$ 23,914.68	

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	001-1775-575-10-12	Ocean Rescue/Beach Cleanup	1775 REGULAR SALARIES	\$ 218,634.00	\$ 206,738.45	\$ 11,895.55	
2	001-1775-575-10-14	Ocean Rescue/Beach Cleanup	1775 OVERTIME	\$ -	\$ 7,561.03	\$ (7,561.03)	
3	001-1775-575-10-21	Ocean Rescue/Beach Cleanup	1775 FICA	\$ 13,555.31	\$ 13,206.65	\$ 348.66	
4	001-1775-575-10-22	Ocean Rescue/Beach Cleanup	1775 RETIREMENT CONTRIBUTIONS	\$ 2,105.28	\$ 2,221.22	\$ (115.94)	
5	001-1775-575-10-23	Ocean Rescue/Beach Cleanup	1775 LIFE & HEALTH INSURANCE	\$ 7,293.96	\$ 6,437.83	\$ 856.13	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
6	001-1775-575-10-24	Ocean Rescue/Beach Cleanup	1775 WORKERS' COMPENSATION	\$ 7,224.96	\$ 296.02	\$ 6,928.94	
7	001-1775-575-10-25	Ocean Rescue/Beach Cleanup	1775 MEDICARE	\$ 3,170.19	\$ 3,088.67	\$ 81.52	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
8	001-1775-575-30-34	Ocean Rescue/Beach Cleanup	1775 OTHER CONTRACTUAL SERVICES	\$ 1,180.00	\$ 270.00	\$ 910.00	
9	001-1775-575-30-41	Ocean Rescue/Beach Cleanup	1775 COMMUNICATIONS SERVICES	\$ 75.00	\$ -	\$ 75.00	
10	001-1775-575-30-43	Ocean Rescue/Beach Cleanup	1775 UTILITY SERVICES	\$ 160.00	\$ 204.61	\$ (44.61)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
11	001-1775-575-30-45	Ocean Rescue/Beach Cleanup	1775 INSURANCE	\$ 2,950.00	\$ 3,386.73	\$ (436.73)	
12	001-1775-575-30-46	Ocean Rescue/Beach Cleanup	1775 REPAIR & MAINTENANCE	\$ 2,800.00	\$ 3,831.54	\$ (1,031.54)	
13	001-1775-575-30-52	Ocean Rescue/Beach Cleanup	1775 OPERATING SUPPLIES	\$ 3,600.00	\$ 5,174.97	\$ (1,574.97)	
14	001-1775-575-30-55	Ocean Rescue/Beach Cleanup	1775 EDUCATIONAL COURSES	\$ 2,500.00	\$ -	\$ 2,500.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
15	001-1775-575-30-57	Ocean Rescue/Beach Cleanup	1775 VEHICLE REPAIR & MAINTENANCE	\$ 500.00	\$ -	\$ 500.00	
16	001-1775-575-30-58	Ocean Rescue/Beach Cleanup	1775 GAS, OIL & LUBRICANTS	\$ 1,280.00	\$ 1,065.67	\$ 214.33	
17	001-1775-575-30-59	Ocean Rescue/Beach Cleanup	1775 UNIFORMS	\$ 2,400.00	\$ 2,149.07	\$ 250.93	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
				Budget	Actual	\$ 13,796.24	
				\$ 269,428.70	\$ 255,632.46		

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Police Education Fund					
1	COURT COST -REVENUE	\$ (5,000.00)	\$ (4,426.23)	\$ (573.77)	
2	INTEREST ON INVESTMENTS-REVE	\$ (250.00)	\$ (241.86)	\$ (8.14)	
3	State Board Admin Interest	\$ -	\$ -	\$ -	
4	Transfer from General Fund	\$ -	\$ -	\$ -	
5	Appropriated Fund Balance	\$ -	\$ -	\$ -	

Total \$ (5,250.00) \$ (4,668.09)

Less Expenditures \$ 2,970.63

(Surplus)/Deficit \$ (1,697.46)

Surplus needs to be transferred to reserves relative to the Police Education Fund

	Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under		
1	101-0000-351-10-00	Police Education Fund	Revenue	COURT COST -REVENUE	\$ (5,000.00)	\$ (4,426.23)	\$ (573.77)	Revenue	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
2	101-0000-361-10-00	Police Education Fund	Revenue	INTEREST ON INVESTMENTS-REVENUE	\$ (250.00)	\$ (241.86)	\$ (8.14)	Revenue	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
3	101-0000-361-20-00	Police Education Fund	Revenue	State Board Admin Interest	\$ -	\$ -	\$ -	Revenue	
4	101-0000-381-10-00	Police Education Fund	Revenue	Transfer from General Fund	\$ -	\$ -	\$ -	Revenue	
5	101-0000-389-10-00	Police Education Fund	Revenue	Appropriated Fund Balance	\$ -	\$ -	\$ -	Revenue	
6	101-1221-521-30-40	Police Education Fund		1221 Travel & Per Diem	\$ -	\$ -	\$ -		
7	101-1221-521-30-52	Police Education Fund		1221 OPERATING SUPPLIES	\$ 250.00	\$ -	\$ 250.00		
8	101-1221-521-30-55	Police Education Fund		1221 EDUCATIONAL COURSES	\$ 5,000.00	\$ 2,970.63	\$ 2,029.37		
					Budget	Actual	\$ 2,279.37		
					\$ 5,250.00	\$ 2,970.63			

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
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Community Development Block Grant

1 CDBG	Physical Environment	\$ (44,895.00)	\$ (32,476.22)	\$ (12,418.78)	
2 CDBG	Elder Affairs Grant	\$ -	\$ -	\$ -	
3 CDBG	Class Fees	\$ (25,000.00)	\$ -	\$ (25,000.00)	No Classes in FY-21
4 CDBG	Travel Fees	\$ (15,000.00)	\$ (5,035.00)	\$ (9,965.00)	
5 CDBG	Interfund Transfer	\$ -	\$ -	\$ -	
6 CDBG	Transfer from General Fund	\$ (20,000.00)	\$ -	\$ (20,000.00)	*Propose an additional \$ (57,248.25) to meet the deficit
7 CDBG	Donations	\$ (40,000.00)	\$ (75,685.16)	\$ 35,685.16	Restricted Funds for Construction of New Building
8 CDBG	Donations - TAP	\$ -	\$ -	\$ -	

Total	\$ (144,895.00)	\$ (113,196.38)
Total (Less Dedicated Donations)	\$ (104,895.00)	\$ (37,511.22)
Less Expenditures		\$ 114,759.47
(Surplus)/Deficit		\$ 77,248.25

Propose a total transfer from General Fund of \$ (77,248.25) to make up the deficit

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	103-0000-337-30-00	CDBG	Revenue PHYSICAL ENVIRONMENT	\$ (44,895.00)	\$ (32,476.22)	\$ (12,418.78)	Revenues
2	103-0000-337-30-10	CDBG	Revenue ELDER AFFAIRS GRANT	\$ -	\$ -	\$ -	Revenues
3	103-0000-341-75-00	CDBG	Revenue Class Fees	\$ (25,000.00)	\$ -	\$ (25,000.00)	Revenues
4	103-0000-341-76-00	CDBG	Revenue Travel Fees	\$ (15,000.00)	\$ (5,035.00)	\$ (9,965.00)	Revenues
5	103-0000-381-00-00	CDBG	Revenue INTERFUND TRANSFER	\$ -	\$ -	\$ -	Revenues
6	103-0000-381-10-00	CDBG	Revenue TRANSFER FROM GENERAL FUND	\$ (20,000.00)	\$ -	\$ (20,000.00)	Revenues * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
7	103-0000-383-00-00	CDBG	Revenue DONATIONS	\$ (40,000.00)	\$ (75,685.16)	\$ 35,685.16	Revenues
8	103-0000-383-10-00	CDBG	Revenue DONATIONS - TAP	\$ -	\$ -	\$ -	Revenues
9	103-1110-565-10-12	CDBG	1110 REGULAR SALARIES	\$ 74,912.23	\$ 75,745.85	\$ (833.62)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
10	103-1110-565-10-21	CDBG	1110 FICA	\$ 4,644.56	\$ 4,111.72	\$ 532.84	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
11	103-1110-565-10-22	CDBG	1110 RETIREMENT CONTRIBUTIONS	\$ -	\$ 6,893.40	\$ (6,893.40)	
12	103-1110-565-10-23	CDBG	1110 LIFE & HEALTH INSURANCE	\$ -	\$ 8,801.06	\$ (8,801.06)	
13	103-1110-565-10-24	CDBG	1110 WORKERS' COMPENSATION	\$ -	\$ 560.70	\$ (560.70)	
14	103-1110-565-10-25	CDBG	1110 Medicare	\$ 1,086.23	\$ 961.61	\$ 124.62	
15	103-1110-569-30-31	CDBG	1110 PROFESSIONAL SERVICES	\$ 21,823.98	\$ 91.05	\$ 21,732.93	
16	103-1110-569-30-34	CDBG	1110 OTHER CONTRACTUAL SERVICES.	\$ 14,528.00	\$ -	\$ 14,528.00	
17	103-1110-569-30-39	CDBG	1110 Grant Travel	\$ -	\$ 7,100.00	\$ (7,100.00)	
18	103-1110-569-30-40	CDBG	1110 TRAVEL & PER DIEM	\$ -	\$ 710.37	\$ (710.37)	
19	103-1110-569-30-41	CDBG	1110 COMMUNICATIONS SERVICES.	\$ 2,500.00	\$ 1,033.14	\$ 1,466.86	
20	103-1110-569-30-43	CDBG	1110 UTILITY SERVICES	\$ 8,500.00	\$ 436.53	\$ 8,063.47	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
21	103-1110-569-30-44	CDBG	1110 Rentals & Leases	\$ -	\$ -	\$ -	
22	103-1110-569-30-45	CDBG	1110 INSURANCE	\$ 3,300.00	\$ 1,842.46	\$ 1,457.54	
23	103-1110-569-30-46	CDBG	1110 REPAIRS & MAINTENANCE	\$ 10,000.00	\$ 62.66	\$ 9,937.34	
24	103-1110-569-30-48	CDBG	1110 PROMOTIONAL & ADVERTISING	\$ -	\$ 297.35	\$ (297.35)	
25	103-1110-569-30-49	CDBG	1110 OTHER CURRENT CHARGES	\$ 1,100.00	\$ 708.62	\$ 391.38	
26	103-1110-569-30-51	CDBG	1110 OFFICE SUPPLIES	\$ 500.00	\$ 67.99	\$ 432.01	
27	103-1110-569-30-52	CDBG	1110 OPERATING SUPPLIES	\$ 2,000.00	\$ -	\$ 2,000.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
28	103-1110-569-30-54	CDBG	1110 Books, Subscriptions & Memberships	\$ -	\$ 1,890.00	\$ (1,890.00)	
29	103-1110-569-30-55	CDBG	1110 Education Courses	\$ -	\$ 150.00	\$ (150.00)	
30	103-1110-569-30-58	CDBG	1110 Gas, Oil and Lubricants	\$ -	\$ -	\$ -	
31	103-1110-569-30-90	CDBG	1110 Senior Trips	\$ -	\$ -	\$ -	
32	103-1110-569-60-62	CDBG	1110 Buildings	\$ -	\$ -	\$ -	* Doesn't Exist in Cogsdale
33	103-1110-569-60-63	CDBG	1110 Improvements - No Buildings	\$ -	\$ -	\$ -	
34	103-1110-569-60-54	CDBG	1110 Machinery & Equipment	\$ -	\$ 3,028.70	\$ (3,028.70)	
35	103-1110-569-80-70	CDBG	1110 State Capital Grant	\$ -	\$ 266.26	\$ (266.26)	
36	103-1110-581-90-20	CDBG	1110 Transfer to Other Funds	\$ -	\$ 74,654.52	\$ (74,654.52)	* Donations Transferred to Senior Center CIP
			Budget	Actual	\$ (44,518.99)		
			\$ 144,895.00	\$ 189,413.99			Actual Revenue Received
			Actual Expenditures Less transfer to other funds (Dedicated Donations to new building	\$ 114,759.47			\$(113,196.38)
			Actual Revenue less dedicated donations received for construction of new building	\$ (37,511.22)			Over/(Under) Actual Rev. to Exp. \$ 76,217.61
			Over/(Under) Actual Rev. to Exp less dedicated donations and transfer for new building	\$ 77,248.25			

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Convention Development Tax					
1	LOCAL OPTION TOURIST TAX	\$ (37,000.00)	\$ (14,391.10)	\$ (22,608.90)	
2	INTEREST ON INVESTMENTS	\$ 500.00	\$ (48.12)	\$ 548.12	
3	State Board Admin Interest	\$ -	\$ -	\$ -	
4	Donations	\$ -	\$ -	\$ -	
5	Realized Gain (Loss)	\$ -	\$ -	\$ -	
6	Appropriated Fund Balance	\$ -	\$ -	\$ -	

Total \$ (36,500.00) \$ (14,439.22)

Less Expenditures \$ 8,094.74

(Surplus)/Deficit \$ (6,344.48)

Surplus needs to be put in reserves relative to Local Option Tourist Tax

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under		
1	105-0000-312-10-00	Convention Development Tax	Revenue	LOCAL OPTION TOURIST TAX	\$ (37,000.00)	\$ (14,391.10)	\$ (22,608.90)	Revenue
2	105-0000-361-10-00	Convention Development Tax	Revenue	INTEREST ON INVESTMENTS	\$ 500.00	\$ (48.12)	\$ 548.12	Revenue * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
3	105-0000-361-20-00	Convention Development Tax	Revenue	State Board Admin Interest	\$ -	\$ -	\$ -	
4	105-0000-367-20-00	Convention Development Tax	Revenue	Donations	\$ -	\$ -	\$ -	
5	105-0000-367-40-00	Convention Development Tax	Revenue	Realized Gain (Loss)	\$ -	\$ -	\$ -	
6	105-0000-389-10-00	Convention Development Tax	Revenue	Appropriated Fund Balance	\$ -	\$ -	\$ -	
7	105-1772-572-30-34	Convention Development Tax	1772	OTHER CONTRACTUAL SERVICES	\$ 6,000.00	\$ 8,094.74	\$ (2,094.74)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
8	105-1772-572-30-52	Convention Development Tax	1772	Operating Supplies	\$ -	\$ -	\$ -	Used for landscaping in Beaches Town Center!!!
9	105-1772-572-60-62	Convention Development Tax	1772	Building Improvements	\$ -	\$ -	\$ -	
10	105-1772-572-60-63	Convention Development Tax	1772	IMPROVEMENTS - NOT BLDGS.	\$ 21,500.00	\$ -	\$ 21,500.00	
11	105-1772-572-60-64	Convention Development Tax	1772	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	
12	105-1772-572-90-10	Convention Development Tax	1772	TRANSFER TO GENERAL FUND	\$ 10,000.00	\$ -	\$ 10,000.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
13	105-1772-572-90-20	Convention Development Tax	1772	Transfer to other funds	\$ -	\$ -	\$ -	

Budget Actual \$ 29,405.26
\$ 37,500.00 \$ 8,094.74

Actual Revenue
\$(14,439.22)

Over/(Under) Actual Rev. to Exp.
\$ (6,344.48)

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Fines & Forfeitures					
1	CONFISCATED PROPERTY	\$ (1,700.00)	\$ (1,050.00)	\$ (650.00)	
2	INTEREST ON INVESTMENTS	\$ (100.00)	\$ (2.38)	\$ (97.62)	
3	State Board Admin Interest	\$ -	\$ -	\$ -	
4	Unrealized Gain (Loss)	\$ -	\$ -	\$ -	
5	Realized Gain (Loss)	\$ -	\$ -	\$ -	
6	Appropriated Fund Balance	\$ -	\$ -	\$ -	

Total \$ (1,800.00) \$ (1,052.38)

Less Expenditures \$ -

(Surplus)/Deficit \$ (1,052.38)

Surplus needs put in Reserves Relative to the Forfeiture Proceeds Fund

	Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under		
1	106-0000-351-20-00	Fines & Forfeitures	Revenue	CONFISCATED PROPERTY	\$ (1,700.00)	\$ (1,050.00)	\$ (650.00)	Revenue	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
2	106-0000-361-10-00	Fines & Forfeitures	Revenue	INTEREST ON INVESTMENTS	\$ (100.00)	\$ (2.38)	\$ (97.62)	Revenue	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
3	106-0000-361-20-00	Fines & Forfeitures	Revenue	State Board Admin Interest	\$ -	\$ -	\$ -		
4	106-0000-367-20-00	Fines & Forfeitures	Revenue	Unrealized Gain (Loss)	\$ -	\$ -	\$ -		
5	106-0000-367-40-00	Fines & Forfeitures	Revenue	Realized Gain (Loss)	\$ -	\$ -	\$ -		
6	106-0000-389-10-00	Fines & Forfeitures	Revenue	Appropriated Fund Balance	\$ -	\$ -	\$ -		
7	106-1221-521-30-52	Fines & Forfeitures - Police	1221	OPERATING SUPPLIES	\$ 1,800.00	\$ -	\$ 1,800.00		
8	106-1221-521-60-64	Fines & Forfeitures - Police	1221	Machinery & Equipment	\$ -	\$ -	\$ -		

Budget	Actual	\$ 1,800.00
\$ 1,800.00	\$ -	

Actual Revenue
\$(1,052.38)

Over/(Under) Actual Rev. to Exp.
\$(1,052.38)

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Street Improvement					
1	8th Cent Gasoline Tax	\$ (49,500.00)	\$ -	\$ (49,500.00)	
2	Interest on Investments	\$ (1,900.00)	\$ (31.92)	\$ (1,868.08)	
3	State Board Admin Interest	\$ (100.01)	\$ -	\$ (100.01)	
4	Other Misc. Income	\$ -	\$ -	\$ -	
5	Interfund Transfers	\$ -	\$ -	\$ -	
6	Transfer From General Fund	\$ (86,500.00)	\$ -	\$ (86,500.00)	Transfer \$48,368 from General Fund to Cover the Expenditures accrued in this fund
7	Appropriated Fund Balance	\$ -	\$ -	\$ -	

Total \$ (138,000.01) \$ (31.92)

Less Expenditures \$ 48,399.92

(Surplus)/Deficit \$ 48,368.00

Propose completing the transfer from the General Fund to cover the Actual Expenditures

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1 111-0000-335-12-20	Street Improvement Fund (111)	Revenue	8th Cent Gasoline Tax	\$ (49,500.00)	\$ -	\$ (49,500.00)	Are we missing the 8th Cent Gasoline Tax Revenue?
2 111-0000-361-10-00	Street Improvement Fund (111)	Revenue	Interest on Investments	\$ (1,900.00)	\$ (31.92)	\$ (1,868.08)	
3 001-0000-361-20-00	Street Improvement Fund (111)	Revenue	State Board Admin Interest	\$ (100.01)	\$ -	\$ (100.01)	
4 111-0000-369-90-00	Street Improvement Fund (111)	Revenue	Other Misc. Income	\$ -	\$ -	\$ -	
5 111-0000-381-00-00	Street Improvement Fund (111)	Revenue	Interfund Transfers	\$ -	\$ -	\$ -	Account Doesn't Exist in Cogsdale... Was this supposed to be 001-0000-381-00-00?
6 111-0000-381-10-00	Street Improvement Fund (111)	Revenue	Transfer From General Fund	\$ (86,500.00)	\$ -	\$ (86,500.00)	Why Didn't we make the transfer?
7 111-0000-389-10-00	Street Improvement Fund (111)	Revenue	Appropriated Fund Balance	\$ -	\$ -	\$ -	
8 111-1441-541-30-34	Street Improvement Fund (111)	1441	OTHER CONTRACTUAL SERVICES	\$ -	\$ 737.45	\$ (737.45)	
9 111-1441-541-30-43	Street Improvement Fund (111)	1441	UTILITY SERVICES	\$ -	\$ 1,284.29	\$ (1,284.29)	
10 111-1441-541-30-46	Street Improvement Fund (111)	1441	Repair & Maintenance	\$ -	\$ -	\$ -	
11 111-1441-541-30-47	Street Improvement Fund (111)	1441	TOWN CENTER EXPENDITURES	\$ 48,500.00	\$ 25,944.96	\$ 22,555.04	
12 111-1441-541-30-50	Street Improvement Fund (111)	1441	MAYPORT FLYOVER EXPENDITURE	\$ 23,900.00	\$ 1,195.00	\$ 22,705.00	
13 111-1441-541-30-52	Street Improvement Fund (111)	1441	Operating Supplies	\$ -	\$ -	\$ -	
14 111-1441-541-30-53	Street Improvement Fund (111)	1441	ROAD MATERIALS & SUPPLIES	\$ 65,500.00	\$ 19,238.22	\$ 46,261.78	
15 111-1441-541-60-63	Street Improvement Fund (111)	1441	Improvements - No Buildings	\$ 300,000.00	\$ -	\$ 300,000.00	
16 111-1441-541-60-61	Street Improvement Fund (111)	1441	Capital Outlay - Computer Software	\$ -	\$ -	\$ -	
17 111-1441-541-60-64	Street Improvement Fund (111)	1441	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	
				Budget	Actual	\$ 389,500.08	
				\$ 437,900.00	\$ 48,399.92		
					Actual Revenue	\$ (31.92)	
					Over/(Under) Actual Rev. to Exp.	\$ 48,368.00	

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Local Option Gas Tax					
1	LOCAL OPTION GAS TAX/ALT FUEL	\$ (264,999.99)	\$ (242,705.27)	\$ (22,294.72)	
2	Interest on Investments	\$ -	\$ -	\$ -	
3	State Board Admin Interest	\$ -	\$ -	\$ -	
4	Unrealized Gain/(Loss)	\$ -	\$ -	\$ -	
5	Realized Gain/(Loss)	\$ -	\$ -	\$ -	
6	Other Misc. Revenues	\$ -	\$ -	\$ -	
7	Interfund Transfers	\$ -	\$ -	\$ -	
8	Appropriated Fund Balance	\$ -	\$ -	\$ -	

Total \$ (264,999.99) \$ (242,705.27)

Less Expenditures \$ 285,097.59

(Surplus)/Deficit \$ 42,392.32

Propose a transfer from Reserve relative to the LOGT to cover the deficit in the amount of: \$42,392.32

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	107-0000-312-40-00	LOGT	Revenue LOCAL OPTION GAS TAX/ALT FUEL	\$ (264,999.99)	\$ (242,705.27)	\$ (22,294.72) Revenue
2	107-0000-361-10-00	LOGT	Revenue Interest on Investments	\$ -	\$ -	\$ -
3	107-0000-361-20-00	LOGT	Revenue State Board Admin Interest	\$ -	\$ -	\$ -
4	107-0000-367-20-00	LOGT	Revenue Unrealized Gain/(Loss)	\$ -	\$ -	\$ -
5	107-0000-367-40-00	LOGT	Revenue Realized Gain/(Loss)	\$ -	\$ -	\$ -
6	107-0000-369-90-00	LOGT	Revenue Other Misc. Revenues	\$ -	\$ -	\$ -
7	107-0000-381-00-00	LOGT	Revenue Interfund Transfers	\$ -	\$ -	\$ -
8	107-0000-389-10-00	LOGT	Revenue Appropriated Fund Balance	\$ -	\$ -	\$ -
9	107-1441-541-10-12	LOGT - PW	1441 REGULAR SALARIES	\$ 126,015.94	\$ 211,828.77	\$ (85,812.83)
10	107-1441-541-10-14	LOGT - PW	1441 OVERTIME	\$ -	\$ 18,688.06	\$ (18,688.06)
11	107-1441-541-10-15	LOGT - PW	1441 SPECIAL PAY	\$ -	\$ 2,081.25	\$ (2,081.25)
12	107-1441-541-10-21	LOGT - PW	1441 FICA	\$ 7,812.98	\$ 12,137.80	\$ (4,324.82)
13	107-1441-541-10-22	LOGT - PW	1441 RETIREMENT CONTRIBUTIONS	\$ 10,819.07	\$ 12,709.04	\$ (1,889.97)
14	107-1441-541-10-23	LOGT - PW	1441 LIFE & HEALTH INSURANCE	\$ 37,070.98	\$ 23,361.98	\$ 13,709.00
15	107-1441-541-10-24	LOGT - PW	1441 WORKERS' COMPENSATION	\$ 3,594.96	\$ 932.07	\$ 2,662.89
16	107-1441-541-10-25	LOGT - PW	1441 MEDICARE	\$ 1,827.23	\$ 2,838.62	\$ (1,011.39)
17	107-1441-541-30-41	LOGT - PW	1441 COMMUNICATIONS SERVICES	\$ 500.04	\$ -	\$ 500.04
18	107-1441-541-30-59	LOGT - PW	1441 UNIFORMS	\$ 700.04	\$ 520.00	\$ 180.04
19	107-1441-541-60-63	LOGT - PW	1441 IMPROVEMENTS - NO BLDGS	\$ 76,658.76	\$ -	\$ 76,658.76
20	107-1441-541-90-64	LOGT - PW	1441 TRANSFER TO STORMWATER	\$ -	\$ -	\$ -

Budget	Actual	\$ (20,097.59)
\$ 265,000.00	\$ 285,097.59	

Actual Revenue
\$(242,705.27)

Over/(Under) Actual Rev. to Exp.
\$ 42,392.32

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Radio Communications					
1	RADIO COMM. TRUST FUND	\$ (7,700.00)	\$ (15,970.09)	\$ 8,270.09	
2	INTEREST ON INVESTMENTS	\$ (500.00)	\$ (12.86)	\$ (487.14)	
3	State Board Admin Interest	\$ -	\$ -	\$ -	
4	Insurance Proceeds	\$ -	\$ -	\$ -	
5	APPROPRIATED FUND BALANCE	\$ (7,300.00)	\$ -	\$ (7,300.00)	

Total \$ (15,500.00) \$ (15,982.95)

Less Expenditures \$ -

(Surplus)/Deficit \$ (15,982.95)

Transfer needs to be made to reserves relative to the Radio Communications Fund

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1 108-0000-359-10-00	Radio Communication Trust Fund	Revenue	RADIO COMM. TRUST FUND	\$ (7,700.00)	\$ (15,970.09)	\$ 8,270.09	Revenue
2 108-0000-361-10-00	Radio Communication Trust Fund	Revenue	INTEREST ON INVESTMENTS	\$ (500.00)	\$ (12.86)	\$ (487.14)	Revenue
3 108-0000-361-20-00	Radio Communication Trust Fund	Revenue	State Board Admin Interest	\$ -	\$ -	\$ -	Revenue
4 108-0000-364-20-00	Radio Communication Trust Fund	Revenue	Insurance Proceeds	\$ -	\$ -	\$ -	Revenue
5 108-0000-389-10-00	Radio Communication Trust Fund	Revenue	APPROPRIATED FUND BALANCE	\$ (7,300.00)	\$ -	\$ (7,300.00)	Revenue
6 108-1221-521-30-52	Radio Communication Trust Fund - Police	1221	OPERATING SUPPLIES	\$ 15,500.00	\$ -	\$ 15,500.00	
7 108-1221-521-60-63	Radio Communication Trust Fund - Police	1221	Improvements - Not Buildings	\$ -	\$ -	\$ -	
8 108-1221-521-60-64	Radio Communication Trust Fund - Police	1221	Machinery & Equipment	\$ -	\$ -	\$ -	
				Budget	Actual	\$ 15,500.00	
				\$ 15,500.00	\$ -		
							Actual Revenue
							\$(15,982.95)
							Over/(Under) Actual Rev. to Exp.
							\$ (15,982.95)

* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet

* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Holiday Decoration/Special Event					
1	Interest on Investments	\$ -	\$ -	\$ -	
2	State Board Admin Interest	\$ -	\$ -	\$ -	
3	Unrealized Gain (Loss)	\$ -	\$ -	\$ -	
4	Realized Gain (Loss)	\$ -	\$ -	\$ -	
5	DONATIONS FOR DECORATIONS	\$ (8,000.00)	\$ -	\$ (8,000.00)	
6	Movie With Mayor Revenues/Donation	\$ (5,000.00)	\$ -	\$ (5,000.00)	
7	Interfund Transfers	\$ -	\$ -	\$ -	
8	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -	

Total \$ (13,000.00) \$ -

Less Expenditures \$ 5,908.78

(Surplus)/Deficit \$ 5,908.78

Propose Transfer from Reserve
Relative to the Holiday Décor Fund to

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1 110-0000-361-10-00	Holiday/Special Event	Revenue	Interest on Investments	\$ -	\$ -	\$ -
2 110-0000-361-20-00	Holiday/Special Event	Revenue	State Board Admin Interest	\$ -	\$ -	\$ -
3 110-0000-367-20-00	Holiday/Special Event	Revenue	Unrealized Gain (Loss)	\$ -	\$ -	\$ -
4 110-0000-367-40-00	Holiday/Special Event	Revenue	Realized Gain (Loss)	\$ -	\$ -	\$ -
5 110-0000-369-30-00	Holiday/Special Event	Revenue	DONATIONS FOR DECORATIONS	\$ (8,000.00)	\$ -	\$ (8,000.00)
6 110-0000-381-00-00	Holiday/Special Event	Revenue	Movie With Mayor Revenues/Donations	\$ (5,000.00)	\$ -	\$ (5,000.00)
7 110-0000-381-10-00	Holiday/Special Event	Revenue	Interfund Transfers	\$ -	\$ -	\$ -
8 110-0000-389-10-00	Holiday/Special Event	Revenue	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -
9 110-1119-519-30-48	Holiday/Special Event-Non Departmental	1119	PROMOTIONAL ACTIVITIES	\$ 10,000.00	\$ 5,908.78	\$ 4,091.22
10 110-1119-519-30-50	Holiday/Special Event-Non Departmental	1119	Movies With Mayor-Expenses	\$ 3,000.00	\$ -	\$ 3,000.00
				Budget	Actual	\$ 7,091.22
				\$ 13,000.00	\$ 5,908.78	
					Actual Revenue	\$ -
					Over/(Under) Actual Rev. to Exp.	\$ 5,908.78

* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
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Better Jax 1/2 Cent Sales Tax

1	BETTER JAX TAX RECEIPTS	\$ (435,400.00)	\$ (576,204.05)	\$ 140,804.05	
2	INTEREST ON INVESTMENTS	\$ (7,800.00)	\$ (284.88)	\$ (7,515.12)	
3	State Board Admin Interest	\$ -	\$ -	\$ -	
4	Unrealized Gain (Loss)	\$ -	\$ -	\$ -	
5	Realized Gain (Loss)	\$ -	\$ -	\$ -	
6	Transfer from Other Funds	\$ -	\$ -	\$ -	
7	Appropriated Fund Balance	\$ (993,921.28)	\$ -	\$ (993,921.28)	Transfer needs to be made in the amount of \$ (685,462.56) to cover the

Total \$ (1,437,121.28) \$ (576,488.93)

Less Expenditures \$ 1,261,951.49

(Surplus)/Deficit \$ 685,462.56

Once transfer is made, this fund will balance

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	109-0000-337-20-50	Better Jax	Revenue BETTER JAX TAX RECEIPTS	\$ (435,400.00)	\$ (576,204.05)	\$ 140,804.05
2	109-0000-361-10-00	Better Jax	Revenue INTEREST ON INVESTMENTS	\$ (7,800.00)	\$ (284.88)	\$ (7,515.12)
3	109-0000-361-20-00	Better Jax	Revenue State Board Admin Interest	\$ -	\$ -	\$ -
4	109-0000-367-20-00	Better Jax	Revenue Unrealized Gain (Loss)	\$ -	\$ -	\$ -
5	109-0000-367-40-00	Better Jax	Revenue Realized Gain (Loss)	\$ -	\$ -	\$ -
6	109-0000-382-00-00	Better Jax	Revenue Transfer from Other Funds	\$ -	\$ -	\$ -
7	109-0000-389-10-00	Better Jax	Revenue Appropriated Fund Balance	\$ (993,921.28)	\$ -	\$ (993,921.28)
8	109-1119-519-30-46	Better Jax	1119 Repairs & Maintenance	\$ -	\$ -	\$ -
9	109-1119-519-60-62	Better Jax	1119 Improvements - Buildings	\$ -	\$ 20.97	\$ (20.97)
10	109-1119-519-60-63	Better Jax	1119 Improvements	\$ -	\$ -	\$ -
11	109-1119-519-90-10	Better Jax	1119 TRANSFER TO OTHER FUNDS	\$ 993,723.28	\$ 1,261,930.52	\$ (268,207.24)
						\$ (268,207.24)
				Budget	Actual	
				\$ 993,723.28	\$ 1,261,951.49	
						Actual Revenue
						\$ (576,488.93)
						Over/(Under) Actual Rev. to Exp.
						\$ 685,462.56

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Capital Improvement					
1	Local Government Unit Grant	\$ -	\$ -	\$ -	
2	Interest on Investments	\$ -	\$ -	\$ -	
3	State Board of Admin Interest	\$ -	\$ -	\$ -	
4	Unrealized Gain (Loss)	\$ -	\$ -	\$ -	
5	Realized Gain (Loss)	\$ -	\$ -	\$ -	
6	Jarboe Park - Donations	\$ -	\$ -	\$ -	
7	Interfund Transfer	\$ (300,000.00)	\$ (314,654.52)	\$ 14,654.52	
8	Transfer General Fund	\$ -	\$ -	\$ -	
9	Appropriated Fund Balance	\$ -	\$ -	\$ -	

Total \$ (300,000.00) \$ (314,654.52)

Less Expenditures \$ 382,230.67

(Surplus)/Deficit \$ 67,576.15

Propose a transfer from
Appropriated Fund Balance for

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1 300-0000-337-70-00	Capital Improvement Fund	Revenue	Local Government Unit Grant	\$ -	\$ -	\$ -	Does not exist in Cogsdale
2 300-0000-361-10-00	Capital Improvement Fund	Revenue	Interest on Investments	\$ -	\$ -	\$ -	
3 300-0000-361-20-00	Capital Improvement Fund	Revenue	State Board of Admin Interest	\$ -	\$ -	\$ -	
4 300-0000-367-20-00	Capital Improvement Fund	Revenue	Unrealized Gain (Loss)	\$ -	\$ -	\$ -	
5 300-0000-367-40-00	Capital Improvement Fund	Revenue	Realized Gain (Loss)	\$ -	\$ -	\$ -	
6 300-0000-369-30-00	Capital Improvement Fund	Revenue	Jarboe Park - Donations	\$ -	\$ -	\$ -	
7 300-0000-381-00-00	Capital Improvement Fund	Revenue	Interfund Transfer	\$(300,000.00)	\$(314,654.52)	\$ 14,654.52	
8 300-0000-381-10-00	Capital Improvement Fund	Revenue	Transfer General Fund	\$ -	\$ -	\$ -	Does not exist in Cogsdale
9 300-0000-389-10-00	Capital Improvement Fund	Revenue	Appropriated Fund Balance	\$ -	\$ -	\$ -	Does not exist in Cogsdale
10 300-1119-519-30-46	Capital Improvement Fund	1119	Repairs & Maintenance	\$ -	\$ -	\$ -	Does not exist in Cogsdale
11 300-1110-569-60-65	Capital Improvement Fund	1110	Construction in Progress	\$ -	\$ 382,230.67	\$(382,230.67)	**Adopted Budget Book has a budget of \$0 but Cogsdale has \$300,000 Budgeted
12 300-1119-519-60-62	Capital Improvement Fund	1119	Building Improvements	\$ -	\$ -	\$ -	In Cogsdale still as Fund 102-1119-519-60-62
13 300-1119-519-60-63	Capital Improvement Fund	1119	Improvements	\$ -	\$ -	\$ -	In Cogsdale still as Fund 102-1119-519-60-63
14 300-1119-519-60-64	Capital Improvement Fund	1119	Equipment	\$ -	\$ -	\$ -	In Cogsdale still as Fund 102-1119-519-60-64
15 300-1119-519-90-20	Capital Improvement Fund	1119	Transfer to Other Funds	\$ -	\$ -	\$ -	In Cogsdale still as Fund 102-1119-519-90-20

Budget Actual \$(382,230.67)
 \$ - \$ 382,230.67

Actual Revenue
 \$(314,654.52)

Over/(Under) Actual Rev. to Exp.
 \$ 67,576.15

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Jarboe Park CIP					
1	Local Government Unit Grant	\$ -	\$ -	\$ -	
2	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -	
3	STATE BOARD OF ADMIN INTEREST	\$ -	\$ -	\$ -	
4	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
5	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
6	JARBOE PARK-DONATIONS	\$ -	\$ -	\$ -	
7	Jarboe Fund-TRANS FROM OTHER FUNDS	\$ (143,200.00)	\$ (1,021,930.52)	\$ 878,730.52	
8	TRANSFER FROM GENERAL FUND	\$ (206,800.00)	\$ (13,408.78)	\$ (193,391.22)	Finish the transfer for \$168,615.62 and this fund will balance.

Total	\$ (350,000.00)	\$ (1,035,339.30)
Less Expenditures		\$ 1,203,954.92
(Surplus)/Deficit	\$ 168,615.62	

Propose a total Budget Amendment Transfer from 301-0000-381-00-00 of \$878,730.52 to cover the add'l needed revenue - This was put into Cogsdale, but the adopted budget didn't reflect it...

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1 301-0000-337-70-00	Jarboe Park CIP Fund (Fmr. 200)	Revenue	Local Government Unit Grant	\$ -	\$ -	\$ -	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
2 301-0000-361-10-00	Jarboe Park CIP Fund (Fmr. 200)	Revenue	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -	
3 301-0000-361-20-00	Jarboe Park CIP Fund (Fmr. 200)	Revenue	STATE BOARD OF ADMIN INTEREST	\$ -	\$ -	\$ -	
4 301-0000-367-20-00	Jarboe Park CIP Fund (Fmr. 200)	Revenue	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
5 301-0000-367-40-00	Jarboe Park CIP Fund (Fmr. 200)	Revenue	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
6 301-0000-369-30-00	Jarboe Park CIP Fund (Fmr. 200)	Revenue	JARBOE PARK-DONATIONS	\$ -	\$ -	\$ -	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
7 301-0000-381-00-00	Jarboe Park CIP Fund (Fmr. 200)	Revenue	Jarboe Fund-TRANS FROM OTHER FUNDS	\$ (143,200.00)	\$(1,021,930.52)	\$ 878,730.52	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet, Add'l amount hasn't been reviewed by Council for Transfer
8 301-0000-381-10-00	Jarboe Park CIP Fund (Fmr. 200)	Revenue	TRANSFER FROM GENERAL FUND	\$ (206,800.00)	\$ (13,408.78)	\$ (193,391.22)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet, Add'l amount hasn't been reviewed by Council for Transfer
9 301-1119-519-30-46	Jarboe Park CIP Fund (Fmr. 200)	1119	Repairs & Maintenance	\$ -	\$ -	\$ -	
10 301-1119-519-60-62	Jarboe Park CIP Fund (Fmr. 200)	1119	Building Improvements	\$ -	\$ -	\$ -	
11 301-1119-519-60-63	Jarboe Park CIP Fund (Fmr. 200)	1119	IMPROVEMENTS	\$ -	\$ -	\$ -	
12 301-1119-519-60-64	Jarboe Park CIP Fund (Fmr. 200)	1119	EQUIPMENT	\$ -	\$ -	\$ -	
13 301-1119-519-90-20	Jarboe Park CIP Fund (Fmr. 200)	1119	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	
14 301-1220-569-30-31	Jarboe Park CIP Fund (Fmr. 200)	1220	Jarboe Park Fund-Professional Services	\$ -	\$ -	\$ -	
15 301-1221-521-60-62	Jarboe Park CIP Fund (Fmr. 200)	1221	Building Improvements - Public Safety	\$ -	\$ -	\$ -	Does not Exist in Cogsdale
16 301-1221-521-60-63	Jarboe Park CIP Fund (Fmr. 200)	1221	IMPROVEMENTS - 301	\$ -	\$ -	\$ -	Does not Exist in Cogsdale
17 301-1221-521-60-64	Jarboe Park CIP Fund (Fmr. 200)	1221	Equipment - Public Safety	\$ -	\$ -	\$ -	Does not Exist in Cogsdale
18 301-1772-572-60-65	Jarboe Park CIP Fund (Fmr. 200)	1772	Construction In Progress	\$ 350,000.00	\$ 1,203,954.92	\$ (853,954.92)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
19 301-1119-519-90-20	Jarboe Park CIP Fund (Fmr. 200)	1119	Transfer to Other Funds	\$ -	\$ -	\$ -	
				Budget	Actual	\$ (853,954.92)	
				\$ 350,000.00	\$ 1,203,954.92		

Actual Revenue
\$(1,035,339.30)

Over/(Under) Actual Rev. to Exp.
\$ 168,615.62

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Water & Sewer Utilities					
1	TRANSFER FROM 403	\$ -	\$ -	\$ -	
2	TRANSFER FROM 404	\$ -	\$ -	\$ -	
3	TRANSFER FROM 405	\$ -	\$ -	\$ -	
4	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
5	WATER TAPS	\$ (17,500.02)	\$ (15,458.23)	\$ (2,041.79)	
6	WATER BASE CHARGE	\$ (663,100.00)	\$ (1,041,060.10)	\$ 377,960.10	Budget Amendment needed for unanticipated revenue
7	WATER VOLUME CHARGE	\$ (888,800.02)	\$ (559,200.91)	\$ (329,599.11)	
8	SEWER TAPS	\$ (12,200.01)	\$ (21,587.00)	\$ 9,386.99	Budget Amendment needed for unanticipated revenue
9	SEWER BASE CHARGE	\$ (1,018,299.99)	\$ (1,698,374.67)	\$ 680,074.68	Budget Amendment needed for unanticipated revenue
10	SEWER VOLUME CHARGE	\$ (1,794,300.00)	\$ (1,155,611.71)	\$ (638,688.29)	
11	SET-UP FEES	\$ (14,100.02)	\$ (12,110.09)	\$ (1,989.93)	
12	RECONNECT FEES	\$ (19,000.00)	\$ (4,675.00)	\$ (14,325.00)	
13	DELINQUENT FEES	\$ (67,000.00)	\$ (59,731.31)	\$ (7,268.69)	
14	BAD DEBT RECOVERY	\$ (1,899.99)	\$ (990.00)	\$ (909.99)	
15	OTHER MISC. REVENUES	\$ -	\$ -	\$ -	
16	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
17	INTEREST ON INVESTMENTS	\$ (36,800.04)	\$ -	\$ (36,800.04)	
18	Unrealized Gain (Loss)	\$ -	\$ -	\$ -	
19	Loss on Disposal of Assets	\$ -	\$ -	\$ -	
20	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
21	St. Johns River Water Mgt. FDEP	\$ -	\$ -	\$ -	
22	Surplus Equipment Sales	\$ -	\$ -	\$ -	
23	FEMA FUNDING	\$ -	\$ -	\$ -	
24	Transfer from 109	\$ -	\$ -	\$ -	
25	Utility Credit Card Fees	\$ (16,000.00)	\$ -	\$ (16,000.00)	
Total		\$ (4,549,000.09)	\$ (4,568,799.02)		
Less Expenditures					
		<i>General Administration</i>	\$ 567,786.41		
		<i>Sewer</i>	\$ 1,455,396.87		
		<i>Water Interfund Transfer</i>	\$ 1,154,716.36		
			\$ 63,601.53		
		(Surplus)/Deficit	\$ (1,327,297.85)		

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	401-0000-381-43-00	Water & Sewer Fund	Revenue	TRANSFER FROM 403	\$ -	\$ -	\$ -
2	401-0000-381-44-00	Water & Sewer Fund	Revenue	TRANSFER FROM 404	\$ -	\$ -	\$ -
3	401-0000-381-45-00	Water & Sewer Fund	Revenue	TRANSFER FROM 405	\$ -	\$ -	\$ -
4	401-0000-361-20-00	Water & Sewer Fund	Revenue	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -
5	401-0000-343-31-12	Water & Sewer Fund	Revenue	WATER TAPS	\$ (17,500.02)	\$ (15,458.23)	\$ (2,041.79)
6	401-0000-343-31-15	Water & Sewer Fund	Revenue	WATER BASE CHARGE	\$ (663,100.00)	\$ (1,041,060.10)	\$ 377,960.10
7	401-0000-343-31-16	Water & Sewer Fund	Revenue	WATER VOLUME CHARGE	\$ (888,800.02)	\$ (559,200.91)	\$ (329,599.11)
8	401-0000-343-51-13	Water & Sewer Fund	Revenue	SEWER TAPS	\$ (12,200.01)	\$ (21,587.00)	\$ 9,386.99
9	401-0000-343-51-15	Water & Sewer Fund	Revenue	SEWER BASE CHARGE	\$ (1,018,299.99)	\$ (1,698,374.67)	\$ 680,074.68
10	401-0000-343-51-16	Water & Sewer Fund	Revenue	SEWER VOLUME CHARGE	\$ (1,794,300.00)	\$ (1,155,611.71)	\$ (638,688.29)
11	401-0000-343-61-19	Water & Sewer Fund	Revenue	SET-UP FEES	\$ (14,100.02)	\$ (12,110.09)	\$ (1,989.93)
12	401-0000-343-65-15	Water & Sewer Fund	Revenue	RECONNECT FEES	\$ (19,000.00)	\$ (4,675.00)	\$ (14,325.00)
13	401-0000-343-65-17	Water & Sewer Fund	Revenue	DELINQUENT FEES	\$ (67,000.00)	\$ (59,731.31)	\$ (7,268.69)
14	401-0000-343-65-90	Water & Sewer Fund	Revenue	BAD DEBT RECOVERY	\$ (1,899.99)	\$ (990.00)	\$ (909.99)
15	401-0000-369-90-00	Water & Sewer Fund	Revenue	OTHER MISC. REVENUES	\$ -	\$ -	\$ -
16	401-0000-367-40-20	Water & Sewer Fund	Revenue	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
17	401-0000-361-10-00	Water & Sewer Fund	Revenue	INTEREST ON INVESTMENTS	\$ (36,800.04)	\$ -	\$ (36,800.04)
18	401-0000-367-20-00	Water & Sewer Fund	Revenue	Unrealized Gain (Loss)	\$ -	\$ -	\$ -
19	401-0000-367-50-00	Water & Sewer Fund	Revenue	Loss on Disposal of Assets	\$ -	\$ -	\$ -
20	401-0000-367-40-00	Water & Sewer Fund	Revenue	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
21	401-0000-337-20-00	Water & Sewer Fund	Revenue	St. Johns River Water Mgt. FDEP	\$ -	\$ -	\$ -
22	401-0000-364-10-00	Water & Sewer Fund	Revenue	Surplus Equipment Sales	\$ -	\$ -	\$ -
23	401-0000-334-40-00	Water & Sewer Fund	Revenue	FEMA FUNDING	\$ -	\$ -	\$ -
24	401-0000-381-19-00	Water & Sewer Fund	Revenue	Transfer from 109	\$ -	\$ -	\$ -
25	401-0000-343-61-10	Water & Sewer Fund	Revenue	Utility Credit Card Fees	\$ (16,000.00)	\$ -	\$ (16,000.00)
26	401-4331-531-10-12	W&S Fund General Admin.	4331	REGULAR SALARIES	\$ 419,046.57	\$ 384,811.60	\$ 34,234.97
27	401-4331-531-10-14	W&S Fund General Admin.	4331	OVERTIME	\$ -	\$ 14,461.25	\$ (14,461.25)
28	401-4331-531-10-15	W&S Fund General Admin.	4331	SPECIAL PAY	\$ -	\$ 3,031.50	\$ (3,031.50)
29	401-4331-531-10-21	W&S Fund General Admin.	4331	FICA	\$ 25,980.89	\$ 21,808.43	\$ 4,172.46
30	401-4331-531-10-22	W&S Fund General Admin.	4331	RETIREMENT CONTRIBUTIONS	\$ 45,281.85	\$ 25,906.44	\$ 19,375.41
31	401-4331-531-10-23	W&S Fund General Admin.	4331	LIFE & HEALTH INSURANCE	\$ 78,575.04	\$ 49,202.57	\$ 29,372.47
32	401-4331-531-10-24	W&S Fund General Admin.	4331	WORKERS' COMPENSATION	\$ 3,000.00	\$ 371.04	\$ 2,628.96
33	401-4331-531-10-25	W&S Fund General Admin.	4331	MEDICARE	\$ 6,076.18	\$ 5,100.24	\$ 975.94
34	401-4331-531-20-00	W&S Fund General Admin.	4331	OTHER POST EMPLOYMENT BENEFIT EXPENSE	\$ -	\$ -	\$ -
35	401-4331-531-90-98	W&S Fund General Admin.	4331	Merit Pay Increase Policy	\$ 10,000.00	\$ -	\$ 10,000.00
36	401-4331-531-30-20	W&S Fund General Admin.	4331	BOND ISSUANCE EXPENSE	\$ -	\$ -	\$ -
37	401-4331-531-30-31	W&S Fund General Admin.	4331	PROFESSIONAL SERVICES	\$ 7,000.00	\$ -	\$ 7,000.00
38	401-4331-531-30-32	W&S Fund General Admin.	4331	ACCOUNTING AND AUDIT	\$ 15,200.00	\$ 17,320.00	\$ (2,120.00)
39	401-4331-531-30-41	W&S Fund General Admin.	4331	COMMUNICATIONS SERVICES	\$ 600.00	\$ 480.00	\$ 120.00
40	401-4331-531-30-45	W&S Fund General Admin.	4331	INSURANCE	\$ 14,700.00	\$ 16,876.30	\$ (2,176.30)
41	401-4331-531-30-46	W&S Fund General Admin.	4331	REPAIR AND MAINTENANCE	\$ 25,300.00	\$ 16,341.65	\$ 8,958.35
42	401-4331-531-30-49	W&S Fund General Admin.	4331	OTHER CURRENT CHARGES	\$ 8,800.00	\$ 11,710.39	\$ (2,910.39)
43	401-4331-531-30-52	W&S Fund General Admin.	4331	OPERATING SUPPLIES	\$ -	\$ -	\$ -
44	401-4331-531-30-54	W&S Fund General Admin.	4331	BOOKS, SUBSCRIPTIONS. & MEMBER	\$ -	\$ -	\$ -
45	401-4331-531-30-55	W&S Fund General Admin.	4331	EDUCATIONAL COURSES	\$ 300.00	\$ 105.00	\$ 195.00
46	401-4331-531-30-57	W&S Fund General Admin.	4331	VEHICLE REPAIR & MAINTENANCE	\$ -	\$ -	\$ -
47	401-4331-531-30-59	W&S Fund General Admin.	4331	UNIFORMS	\$ 700.00	\$ 260.00	\$ 440.00
48	401-4331-531-30-60	W&S Fund General Admin.	4331	OTHER G & A CHARGES	\$ -	\$ -	\$ -
49	401-4331-531-60-64	W&S Fund General Admin.	4331	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
				Budget	Actual	\$ 92,774.12	
				\$ 660,560.53	\$ 567,786.41		

More Revenue than Expected
\$19,798.93

Actual Revenue
\$(4,568,799.02) Actual Gen. Admin. \$567,786.41 Actual Sewer \$1,455,396.87 Actual Water \$1,154,716.36 Actual Interfund Transfer \$63,601.53

Over/(Under) Actual Rev. to Exp. \$3,241,501.17
\$(1,327,297.85)

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	401-4335-535-10-12	Water & Sewer - Sewer Svcs.	4335 REGULAR SALARIES	\$ 379,412.15	\$ 341,374.21	\$ 38,037.94	
2	401-4335-535-10-14	Water & Sewer - Sewer Svcs.	4335 OVERTIME	\$ -	\$ 19,751.29	\$ (19,751.29)	
3	401-4335-535-10-15	Water & Sewer - Sewer Svcs.	4335 SPECIAL PAY	\$ -	\$ 2,162.50	\$ (2,162.50)	
4	401-4335-535-10-21	Water & Sewer - Sewer Svcs.	4335 FICA	\$ 23,523.55	\$ 20,748.53	\$ 2,775.02	
5	401-4335-535-10-22	Water & Sewer - Sewer Svcs.	4335 RETIREMENT CONTRIBUTIONS	\$ 33,580.02	\$ 17,591.11	\$ 15,988.91	
6	401-4335-535-10-23	Water & Sewer - Sewer Svcs.	4335 LIFE & HEALTH INSURANCE	\$ 79,902.00	\$ 51,518.95	\$ 28,383.05	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
7	401-4335-535-10-24	Water & Sewer - Sewer Svcs.	4335 WORKERS' COMPENSATION	\$ 7,209.96	\$ 3,491.67	\$ 3,718.29	
8	401-4335-535-10-25	Water & Sewer - Sewer Svcs.	4335 MEDICARE	\$ 5,501.48	\$ 4,852.54	\$ 648.94	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
9	401-4335-535-30-31	Water & Sewer - Sewer Svcs.	4335 PROFESSIONAL SERVICES	\$ 8,700.00	\$ 24,007.54	\$ (15,307.54)	
10	401-4335-535-30-34	Water & Sewer - Sewer Svcs.	4335 OTHER CONTRACTUAL SERVICES	\$ 106,800.00	\$ 164,643.43	\$ (57,843.43)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
11	401-4335-535-30-40	Water & Sewer - Sewer Svcs.	4335 TRAVEL AND PER DIEM	\$ 500.00	\$ 476.00	\$ 24.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
12	401-4335-535-30-41	Water & Sewer - Sewer Svcs.	4335 COMMUNICATIONS SERVICES	\$ 4,200.00	\$ 2,448.38	\$ 1,751.62	
13	401-4335-535-30-42	Water & Sewer - Sewer Svcs.	4335 POSTAGE & SHIPPING	\$ 12,600.00	\$ 4,815.60	\$ 7,784.40	
14	401-4335-535-30-43	Water & Sewer - Sewer Svcs.	4335 UTILITY SERVICES	\$ 215,500.00	\$ 204,548.11	\$ 10,951.89	
15	401-4335-535-30-44	Water & Sewer - Sewer Svcs.	4335 RENTALS AND LEASES	\$ 1,500.00	\$ 2,147.92	\$ (647.92)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
16	401-4335-535-30-45	Water & Sewer - Sewer Svcs.	4335 INSURANCE	\$ 45,600.00	\$ 52,855.96	\$ (7,255.96)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
17	401-4335-535-30-46	Water & Sewer - Sewer Svcs.	4335 REPAIR AND MAINTENANCE	\$ 81,250.00	\$ 97,383.95	\$ (16,133.95)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
18	401-4335-535-30-49	Water & Sewer - Sewer Svcs.	4335 OTHER CURRENT CHARGES	\$ 3,600.00	\$ -	\$ 3,600.00	
19	401-4335-535-30-52	Water & Sewer - Sewer Svcs.	4335 OPERATING SUPPLIES	\$ 78,800.00	\$ 148,786.52	\$ (69,986.52)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
20	401-4335-535-30-54	Water & Sewer - Sewer Svcs.	4335 BOOKS, SUBSCRIPTIONS. & MEMBER	\$ 600.00	\$ 2,039.96	\$ (1,439.96)	
21	401-4335-535-30-55	Water & Sewer - Sewer Svcs.	4335 EDUCATIONAL COURSES	\$ 3,300.00	\$ 1,292.58	\$ 2,007.42	
22	401-4335-535-30-57	Water & Sewer - Sewer Svcs.	4335 VEHICLE REPAIR & MAINTENANCE	\$ 7,000.00	\$ 3,910.08	\$ 3,089.92	
23	401-4335-535-30-58	Water & Sewer - Sewer Svcs.	4335 GAS, OIL, & LUBRICANTS	\$ 10,500.00	\$ 12,306.04	\$ (1,806.04)	
24	401-4335-535-30-59	Water & Sewer - Sewer Svcs.	4335 UNIFORMS	\$ 2,800.00	\$ 3,882.20	\$ (1,082.20)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
25	401-4335-535-60-63	Water & Sewer - Sewer Svcs.	4335 IMPROVEMENTS - NOT BUILDINGS	\$ -	\$ 354.75	\$ (354.75)	
26	401-4335-535-60-64	Water & Sewer - Sewer Svcs.	4335 MACHINERY & EQUIPMENT	\$ 85,000.00	\$ 116,425.18	\$ (31,425.18)	
27	401-4335-535-60-61	Water & Sewer - Sewer Svcs.	4335 Capital Outlay-Computer Software	\$ -	\$ -	\$ -	
28	401-4335-535-60-62	Water & Sewer - Sewer Svcs.	4335 Improvements - Buildings	\$ 956,000.00	\$ 117,967.12	\$ 838,032.88	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
29	401-4335-535-70-72	Water & Sewer - Sewer Svcs.	4335 INTEREST EXPENSE	\$ -	\$ 2,964.97	\$ (2,964.97)	
30	401-4335-535-70-60	Water & Sewer - Sewer Svcs.	4335 Finance Lease	\$ -	\$ 30,649.78	\$ (30,649.78)	
31	401-4335-535-70-71	Water & Sewer - Sewer Svcs.	4335 Water & Sewer Fund- Debt Service - Principle	\$ -	\$ -	\$ -	
				Budget	Actual	\$ 697,982.29	
				\$2,153,379.16	\$1,455,396.87		

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	401-4336-536-10-12		Water & Sewer - Water Svcs.			
		4336	REGULAR SALARIES	\$ 412,708.59	\$ 445,790.27	\$ (33,081.68)
2	401-4336-536-10-14		Water & Sewer - Water Svcs.			
		4336	OVERTIME	\$ -	\$ 14,693.51	\$ (14,693.51)
3	401-4336-536-10-15		Water & Sewer - Water Svcs.			
		4336	SPECIAL PAY	\$ -	\$ 7,062.50	\$ (7,062.50)
4	401-4336-536-10-21		Water & Sewer - Water Svcs.			
		4336	FICA	\$ 25,587.93	\$ 24,525.37	\$ 1,062.56
5	401-4336-536-10-22		Water & Sewer - Water Svcs.			
		4336	RETIREMENT CONTRIBUTIONS	\$ 30,928.80	\$ 31,979.72	\$ (1,050.92)
6	401-4336-536-10-23		Water & Sewer - Water Svcs.			
		4336	LIFE & HEALTH INSURANCE	\$ 121,488.96	\$ 80,390.11	\$ 41,098.85
7	401-4336-536-10-24		Water & Sewer - Water Svcs.			
		4336	WORKERS' COMPENSATION	\$ 6,695.04	\$ 2,928.37	\$ 3,766.67
8	401-4336-536-10-25		Water & Sewer - Water Svcs.			
		4336	MEDICARE	\$ 5,984.27	\$ 5,735.71	\$ 248.56
9	401-4336-536-30-34		Water & Sewer - Water Svcs.			
		4336	OTHER CONTRACTUAL SERVICES	\$ 260,000.00	\$ 45,202.26	\$ 214,797.74
10	401-4336-536-30-40		Water & Sewer - Water Svcs.			
		4336	TRAVEL AND PER DIEM	\$ 300.00	\$ -	\$ 300.00
11	401-4336-536-30-41		Water & Sewer - Water Svcs.			
		4336	COMMUNICATIONS SERVICES	\$ 9,900.00	\$ 10,458.04	\$ (558.04)
12	401-4336-536-30-42		Water & Sewer - Water Svcs.			
		4336	POSTAGE (INC. FED EX)	\$ 10,300.00	\$ 4,372.15	\$ 5,927.85
13	401-4336-536-30-43		Water & Sewer - Water Svcs.			
		4336	UTILITY SERVICES	\$ 44,100.00	\$ 42,008.66	\$ 2,091.34
14	401-4336-536-30-44		Water & Sewer - Water Svcs.			
		4336	RENTALS AND LEASES	\$ 1,600.00	\$ 2,153.07	\$ (553.07)
15	401-4336-536-30-45		Water & Sewer - Water Svcs.			
		4336	INSURANCE	\$ 32,400.00	\$ 37,701.72	\$ (5,301.72)
16	401-4336-536-30-46		Water & Sewer - Water Svcs.			
		4336	REPAIR AND MAINTENANCE	\$ 33,000.00	\$ 56,971.29	\$ (23,971.29)
17	401-4336-536-30-49		Water & Sewer - Water Svcs.			
		4336	OTHER CURRENT CHARGES	\$ 200.00	\$ -	\$ 200.00
18	401-4336-536-30-52		Water & Sewer - Water Svcs.			
		4336	OPERATING SUPPLIES	\$ 50,100.00	\$ 59,692.12	\$ (9,592.12)
19	401-4336-536-30-54		Water & Sewer - Water Svcs.			
		4336	BOOKS, SUBSCRIPTIONS. & MEMBER	\$ 1,300.00	\$ 2,513.82	\$ (1,213.82)
20	401-4336-536-30-55		Water & Sewer - Water Svcs.			
		4336	EDUCATIONAL COURSES	\$ 2,800.00	\$ 1,308.25	\$ 1,491.75
21	401-4336-536-30-57		Water & Sewer - Water Svcs.			
		4336	VEHICLE REPAIR & MAINTENANCE	\$ 11,100.00	\$ 2,316.64	\$ 8,783.36
22	401-4336-536-30-58		Water & Sewer - Water Svcs.			
		4336	GAS, OIL, & LUBRICANTS	\$ 21,000.00	\$ 11,059.85	\$ 9,940.15
23	401-4336-536-30-59		Water & Sewer - Water Svcs.			
		4336	UNIFORMS	\$ 3,100.00	\$ 3,592.37	\$ (492.37)
24	401-4336-536-30-99		Water & Sewer - Water Svcs.			
		4336	DEPRECIATION EXPENSE	\$ -	\$ -	\$ -
25	401-4336-536-60-64		Water & Sewer - Water Svcs.			
		4336	MACHINERY & EQUIPMENT	\$ 247,000.00	\$ 62,085.76	\$ 184,914.24
26	401-4336-536-60-61		Water & Sewer - Water Svcs.			
		4336	Capital Outlay-Computer Software	\$ -	\$ -	\$ -
27	401-4336-536-60-62		Water & Sewer - Water Svcs.			
		4336	BUILDINGS	\$ 6,000.00	\$ 5,218.00	\$ 782.00
28	401-4336-536-60-63		Water & Sewer - Water Svcs.			
		4336	IMPROVEMENTS - NOT BUILDINGS	\$ 250,000.00	\$ 66,342.05	\$ 183,657.95
29	401-4336-536-70-72		Water & Sewer - Water Svcs.			
		4336	INTEREST EXPENSE	\$ -	\$ 2,964.97	\$ (2,964.97)
30	401-4336-536-70-60		Water & Sewer - Water Svcs.			
		4336	Finance Lease	\$ -	\$ 30,649.78	\$ (30,649.78)
31	401-4882-582-70-71		Water & Sewer - Water Svcs.			
		4882	Principal on Debt	\$ -	\$ 95,000.00	\$ (95,000.00)
				Budget	Actual	\$ 432,877.23
				\$ 1,587,593.59	\$ 1,154,716.36	

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under		
1	401-4381-581-90-10		Water & Sewer Interfund Transfer	4381 TRANSFER TO GENERAL FUND	\$ 170,000.00	\$ -	\$ 170,000.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
2	401-4381-581-90-41		Water & Sewer Interfund Transfer	4381 Transfer to 441	\$ -	\$ -	\$ -	
3	401-4381-581-90-42		Water & Sewer Interfund Transfer	4381 Transfer to 411	\$ -	\$ -	\$ -	
4	401-4381-581-90-43		Water & Sewer Interfund Transfer	4381 TRANS. TO REVENUE BOND S/F	\$ -	\$ -	\$ -	
5	401-4381-581-90-44		Water & Sewer Interfund Transfer	4381 TRANS. TO DEP PAYMENT FUND	\$ 415,610.00	\$ 34,633.63	\$ 380,976.37	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
6	401-4381-581-90-45		Water & Sewer Interfund Transfer	4381 TO W/S REVENUE REFUNDING BONDS 2013	\$ 347,620.00	\$ 28,967.90	\$ 318,652.10	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
7	401-4381-581-90-46		Water & Sewer Interfund Transfer	4381 TO REVENUE REFUNDING NOTE 2013B	\$ -	\$ -	\$ -	
8	401-4381-581-90-47		Water & Sewer Interfund Transfer	4381 TRANS. TO SEWER CAP IMPROVEMENTS.	\$ -	\$ -	\$ -	
9	401-4381-581-90-51		Water & Sewer Interfund Transfer	4381 TRANS. TO WATER CONSTRUCT	\$ -	\$ -	\$ -	
10	401-4381-581-90-52		Water & Sewer Interfund Transfer	4381 Transfer to 410	\$ -	\$ -	\$ -	
11	401-4381-581-90-53		Water & Sewer Interfund Transfer	4381 Transfer to Fund 430	\$ -	\$ -	\$ -	
12	401-4381-581-90-42		Water & Sewer Interfund Transfer	4381 Transfer to 411	\$ -	\$ -	\$ -	
13	401-4381-581-90-19		Water & Sewer Interfund Transfer	4381 Transfer to 109	\$ -	\$ -	\$ -	
				Budget	Actual	\$ 869,628.47		
				\$ 933,230.00	\$ 63,601.53			

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Water & Sewr Revenue Bond					
1	TRANSFER FROM WATER/SEWER	\$ (763,200.00)	\$ (63,601.53)	\$ (699,598.47)	
2	INTEREST ON INVESTMENTS	\$ -	\$ (525.46)	\$ 525.46	
3	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	

Total	\$ (763,200.00)	\$ (64,126.99)
Less Expenditures		\$ 39,530.00
(Surplus)/Deficit		\$ (24,596.99)

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1 403-0000-381-41-00	Water & Sewer Rev. Bond Sinking Fund	Revenue	TRANSFER FROM WATER/SEWER	\$(763,200.00)	\$ (63,601.53)	\$(699,598.47)	
2 403-0000-361-10-00	Water & Sewer Rev. Bond Sinking Fund	Revenue	INTEREST ON INVESTMENTS	\$ -	\$ (525.46)	\$ 525.46	
3 403-0000-361-20-00	Water & Sewer Rev. Bond Sinking Fund	Revenue	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
4 403-4381-581-90-41	Water & Sewer Rev. Bond Sinking Fund		4381 TRANSFER TO WATER & SEWER	\$ -	\$ -	\$ -	
5 403-4882-582-70-72	Water & Sewer Rev. Bond Sinking Fund		4882 INTEREST PAYMENT ON DEBT	\$ 104,760.00	\$ 39,530.00	\$ 65,230.00	
6 403-4882-582-70-73	Water & Sewer Rev. Bond Sinking Fund		4882 OTHER DEBT SERVICE COSTS	\$ -	\$ -	\$ -	
7 403-4381-581-90-52	Water & Sewer Rev. Bond Sinking Fund		4381 Transfer to 410 (Waste Water Const. Fund)	\$ 284,810.00	\$ -	\$ 284,810.00	Isn't this bond completely used? Why did we budget to use proceeds that are already spent and we're in repayment?
8 403-4381-581-90-42	Water & Sewer Rev. Bond Sinking Fund		4381 Transfer to 411 (Water Const. Fund)	\$ 130,800.00	\$ -	\$ 130,800.00	Isn't this bond completely used? Why did we budget to use proceeds that are already spent and we're in repayment?

Budget	Actual	\$ 480,840.00
\$ 520,370.00	\$ 39,530.00	

Actual Revenue
\$(64,126.99)

Over/(Under) Actual Rev. to Exp.
\$ (24,596.99)

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
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Water & Sewer Reserve (SRF Loan)

1	TRANSFER FROM W & S	\$ -	\$ -	\$ -	
2	INTEREST ON INVESTMENTS	\$ -	\$ (118.62)	\$ 118.62	
3	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
4	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -	
5	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
6	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	

Total	\$ -	\$ (118.62)
Less Expenditures		\$ -
(Surplus)/Deficit		\$ (118.62)

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1 404-0000-381-41-00	Water & Sewer Reserve Fund (SRF Loan)	Revenue	TRANSFER FROM W & S	\$ -	\$ -	\$ -
2 404-0000-361-10-00	Water & Sewer Reserve Fund (SRF Loan)	Revenue	INTEREST ON INVESTMENTS	\$ -	\$ (118.62)	\$ 118.62
3 404-0000-361-20-00	Water & Sewer Reserve Fund (SRF Loan)	Revenue	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -
4 404-0000-389-10-00	Water & Sewer Reserve Fund (SRF Loan)	Revenue	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -
5 404-0000-367-20-00	Water & Sewer Reserve Fund (SRF Loan)	Revenue	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
6 404-0000-367-40-00	Water & Sewer Reserve Fund (SRF Loan)	Revenue	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
7 404-4381-581-90-41	Water & Sewer Reserve Fund (SRF Loan)	4381	TRANSFER TO WATER & SEWER	\$ -	\$ -	\$ -
8 404-4381-581-90-99	Water & Sewer Reserve Fund (SRF Loan)	4381	CONTINGENCIES & EMERGENCY	\$ -	\$ -	\$ -
				Budget	Actual	\$ 118.62
				\$ -	\$ -	

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Water & Sewer Renewal/Replacement					
1	INTEREST ON INVESTMENTS	\$ (1,100.00)	\$ (418.40)	\$ (681.60)	
2	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
3	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -	
4	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
5	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
6	Transfer from W/S	\$ -	\$ -	\$ -	

Total	\$ (1,100.00)	\$ (418.40)	
Less Expenditures		\$ -	
(Surplus)/Deficit		\$ (418.40)	

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1 405-0000-361-10-00	Water & Sewer Renewal/Replacement Fund	Revenue	INTEREST ON INVESTMENTS	\$ (1,100.00)	\$ (418.40)	\$ (681.60)
2 405-0000-361-20-00	Water & Sewer Renewal/Replacement Fund	Revenue	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -
3 405-0000-389-10-00	Water & Sewer Renewal/Replacement Fund	Revenue	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -
4 405-0000-367-20-00	Water & Sewer Renewal/Replacement Fund	Revenue	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
5 405-0000-367-40-00	Water & Sewer Renewal/Replacement Fund	Revenue	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
6 405-0000-381-41-00	Water & Sewer Renewal/Replacement Fund	Revenue	Transfer from W/S	\$ -	\$ -	\$ -
7 405-4381-581-90-41	Water & Sewer Renewal/Replacement Fund	4381	TRANSFER TO WATER & SEWER	\$ -	\$ -	\$ -
8 405-4381-581-90-99	Water & Sewer Renewal/Replacement Fund	4381	CONTINGENCIES & EMERGENCY	\$ -	\$ -	\$ -
9 405-4882-582-70-73	Water & Sewer Renewal/Replacement Fund	4882	OTHER DEBT SERVICE COSTS	\$ -	\$ -	\$ -
10 405-4335-535-60-63	Water & Sewer Renewal/Replacement Fund	4335	IMPROVEMENTS-NOT BUILDINGS	\$ -	\$ -	\$ -
11 405-4335-535-30-99	Water & Sewer Renewal/Replacement Fund	4335	DEPRECIATION EXPENSE	\$ -	\$ -	\$ -
				Budget	Actual	
				\$ -	\$ -	

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Sewer Capital Improvement					
1	TRANSFER FROM WATER/SEWER	\$ -	\$ -	\$ -	
2	INTEREST ON INVESTMENTS	\$ (900.00)	\$ (60.97)	\$ (839.03)	
3	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
4	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -	
5	DOWNSTREAM POLLUTION FEE	\$ (27,000.01)	\$ (40,362.00)	\$ 13,361.99	
6	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
7	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	

Total	\$ (27,900.01)	\$ (40,422.97)	
Less Expenditures		\$ 10,708.73	<i>Depreciation Expense</i>
(Surplus)/Deficit		\$ (29,714.24)	

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	407-0000-381-41-00	Sewer Capital Improvement Fund	Revenue	TRANSFER FROM WATER/SEWER	\$ -	\$ -	\$ -
2	407-0000-361-10-00	Sewer Capital Improvement Fund	Revenue	INTEREST ON INVESTMENTS	\$ (900.00)	\$ (60.97)	\$ (839.03)
3	407-0000-361-20-00	Sewer Capital Improvement Fund	Revenue	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -
4	407-0000-389-41-00	Sewer Capital Improvement Fund	Revenue	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -
5	407-0000-363-23-70	Sewer Capital Improvement Fund	Revenue	DOWNSTREAM POLLUTION FEE	\$ (27,000.01)	\$ (40,362.00)	\$ 13,361.99
6	407-0000-367-20-00	Sewer Capital Improvement Fund	Revenue	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
7	407-0000-367-40-00	Sewer Capital Improvement Fund	Revenue	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
8	407-4381-581-30-99	Sewer Capital Improvement Fund	4381	Depreciation Expense	\$ -	\$ 10,708.73	\$ (10,708.73)
9	407-4381-581-60-63	Sewer Capital Improvement Fund	4381	Improvements Not Buildings	\$ -	\$ -	\$ -
10	407-4381-581-90-50	Sewer Capital Improvement Fund	4381	TRANS. TO SEWER CONSTRUCTION. FD.	\$ -	\$ -	\$ -
				Budget	Actual	\$ (10,708.73)	
				\$ -	\$ 10,708.73		

Why are we budgeting depreciation expenses?

Actual Revenue
\$(40,422.97)

Over/(Under Actual Rev. to Exp.
\$ (29,714.24)

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Water System Improvement					
1	INTEREST ON INVESTMENTS	\$ (300.00)	\$ (9.05)	\$ (290.95)	
2	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
3	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -	
4	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	
5	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -	

Total	\$ (300.00)	\$ (9.05)	
Less Expenditures		\$ -	
(Surplus)/Deficit		\$ (9.05)	

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1 408-0000-361-10-00	Water System Improvement Fund	Revenue	INTEREST ON INVESTMENTS	\$ (300.00)	\$ (9.05)	\$ (290.95)
2 408-0000-361-20-00	Water System Improvement Fund	Revenue	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -
3 408-0000-381-41-00	Water System Improvement Fund	Revenue	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -
4 408-0000-367-20-00	Water System Improvement Fund	Revenue	UNREALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
5 408-0000-367-40-00	Water System Improvement Fund	Revenue	REALIZED GAIN (LOSS)	\$ -	\$ -	\$ -
6 408-4336-536-60-64	Water System Improvement Fund	4336	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
7 408-1119-519-10-12	Water System Improvement Fund	1119	REGULAR SALARIES-	\$ -	\$ -	\$ -
8 408-1119-519-10-14	Water System Improvement Fund	1119	OVERTIME	\$ -	\$ -	\$ -
9 408-1119-519-10-15	Water System Improvement Fund	1119	SPECIAL PAY	\$ -	\$ -	\$ -
10 408-1119-519-10-21	Water System Improvement Fund	1119	FICA	\$ -	\$ -	\$ -
11 408-1119-519-10-22	Water System Improvement Fund	1119	RETIREMENT CONTRIBUTIONS	\$ -	\$ -	\$ -
12 408-1119-519-10-23	Water System Improvement Fund	1119	LIFE & HEALTH INSURANCE	\$ -	\$ -	\$ -
13 408-1119-519-10-24	Water System Improvement Fund	1119	WORKERS COMPENSATION	\$ -	\$ -	\$ -
14 408-1119-519-10-25	Water System Improvement Fund	1119	MEDICARE	\$ -	\$ -	\$ -

Budget	Actual	\$ -
\$ -	\$ -	\$ -

Actual Revenue
\$ (9.05)

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Wastewater Construction					
1	DEP WASTEWATER REVOLVING. LOAN	\$ -	\$ -	\$ -	
2	TRANSFER FROM WATER/SEWER	\$ (142,400.00)	\$ -	\$ (142,400.00)	Transfer \$ (14,686.30) to balance
3	TRAN FROM SEWER CAP. IMPROVEMENTS	\$ -	\$ -	\$ -	
4	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
5	TRANSFER FROM 403	\$ -	\$ -	\$ -	

Total \$ (142,400.00) \$ -

Less Expenditures \$ 14,686.30

(Surplus)/Deficit \$ 14,686.30

Propose Completing Transfer for 410-0000-381-41-00 of \$ (14,686.30) to balance

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1 410-0000-384-10-00	Wastewater Construction Fund	Revenue	DEP WASTEWATER REVOLVING. LOAN	\$ -	\$ -	\$ -
2 410-0000-381-41-00	Wastewater Construction Fund	Revenue	TRANSFER FROM WATER/SEWER	\$ (142,400.00)	\$ -	\$ (142,400.00) *Transfer incomplete
3 410-0000-381-50-00	Wastewater Construction Fund	Revenue	TRAN FROM SEWER CAP. IMPROVEMENTS	\$ -	\$ -	\$ -
4 410-0000-361-20-00	Wastewater Construction Fund	Revenue	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -
5 410-0000-381-40-30	Wastewater Construction Fund	Revenue	TRANSFER FROM 403	\$ -	\$ -	\$ -
6 410-4335-535-60-63	Wastewater Construction Fund	4335	IMPROVEMENTS-NOT BUILDINGS	\$ -	\$ -	\$ -
7 410-4336-536-30-99	Wastewater Construction Fund	4336	Depreciation Expense	\$ 143,950.00	\$ -	\$ 143,950.00 * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
8 410-4882-582-70-71	Wastewater Construction Fund	4882	INTEREST PAYMENT ON DEBT	\$ 29,580.00	\$ 14,686.30	\$ 14,893.70
9 410-4882-582-70-73	Wastewater Construction Fund	4882	OTHER DEBT SERVICE COSTS	\$ -	\$ -	\$ -

Budget	Actual	\$ 158,843.70
\$ 173,530.00	\$ 14,686.30	

Actual Revenue
\$ -

Over/(Under) Actual Rev. to Exp.
\$ 14,686.30

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Water Construction					
1	DEP WASTEWATER REVOLVING. LOAN	\$ -	\$ -	\$ -	
2	TRANSFER FROM WATER/SEWER	\$ (65,400.00)	\$ -	\$ (65,400.00)	Propose Transfer of \$ (8,108.93) to balance
3	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
4	TRANSFER FROM 403	\$ -	\$ -	\$ -	
Total		\$ (65,400.00)	\$ -		
Less Expenditures			\$ 8,108.93		
(Surplus)/Deficit			\$ 8,108.93		After Transfer from 411-0000-381-41-00 in the amount of: \$ (8,108.93) this fund will balance.

	Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	411-0000-384-20-00	Water Construction Fund	Revenue	DEP WASTEWATER REVOLVING. LOAN	\$ -	\$ -	\$ -
2	411-0000-381-41-00	Water Construction Fund	Revenue	TRANSFER FROM WATER/SEWER	\$ (65,400.00)	\$ -	\$ (65,400.00)
3	411-0000-361-20-00	Water Construction Fund	Revenue	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -
4	411-0000-381-40-30	Water Construction Fund	Revenue	TRANSFER FROM 403	\$ -	\$ -	\$ -
5	411-4336-536-60-63	Water Construction Fund	4336	IMPROVEMENTS-NOT BUILDINGS	\$ -	\$ -	\$ -
6	411-4336-536-30-99	Water Construction Fund	4336	Depreciation Expense	\$ 58,310.00	\$ -	\$ 58,310.00
7	411-4882-582-70-71	Water Construction Fund	4882	INTEREST PAYMENT ON DEBT	\$ 14,990.00	\$ 8,108.93	\$ 6,881.07

* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet

Budget	Actual	\$ 65,191.07
\$ 73,300.00	\$ 8,108.93	

Actual Revenue
\$ -

Over/(Under) Actual Rev. to Exp.
\$ 8,108.93

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Sanitation					
1	INTEREST ON INVESTMENTS	\$ (700.00)	\$ -	\$ (700.00)	
2	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
3	Transfer from Water Sewer to Sanitation	\$ -	\$ -	\$ -	
4	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -	Propose Transferring from Reserve to cover the deficit: 430-0000-381-10-00 in the amount of: \$(238,571.07)
5	GARBAGE PICKUP	\$ (1,292,500.00)	\$ (1,299,163.34)	\$ 6,663.34	
6	RECYCLING FEES	\$ -	\$ (50.00)	\$ 50.00	
7	TIPPING FEES	\$ (26,700.00)	\$ (17,553.17)	\$ (9,146.83)	
8	OTHER MISC. REVENUES	\$ -	\$ -	\$ -	

Total \$ (1,319,900.00) \$ (1,316,766.51)

Less Expenditures \$ 1,555,337.58

(Surplus)/Deficit \$ 238,571.07

Propose Transferring from Reserve to cover the deficit: 430-0000-381-10-00 in the amount of: \$(238,571.07)

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	430-0000-361-10-00	Sanitation Fund	Revenue INTEREST ON INVESTMENTS	\$ (700.00)	\$ -	\$ (700.00)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
2	430-0000-361-20-00	Sanitation Fund	Revenue STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
3	430-0000-381-41-00	Sanitation Fund	Revenue Transfer from Water Sewer to Sanitation	\$ -	\$ (50.00)	\$ (50.00)	
4	430-0000-389-10-00	Sanitation Fund	Revenue APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ -	
5	430-0000-343-41-42	Sanitation Fund	Revenue GARBAGE PICKUP	\$ (1,292,500.00)	\$ (1,299,163.34)	\$ 6,663.34	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
6	430-0000-343-41-43	Sanitation Fund	Revenue RECYCLING FEES	\$ -	\$ (50.00)	\$ 50.00	Mr. Tolbert, Recycling Fee... Is this an abnormal collection fee?
7	430-0000-343-41-45	Sanitation Fund	Revenue TIPPING FEES	\$ (26,700.00)	\$ (17,553.17)	\$ (9,146.83)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
8	430-0000-369-90-00	Sanitation Fund	Revenue OTHER MISC. REVENUES	\$ -	\$ -	\$ -	
9	430-4381-581-41-00	Sanitation Fund	4381 TO CAPITAL PROJECTS FUND	\$ -	\$ -	\$ -	
10	430-4334-534-10-12	Sanitation Fund	4334 REGULAR SALARIES	\$ 163,105.71	\$ 135,827.45	\$ 27,278.26	
11	430-4334-534-10-14	Sanitation Fund	4334 OVERTIME	\$ -	\$ 5,631.56	\$ (5,631.56)	
12	430-4334-534-10-15	Sanitation Fund	4334 SPECIAL PAY	\$ -	\$ 878.50	\$ (878.50)	
13	430-4334-534-10-21	Sanitation Fund	4334 FICA	\$ 10,112.55	\$ 8,384.71	\$ 1,727.84	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
14	430-4334-534-10-22	Sanitation Fund	4334 RETIREMENT CONTRIBUTIONS	\$ 14,889.72	\$ 9,685.80	\$ 5,203.92	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
15	430-4334-534-10-23	Sanitation Fund	4334 LIFE & HEALTH INSURANCE	\$ 24,399.96	\$ 18,402.74	\$ 5,997.22	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
16	430-4334-534-10-24	Sanitation Fund	4334 WORKERS' COMPENSATION	\$ 1,880.04	\$ -	\$ 1,880.04	
17	430-4334-534-10-25	Sanitation Fund	4334 MEDICARE	\$ 2,365.03	\$ 1,561.12	\$ 803.91	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
18	430-4334-534-30-31	Sanitation Fund	4334 PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	
19	430-4334-534-30-32	Sanitation Fund	4334 ACCOUNTING & AUDIT	\$ 4,650.00	\$ 4,225.00	\$ 425.00	
20	430-4334-534-30-34	Sanitation Fund	4334 OTHER CONTRACTUAL SERVICES.	\$ 1,198,300.00	\$ 1,310,413.02	\$ (112,113.02)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
21	430-4334-534-30-42	Sanitation Fund	4334 POSTAGE (INC. FED EX)	\$ 7,200.00	\$ 3,966.27	\$ 3,233.73	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
22	430-4334-534-30-45	Sanitation Fund	4334 INSURANCE	\$ 13,200.00	\$ 15,132.02	\$ (1,932.02)	
23	430-4334-534-30-46	Sanitation Fund	4334 REPAIR AND MAINTENANCE	\$ 9,900.00	\$ 29,708.94	\$ (19,808.94)	
24	430-4334-534-30-49	Sanitation Fund	4334 OTHER CURRENT CHARGES	\$ 9,000.00	\$ 10,559.81	\$ (1,559.81)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
25	430-4334-534-30-52	Sanitation Fund	4334 OPERATING SUPPLIES	\$ -	\$ 960.64	\$ (960.64)	
26	430-4334-534-30-54	Sanitation Fund	4334 BOOKS, SUBSCRIPTIONS & MEMBERSHIPS.	\$ -	\$ -	\$ -	Does not exist in Cogsdale
27	430-4334-534-30-59	Sanitation Fund	4334 UNIFORMS	\$ -	\$ -	\$ -	
28	430-4334-534-30-99	Sanitation Fund	4334 DEPRECIATION EXPENSE	\$ -	\$ -	\$ -	
29	430-4334-534-60-64	Sanitation Fund	4334 MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	
30	430-4334-534-30-41	Sanitation Fund	4334 COMMUNICATIONS SERVICES	\$ -	\$ -	\$ -	
31	430-4334-534-20-00	Sanitation Fund	4334 OTHER POST EMPLOYMENT BENEFIT EXPENSE	\$ -	\$ -	\$ -	
32	430-4334-534-30-33	Sanitation Fund	4334 WASTE HAULING FEE - TIPPING	\$ -	\$ -	\$ -	

Budget	Actual	\$ (96,334.57)	Rev	Exp
\$ 1,459,003.01	\$ 1,555,337.58		\$ (1,316,766.51)	\$ 1,555,337.58

Over/Under \$ 238,571.07

Actual Revenue
\$(1,316,766.51)

Over/(Under) Actual Rev. to Exp.
\$ 238,571.07

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Stormwater Utility					
1	TRANSFER FROM 401 (Water & Sewer Fund)	\$ -	\$ -	\$ -	
2	TRANSFER FROM GAS TAX	\$ -	\$ -	\$ -	
3	STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -	
4	STORMWATER UTILITY FEES	\$ (1,105,300.00)	\$ (1,176,976.57)	\$ 71,676.57	
5	Interest Income	\$ (5,200.00)	\$ (669.33)	\$ (4,530.67)	
6	Emergency Management Grant	\$ -	\$ -	\$ -	
7	APPROPRIATED RESERVES - DO NOT USE	\$ -	\$ -	\$ -	

Total	\$ (1,110,500.00)	\$ (1,177,645.90)
Less Expenditures		\$ 467,897.70
(Surplus)/Deficit		\$ (709,748.20)

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under
1	441-0000-381-41-00		Revenue TRANSFER FROM 401 (Water & Sewer Fund)	\$ -	\$ -	\$ -
2	441-0000-381-64-00		Revenue TRANSFER FROM GAS TAX	\$ -	\$ -	\$ -
3	441-0000-361-20-00		Revenue STATE BOARD ADMIN INTEREST	\$ -	\$ -	\$ -
4	441-0000-343-71-10		Revenue STORMWATER UTILITY FEES	\$ (1,105,300.00)	\$ (1,176,976.57)	\$ 71,676.57
5	441-0000-361-10-00		Revenue Interest Income	\$ (5,200.00)	\$ (669.33)	\$ (4,530.67) * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
6	441-0000-337-20-20		Revenue Emergency Management Grant	\$ -	\$ -	\$ -
7	441-0000-389-10-00		Revenue APPROPRIATED RESERVES - DO NOT USE	\$ -	\$ -	\$ -
8	441-1441-541-10-12	1441	REGULAR SALARIES	\$ 83,465.39	\$ 105,205.65	\$ (21,740.26)
9	441-1441-541-10-14	1441	OVERTIME	\$ -	\$ 1,145.09	\$ (1,145.09) \$ (1,110,500.00)
10	441-1441-541-10-15	1441	SPECIAL PAY	\$ -	\$ 3,915.00	\$ (3,915.00)
11	441-1441-541-10-21	1441	FICA	\$ 5,174.85	\$ 5,272.37	\$ (97.52) * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
12	441-1441-541-10-22	1441	RETIREMENT CONTRIBUTIONS	\$ 8,814.78	\$ 8,595.20	\$ 219.58
13	441-1441-541-10-23	1441	LIFE & HEALTH INSURANCE	\$ 28,542.00	\$ 22,935.56	\$ 5,606.44 * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
14	441-1441-541-10-24	1441	WORKERS' COMPENSATION	\$ 2,064.96	\$ 745.15	\$ 1,319.81
15	441-1441-541-10-25	1441	MEDICARE	\$ 1,210.25	\$ 1,233.10	\$ (22.85) * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
16	441-1441-541-30-31	1441	PROFESSIONAL SERVICES	\$ 15,000.00	\$ 536.00	\$ 14,464.00
17	441-1441-541-30-32	1441	ACCOUNTING & AUDIT	\$ 900.00	\$ 350.00	\$ 550.00
18	441-1441-541-30-34	1441	OTHER CONTRACTUAL SERVICES.	\$ 24,000.00	\$ 35,123.52	\$ (11,123.52)
19	441-1441-541-30-40	1441	TRAVEL & PER DIEM	\$ 100.00	\$ -	\$ 100.00 * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
20	441-1441-541-30-41	1441	COMMUNICATIONS SERVICES	\$ 900.00	\$ 818.98	\$ 81.02 * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
21	441-1441-541-30-42	1441	POSTAGE (INC. FED EX)	\$ -	\$ -	\$ -
22	441-1441-541-30-45	1441	INSURANCE	\$ 8,400.00	\$ 1,014.61	\$ 7,385.39
23	441-1441-541-30-46	1441	REPAIR AND MAINTENANCE	\$ 28,750.00	\$ 22,913.35	\$ 5,836.65 * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
24	441-1441-541-30-49	1441	OTHER CURRENT CHARGES	\$ 1,300.00	\$ 539.00	\$ 761.00 * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
25	441-1441-541-30-52	1441	OPERATING SUPPLIES	\$ 6,400.00	\$ 5,285.24	\$ 1,114.76 * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
26	441-1441-541-30-55	1441	EDUCATIONAL COURSES	\$ 1,000.00	\$ 500.00	\$ 500.00
27	441-1441-541-30-57	1441	VEHICLE REPAIR & MAINTENANCE	\$ 4,500.00	\$ 7,350.00	\$ (2,850.00)
28	441-1441-541-30-58	1441	GAS, OIL & LUBRICANTS	\$ 5,000.00	\$ 11,032.66	\$ (6,032.66)
29	441-1441-541-30-59	1441	UNIFORMS	\$ 1,000.00	\$ 1,728.02	\$ (728.02)
30	441-1441-541-60-62	1441	Building Improvements	\$ 18,750.00	\$ -	\$ 18,750.00 **This Account does not exist in Cogsdale but has been funded in the Budget Book
31	441-1441-541-60-63	1441	IMPROVEMENTS, NOT BUILDINGS	\$ 1,100,000.00	\$ 79,204.45	\$ 1,020,795.55
32	441-1441-541-60-64	1441	MACHINERY & EQUIPMENT	\$ 140,500.00	\$ 118,840.00	\$ 21,660.00
33	441-1441-541-30-99	1441	DEPRECIATION EXPENSE	\$ -	\$ -	\$ -
34	441-1441-582-70-72	1441	INTEREST EXPENSE	\$ 2,800.00	\$ 2,964.96	\$ (164.96) * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
35	441-1441-541-90-10	1441	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -
36	441-1441-541-20-00	1441	OTHER POST EMPLOYMENT BENEFIT EXPENSE	\$ -	\$ -	\$ -
37	441-1441-582-70-60	1441	Finance Lease	\$ -	\$ 30,649.79	\$ (30,649.79) *This is for the Menzi Muck
38	441-4381-581-90-10	4381	Transfer to General Fund	\$ 50,000.00	\$ -	\$ 50,000.00 * Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
				Budget	Actual	\$ 1,070,674.53 \$ (1,177,645.90)
				\$ 1,538,572.23	\$ 467,897.70	
					Over/Under	\$ (106,971.37)
					Actual Revenue	\$ (1,177,645.90)
					Over/(Under) Actual Rev. to Exp.	\$ (709,748.20)

Fund	Description	FY-2021 Budget	Actual as of 9/30/2021	Surplus/(Deficit)	Notes
Mobility Management					
1	Paid Parking-Parking Fees	\$ (360,400.00)	\$ (559,277.95)	\$ 198,877.95	
2	Paid Parking-Transfer From Other Funds	\$ -	\$ -	\$ -	
3	Paid Parking-Transfer From Other Funds	\$ -	\$ -	\$ -	
4	Paid Parking-EV Charging Station Fees	\$ -	\$ -	\$ -	
5	Paid Parking-EV Charging Station Fees	\$ (1,399.99)	\$ (2,770.57)	\$ 1,370.58	

Total \$ (361,799.99) \$ (562,048.52)

Less Expenditures \$ 544,354.79

(Surplus)/Deficit \$ (17,693.73)

Account	Department	Department Code	Description	FY-2021 Budget	Actual as of 9/30/2021	Over/Under	
1	500-0000-343-41-40	Mobility Management	Revenue Paid Parking-Parking Fees	\$ (360,400.00)	\$ (559,277.95)	\$ 198,877.95	
2	500-0000-381-10-00	Mobility Management	Revenue Paid Parking-Transfer From Other Funds	\$ -	\$ -	\$ -	
3	500-0000-382-00-00	Mobility Management	Revenue Paid Parking-Transfer From Other Funds	\$ -	\$ -	\$ -	
4	500-0000-343-41-50	Mobility Management	Revenue Paid Parking-EV Charging Station Fees	\$ -	\$ -	\$ -	
5	500-0000-343-40-50	Mobility Management	Revenue Paid Parking-EV Charging Station Fees	\$ (1,399.99)	\$ (2,770.57)	\$ 1,370.58	
6	500-1550-541-10-12	Mobility Management	1550 Paid Parking-Regular Salaries	\$ 130,614.19	\$ 107,037.31	\$ 23,576.88	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
7	500-1550-541-10-14	Mobility Management	1550 Paid Parking-Overtime	\$ -	\$ -	\$ -	
8	500-1550-541-10-15	Mobility Management	1550 Paid Parking Special Pay	\$ -	\$ -	\$ -	
9	500-1550-541-10-21	Mobility Management	1550 Paid Parking-FICA	\$ 8,098.08	\$ 6,544.90	\$ 1,553.18	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
10	500-1550-541-10-22	Mobility Management	1550 Paid Parking-Retirement Contributions	\$ -	\$ 4,464.85	\$ (4,464.85)	
11	500-1550-541-10-23	Mobility Management	1550 Paid Parking-Life & Health Insurance	\$ -	\$ 7,784.78	\$ (7,784.78)	
12	500-1550-541-10-24	Mobility Management	1550 Paid Parking-Worker's Compensation	\$ 5,200.00	\$ 1,467.79	\$ 3,732.21	
13	500-1550-541-10-25	Mobility Management	1550 Paid Parking-Medicare	\$ 1,893.91	\$ 1,530.68	\$ 363.23	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
14	500-1550-541-30-31	Mobility Management	1550 Paid Parking-Professional Services	\$ -	\$ 141,771.88	\$ (141,771.88)	
15	500-1550-541-30-32	Mobility Management	1550 Paid Parking-Accounting & Auditing	\$ -	\$ -	\$ -	
16	500-1550-541-30-34	Mobility Management	1550 Paid Parking-Other Contractual Services	\$ 52,000.00	\$ 98,950.13	\$ (46,950.13)	
17	500-1550-541-30-35	Mobility Management	1550 Atlantic Beach Revenue Share	\$ -	\$ -	\$ -	* In FY-2021 paid out of Other contractual services
18	500-1550-541-30-40	Mobility Management	1550 TRAVEL & PER DIEM	\$ 1,000.00	\$ -	\$ 1,000.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
19	500-1550-541-30-41	Mobility Management	1550 Paid Parking-Communication Services	\$ 9,500.00	\$ 5,163.16	\$ 4,336.84	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
20	500-1550-541-30-43	Mobility Management	1550 Paid Parking-Utilities	\$ 3,050.00	\$ 1,281.51	\$ 1,768.49	
21	500-1550-541-30-45	Mobility Management	1550 Paid Parking-Insurance	\$ 8,700.00	\$ 9,413.67	\$ (713.67)	
22	500-1550-541-30-46	Mobility Management	1550 REPAIR AND MAINTENANCE	\$ 16,400.00	\$ 5,969.50	\$ 10,430.50	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
23	500-1550-541-30-49	Mobility Management	1550 Paid Parking-Other Current Charges	\$ -	\$ 122,882.90	\$ (122,882.90)	
24	500-1550-541-30-51	Mobility Management	1550 OFFICE SUPPLIES	\$ 250.00	\$ -	\$ 250.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
25	500-1550-541-30-52	Mobility Management	1550 Paid Parking-Operating Supplies	\$ -	\$ 18,215.67	\$ (18,215.67)	
26	500-1550-541-30-54	Mobility Management	1550 Books, Subscriptions & Memberships	\$ 1,000.00	\$ 154.89	\$ 845.11	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
27	500-1550-541-30-55	Mobility Management	1550 EDUCATIONAL COURSES	\$ 500.00	\$ 898.00	\$ (398.00)	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
28	500-1550-541-30-58	Mobility Management	1550 Gas, Oil, & Lubricants	\$ 2,500.00	\$ -	\$ 2,500.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet ACCOUNT NOT FOUND IN COGSDALE
29	500-1550-541-30-59	Mobility Management	1550 Uniforms	\$ 1,200.00	\$ -	\$ 1,200.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet ACCOUNT NOT FOUND IN COGSDALE
30	500-1550-541-30-60	Mobility Management	1550 Paid Parking-Atlantic Beach Rev. Share	\$ -	\$ 5,579.67	\$ (5,579.67)	
31	500-1550-541-30-90	Mobility Management	1550 Paid Parking-Miscellaneous	\$ -	\$ -	\$ -	
32	500-1550-541-30-99	Mobility Management	1550 Paid Parking-Depreciation Expense	\$ -	\$ -	\$ -	
33	500-1550-541-60-63	Mobility Management	1550 Improvements - Not Buildings	\$ 17,500.00	\$ 3,501.00	\$ 13,999.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
34	500-1550-541-60-64	Mobility Management	1550 Paid Parking-Machinery&Equipment	\$ 750.00	\$ 1,742.50	\$ (992.50)	
35	500-1550-581-90-10	Mobility Management	1550 TRANSFER TO GENERAL FUND	\$ 20,000.00	\$ -	\$ 20,000.00	* Cogsdale differs from published Budget Book, published budget book used in this spreadsheet
				Budget	Actual	\$ (264,198.61)	Rev. Exp. \$ (562,048.52) \$544,354.79
				\$ 280,156.18	\$ 544,354.79		Over/Under \$ (17,693.73)
							Actual Revenue \$ (562,048.52)
							Over/(Under) Actual Rev. to Exp. \$ (17,693.73)

CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 01/11/2022)

Workshop Agenda Item #3 Departmental Score Card

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CITY MANAGER'S OFFICE					
Special Event Policy Update	Working on Framework	N/A	2/15/2021	12/31/2021	In progress
Comprehensive Emergency Management Plan Review	The MCEMP went through an exhaustive update last year.5/25/2021 Emergency Management Meeting with Staff; NBPD updating.	N/A	3/10/2021	1/30/2022	In Progress
Various Personnel Policy Updates	Draft back from consultants and with department heads for review and revision due 11/23/2021.	N/A	3/5/2021	1/30/2022	In progress
FOP Contract Negotiations			7/1/2021	TBD	
CFO Search	Begins 8/12/2021--estimated completion 9/30/2021		8/11/2021	12/30/2021	
Budget Planning	First hearing on 9/8/2021, second hearing on 9/20/2021		5/20/2021	9/27/2021	Complete
Beach Recycling, Container Improvements and Educational Signs at Beach Accesses			In progress		
Waste Pro Liquidated Damages	Fines for missed collections totaling \$2,250.00 deducted from August 2021 Waste Pro billing.	N/A	N/A	N/A	On-going
FINANCE DEPARTMENT					
FEMA Disaster Relief Request	Preparing documentation to be submitted for Hurricane Dorian. FEMA opened disaster relief portal.				12/31/2020
Tyler Technologies Financial Software Replacement	Update & Submit City's 1,600 general ledger accounts to conform with Florida Uniform Chart of Accounts to include project codes.		11/17/2020	New Chart of Accounts Rebuilt and reviewed completed.	Postponed until 7/22
Fiscal Year 2020 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.		12/31/2020	Audit requests provided to new Audit Team.	Completed by MP
Fiscal Year 2020 Audit	Compile FY 2020 Basic Financial Statements		2/1/2021	In progress	Completed by MP
Fiscal Year 2020 Audit	Complete FY2020 Audit Entries and book FY 2020 Adjusting Entries.		2/1/2021	In progress	Completed by MP
Vacancy	Advertise for Cashier 1 Full-time Position.		2/15/2021	Cashier 1 Advertised, Candidates Interviewed, Offer and Acceptance Completed	Completed
New Banking Services	Move all city Cash Deposits to new bank.		3/1/2021	In progress	
New Banking Services	Go live with Employee Direct Deposits.		3/1/2021	ACH File Upload errors reduced, final test pending new file upload.	
New Banking Services	Configure and Test Direct ACH Files with ERP System Support.		3/1/2021	ACH File Upload errors reduced, final test pending new file upload.	

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 01/11/2022)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
FINANCE DEPARTMENT					
Compile OPEB Data for Actuaries	Open Until Completion of FY20 Audit		7/1/2021	Open	Completed by MP
Distribute 2016-2019 Unclaimed Property to State	Completed		5/26/2021	Completed	Completed 6/2021
Advertise RFP for Auditing Services	Open		TBA	Open	TBD
PLANNING AND COMMUNITY DEVELOPMENT					
Building Department Activity (see attached report for December 2021)	In progress	N/A	ongoing	10/11/2021	Ongoing
Code Enforcement Activity (see attached report for December 2021)	In progress	N/A	ongoing	10/11/2021	Ongoing
Commercial Fire Inspection Activity	In progress	N/A	ongoing	11/10/2021	Ongoing
November Community Development Board Meeting	11/10/2021	N/A	ongoing	11/10/2021	Nov.
SE 21-04 1455 Atlantic BLVD	10/13/2021	N/A	Nov.	11/10/2021	Nov.
Phase III: First Draft Land Development Code- Internal	11/19/2021	N/A	ongoing	11/10/2021	TBD
Phase III: City Staff Internal Review	12/3/2021	N/A	ongoing	11/10/2021	TBD
Phase III: First Draft Land Development Code- Public	12/16/2021	N/A	ongoing	11/10/2021	TBD
Phase III: Code Testing	TBD	N/A	ongoing	11/10/2021	TBD
Phase III: 1st Draft Code Workshop	1/25/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Public Presentation	1/25/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Open House	1/25/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Technical Meetings and Stakeholder Meetings	1/31/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Review of Public Comments	3/4/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Code Revisions and Final Draft LDC	4/8/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Presentation of Final Draft LDC	4/28/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Final Document Revisions	5/13/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Public Hearing Presentation	5/30/2022	N/A	ongoing	11/10/2021	TBD
CRA: Finding of Necessity Research Data Collection and Analysis	Completed in August	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

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 01/11/2022)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PLANNING AND COMMUNITY DEVELOPMENT					
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
Comprehensive Plan 2nd Reading: Adoption	Completed and Approved on 11/01/2021	N/A	2021	11/10/2021	Completed
GRANTS & RESILIENCY					
Jarboe Park Phase 1 - Tennis & Pickleball Courts - Construction	Concrete pours for paths to entrance gates - 1/12 and 1/19/2022		1/1/2021	1/7/2022	In progress
Jarboe Park Phase 1 - Tennis & Pickleball Courts - Opening	Landscaping, Moving Construction Fencing for Opening - Week of 1/24/2022		1/1/2021	1/7/2022	In progress
Jarboe Park Phase 1 - Tree Planting Plan	Planting Plan approved by COJ Tree Commission on 12/15/2021		1/1/2021	1/7/2022	Completed
Jarboe Park Phase 1 - Tree Planting	Planting tentatively scheduled for Spring 2022		1/1/2021	1/7/2022	In progress
Jarboe Park Phase 1 - Court Shade Structures	Forming pads, installing poles in January		1/1/2021	1/7/2022	In progress
Resiliency Lab at Jarboe Park - MOU	MOU received from Smart North Florida on 1/6/2021		8/1/2021	1/7/2022	In progress
Resiliency Lab at Jarboe Park - Pilot Technologies Identification	Soofa Smart Kiosk - Discussions with vendor on 8/25/2021 and 9/15/2021		8/1/2021	1/7/2022	In progress
Resiliency Lab at Jarboe Park - Pilot Technologies Identification	Storm Sensor - discussions with vendor and Smart North Florida on 12/9/2021, 12/20/2021 and 1/9/2022		8/1/2021	1/7/2022	In progress
COJ Florida Blvd Rapid Rectangular Flashing Beacon	Beacon installed on 12/2/2021 - installation of advance signage and stop line pavement markings forthcoming		8/1/2021	1/7/2022	In progress
COJ Penman Road Complete Streets Project Study	Community Meeting on 12/15/2021 - study scheduled for completion by Fall 2022		10/1/2021	1/7/2022	In progress
FDOT Atlantic Blvd and Third St Intersection Improvements and Bay Street Pedestrian Hybrid Beacon and Crosswalk	Construction started on 1/3/2022 - scheduled for completion by Summer 2022		7/1/2021	1/7/2022	In progress
POLICE DEPARTMENT					
Motorola P1 Computer Aided Dispatch (CAD) Project	Development Stage, Weekly meetings w/ stakeholders	\$35,000	2020	Active	In progress
DOJ JAG Grant #2020-CESF-DUVA-1-C9-019 (COVID-19)	Completed - \$50,000 awarded, deployed & received.	\$50,000 (+)	7/1/2020	Completed	8/21/2021
2020-JAGC-DUVA-7-5R-172 (Tech. / Wellness Project)	Funds Awarded, Pending Deployment	\$57,002 (+)	7/1/2021	Active	In progress
2021-JAGC-DUVA-4-3B-127 (TBD)	Funds Awarded, Pending Deployment	\$52,858 (+)	1/1/2021	Active	In progress
2021 Annual Review Reports & Audits	Funds Awarded, Pending final	N/A	1/3/2022	Active	In progress
DUI Unit Body Worn Camera (BWC) & In-Car Camera Project	50% Deliverables received, pending training & deployment	\$7,748	2021	Active	In progress
Patrol Rifle Refresh	50% Deliverables received, curriculum development in progress	\$5,000.00	2021	Active	In progress
POLICE DEPARTMENT					

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 01/11/2022)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Replacement of Totaled Police Vehicle	Purchased 2021 Ford Explorer Police Interceptor & Equipment Upfit- Awaiting Equipment Arrival	\$45,000.00	Nov-21	Active	In Progress
Donna Marathon, 02/09/2022 same route, 24 positions, weekly meetings	Multi-Agency, planning stages, weekly meetings		Nov-21	Active	In Progress
Auction Surplus Vehicles and Equipment	Un-installing Police Equipment to make sale ready		Jan-22	Active	In Progress
Purchase 2021 Ford Explorer Police Interceptor & Equipment Upfit	Pending Purchase Authorization/2022 Budgeted Item	\$45,000.00	Jan-22	Active	In-Progress
PUBLIC WORKS DEPARTMENT					
Phase I WWTF improvements to address the Consent Order	- Consultant working on preliminary investigations and FDEP's initial needs due January 15, 2022 - Kick-off meeting scheduled for January 10, 2022	Consulting Fee: \$412,096.43	December 09, 2021	July 30, 2023	On-Going
Stormwater strategic planning	- Kick-off meeting scheduled on December 21, 2021	Consulting Fees: \$252,817	December 09, 2021	September 30, 2022	On-Going
MS4 compliance and annual report	The Supplemental Agreement for the consulting services was approved during the January 3, 2022 Council meeting and routed for execution	Consulting Fees: \$19,000	January 07, 2022	September 30, 2022	On-Going
Emergency gravity sewer main repairs on Forest Ave.	- Purchase Authorizations for pipe bursting and bypass pumping authorized on January 4, 2022 and sent to IPR and Holland. - The Contractor is working on the scheduling and will update as soon as possible.	Purchase Authorizations Amount: \$273,150.48	January 04, 2022	TBD	On-going
SB 64 planning	- Working with Consultant along with the COJB and COAB to set up a joint meeting to discuss scoping sometime in the middle of January 2022. - January 5, 2022 FDEP notified Public Works that we 84 days to submit an approvable cover letter and plan. - Requested the Consultant contact FDEP to discuss the notice and options.	Consultant Fees: TDB	TBD	March 30, 2022	Planned
Pavement assessment program (Roadbotics)	- Mobility Management is assisting Public Works - The City sent Roadbotics a GIS file of the road line work - Currently reviewing and editing the road line work imported into the Roadbotics system	Software as Service Cost: \$4,000/yr.	October 08, 2021	September 30, 2022	On-going
City Signage Inventory (Agile Mapper)	- 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		TBD	TBD	TBD	Planned
SENIOR ACTIVITY CENTER					
CDBG Contract 2022-2023	Mandatory meeting 01/11/2022	Requesting \$50,000 (10% increase)	10/1/2022	IN PROCESS	9/30/2023
Senior Activity Center pack/move equipment	ongoing	NA	1/3/2022	ON-GOING	2/28/2022
Planning/discussions with Marquis Latimer & Halback, Inc engineering/landscaping/ porch design/build estimates	ongoing	\$35,000	7/1/2021	Jan-22	5/1/2022
Building porch, parking lot, storm water runoff, landscaping	ongoing	\$125,000.00	3/1/2022	IN RPOCESS	5/1/2022

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 01/11/2022)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
SENIOR ACTIVITY CENTER					
Procurement of equipment/supplies/furniture	ongoing	\$90,000	9/1/2021	IN PROCESS	4/30/2022
Presentation to Exchange Club	1/14/2023	NA	10/1/2021	ON-GOING	1/14/2022
Attend Florida Council on Aging seminar	1/11/2022	NA	1/11/2022	NA	1/11/2022
Attend Not-for-Profit Center of NE FL seminar	1/27/2022	NA	1/3/2022	IN PROCESS	1/27/2022
Attend Eleanor Ashby Beaches Series (Community Foundation presentation)	2/1/2022	NA	1/3/2021	IN PROCESS	2/1/2022
RFP for build of porch/SJWM permit/parking area/purchase&install landscaping	Working with City Manager & PW Director	NA	2/1/2022	TBD	3/1/2022
Install internet & phone lines	Comcast on going	\$150.00	2/14/2022	NA	2/14/2022
Conference with RFP award contractor	TBD	NA	March 7, 2022	TBD	3/15/2022
MOBILITY MANAGEMENT					
MMD to complete the Certified Parking Professional course and exam.	Certification completed.	\$700	5/1/2021	1/7/2022	Passed 12/15/2021
Educational campaign to reach Beaches Town Center businesses.	Continuing to meet with business owners, attend BTCMA meetings and educate local stakeholders. Project will continue into 2022.	TBD	5/1/2021	1/7/2022	Goal: 03/01/2022
Full set of SOPs completed for Mobility Dept.	First draft and round of edits completed on Parking Ambassador SOPs. Procedures for MMD forthcoming in 2022.	None	8/1/2021	1/7/2022	Parking Ambassador SOP completed 11/2021. Other SOPs forthcoming.
Use Roadbotics assessment software to record data for all streets in City limits.	Mapping completed, waiting to receive routes from Roadbotics.	TBD; Project is budgeted by Public Works Department.	12/6/2021	1/7/2022	Goal: 03/01/2022
INFORMATION TECHNOLOGY					
Updating the backup infrastructure	In progress	N/A	10/11/2021	10/11/2021	In Process
Microsoft Office 365 Volume Licensing	done	N/A	10/7/2021	10/11/2021	11/7/2021
Restoration of missing budget files	done	N/A	10/5/2021	10/11/2021	11/7/2021
Creating documents according to the CM and the interim CFO's instructions	In progress	N/A	10/5/2021	10/11/2021	In progress
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		1/4/2022	In Progress
Tyler Technologies Incode Financial Implementation	We've been working on the Tyler Incode 10 test environment	N/A		1/4/2022	In Progress
Sort out Microsoft Office 365 subscriptions	Consolidating subscriptions	N/A		1/4/2022	Done 11/7/21
Sorting out Adobe subscriptions	Consolidating subscriptions	N/A		1/4/2022	Done 11/7/21
Working on the server upgrades project	Phase one negotiating and getting price quotes	N/A		1/4/2022	In progress
Fiber optic to neptune house	new fiber cable was pulled into the conduits, cable terminations were done, finished setups and configurations			1/4/2022	1/4/2022
INFORMATION TECHNOLOGY					

CITY OF NEPTUNE BEACH
 DEPARTMENTAL SCORE CARD
 (REVISED 01/11/2022)

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Video surveillance to neptune house	finished setup			1/4/2022	1/4/2022
Windows 11 upgrades	phase one: at the city hall all of the compatible computers have been updated	done		1/4/2022	1/4/2022
Computer upgrades	getting quotes			1/4/2022	In progress
Submitted by the City Manager on January 18, 2022					

Building Activity Report

Building Activity October 1, 2021 to September 30, 2022						
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Tree Removal Permits	Valuation of Work Done
Oct-21	109	89	124	\$21,333.09	7	\$1,861,931
Nov-21	99	52	163	\$16,924.29	7	\$1,621,863
Dec-21	96	72	163	\$25,615.88	4	\$5,433,562
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	18	\$8,917,356

Building Activity October 1, 2020 to September 30, 2021						
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Tree Removal Permits	Valuation of Work Done
Oct-20	84	58	151	\$13,016.40	6	\$2,168,231
Nov-20	92	66	91	\$12,601.91	4	\$1,973,657
Dec-20	98	64	115	\$12,967.22	3	\$1,192,593
Jan-21						
Feb-21						
Mar-21						
Apr-21						
May-21						
Jun-21						
Jul-21						
Aug-21						
Sep-21						
Totals	274	188	357	\$38,585.53	13	\$5,334,481
Difference	30	25	93	\$25,287.73	5	\$3,582,875



Case Report Code Enforcement Report

11/01/2021 - 12/31/2021

Parcel #	Case #	Case Date	Description of Violation	Main Status	Date Completed
172447 0000	2022003	12/3/2021	BUILDING PERMIT REQUIREMENTS	Closed	12/3/2021
177653 2020	2022002	12/9/2021	COURT CASE CHEROKEE	Closed	12/9/2021
176978 0100	2022001	12/6/2021	PREPARATION FOR COURT	Closed	12/9/2021
173436 0000	2021260	12/30/2021	ILLEGAL DUMPING	Closed	12/30/2021
173753 1000	2021259	12/20/2021	DUMPSTER IN STREET	Closed	12/20/2021
173027 0000	2021258	12/21/2021	LUMBER OVER SIDEWALK	Closed	12/21/2021
172977 0000	2021257	12/16/2021	RE OPEN PLAYGROUNDS	Closed	12/20/2021
	2021256	12/13/2021	REVIEW OF CODES	Closed	12/16/2021
	2021255	12/15/2021	TREE SURVEY FOR CITY	Closed	12/17/2021
172787 0020	2021254	12/8/2021	CONSTRUCTION ISSUES	Closed	12/9/2021
173213 0000	2021253	12/7/2021	TREE SURVEY	Closed	12/7/2021
173290 0000	2021252	12/6/2021	DUMPING INVESTIGATION	Closed	12/6/2021
177396 0000	2021251	12/5/2021	T-MOBILE DECOM	Closed	12/8/2021
172791 0000	2021250	12/9/2021	MAGISTRATE HEARING	Closed	12/9/2021
172912 0010	2021249	12/7/2021	TRAFFIC DETAIL 310 3RD.	Closed	12/8/2021
	2021248	12/7/2021	city tree road height	Closed	12/7/2021
	2021247	12/6/2021	SNIPE SIGN REMOVAL	Closed	12/6/2021
	2021246	12/3/2021	CUT VEGETATION	Closed	12/6/2021
	2021245	12/30/2021	3RD STREET MEDIUM CUT BACK	Closed	12/3/2021
	2021244	12/1/2021	board walk inspection	Closed	12/1/2021
	2021243	11/30/2021	snipe signs	Closed	11/30/2021
172912 0010	2021242	11/18/2021	violation of permit damage to city property	Pending	11/18/2021
173745 0000	2021241	11/15/2021	right of way violation	Closed	11/19/2021
172790 0010	2021240	11/15/2021	EPA VIOLATION	Closed	11/16/2021
	2021239	11/24/2021	PARKS CHECK	Closed	11/24/2021
	2021238	11/23/2021	BOARD WALK CHECK		11/23/2021
172655 0000	2021237	11/15/2021	NUSANCE LIGHTING	Closed	11/20/2021
	2021236	11/10/2021	SET UP CONCREET RD. CLOSER	Closed	12/14/2021
172605 0000	2021235	11/8/2021	AIR B AND B INVESTIGATION	Closed	11/10/2021
	2021234	11/8/2021	STICKERS ON SIGNS	Closed	11/8/2021

178692 2064	2021233	11/8/2021	AIR B AND B INVIGATION	Closed	11/12/2021
178692 2036	2021232	11/8/2021	CAMPER AND PAVERS NO PERMIT	Closed	11/9/2021
178628 0000	2021231	11/4/2021	TREE PERMIT	Closed	11/4/2021
	2021230	11/4/2021	TREE TRIMING	Closed	11/4/2021
	2021229	11/3/2021	LOUD MUSIC	Closed	11/3/2021
173481 0000	2021228	11/1/2021	FINE CODE INVESTIGATION	Closed	11/1/2021
178692 2036	2021221	11/22/2021	PAVERS STACKED TO BE INSTALLED ON WEST SIDE OF	Pending	
178692 2044	2021220	11/22/2021	BUILDING A LEVELED WOOD DECK ON FRONT OF HOUSE	Closed	

Total Records: 35

1/3/2022

11-TREE PERMITS

Fire Marshal Report

Fire Marshal Report - December 2021						
Annual Inspections						
12/7/2021		804 Suite A&B	Third St	Health Tech Consulting		
12/7/2021		804 Suite A&B	Third St	Flourish CAC		
12/7/2021		804 Suite A&B	Third St	Cassandra J Hoffer		
12/7/2021		804 Suite A&B	Third St	Susan Gillespy		
12/14/2021		804 Suite C	Third St	Cild Guidance Center		
12/14/2021		800 Suite B	Third St	Living Well Therapy & Coaching		
12/14/2021		808 Suite A	Third St	Shael Womack,Community/Behavioral Health Agency		
12/14/2021		810 Suite A&B	Third St	Yoga Mix		
12/14/2021		806	Third St	3rd St Barber Shop		
	10	Inspections				
Total Fire Inspections for physical year 2021/22			28			
					Total	0.00

Fire Marshal Report - December 2021						
Reinspections						
					Total	0.00

Fire Marshal Report - December 2021						
New Businesses						
12/20/2021		Candace Poellnitz	2104	Ftrst St	Vacation Rental	50.00
12/20/2021		KA Invin DBA GNC	628	Atlantic Blvd #4	Mercantile	50.00
Total New Businesses Inspections for physical year 2021/22				4		
					Total	100.00

Fire Marshal Report - December 2021						
Building Plan Review						
12/2/2021	21-1283	601	Magnolla St	Add Rear Covered patio		1

12/2/2021	21-984	219	Bowles St	Revision Engineering	1
12/7/2021	21-1294	2118	Bay Rd	Window Replacement	0.5
12/8/2021	21-1283	601	Magnolla St	resubmital Add Rear Covered patio	0.5
12/10/2021	21-1303	1890	Seagate Ave	Window Replacement	0.5
12/14/2021	21-1323	628	Atlantic Blbd suite 4	Illuminated Wall Sigh	0.5
12/16/2021	21-1338	1920	Tara Ct	ResidentialFoundfation Stabalization	0.5
12/16/2021	21-132	2120	Sandpiper pt.	Replace Garager Door	0.50
12/20/2021	21-1339	527	Bowles ST	Window & Door Replacement	0.50
	9				
				Total Hr spent	5.50
				Total Hr.@	40.00
					220.00
Universal's rate		\$78.50	(5.5 @78.45)431.48-	Savings	\$211.48

Fire Marshal Report - December 2021
New Construction Fire Inspection

12/16/2021	21-1301	610	Florida Blvd	Fire Final	approved

Fire Marshal Report - December 2021
Fire Plan Review

12/8/2021	21-1301	610	Florida Blvd	Fire Rated Ceiling Repair	
12/8/2021	21-1302	610	Florida Blvd	Enclose Exterior Fire Sprinkler Pipe	0.00
12/10/2021	21-1230	2300, Suite 101	Marsh Point	Resubmital	0.00
12/13/2021	21-1316	310	Third St	Fire Alarm	177.50
12/14/2021	21-130	255	Third St	Fire Suppression System	75.00
				Total	252.50

Fire Marshal Report - December 2021
Development Plan Review

Fire Marshal Report - December 2021						
New Construction Reinspections						

Fire Marshal Report - December 2021						
Floodplain Related						

Elevation Certificate						

Site Visit						
12/1/2021		1406	Atlantic Blvd		Foundation Repair	2.00

LDC Review Meetings						
12/8/2021		Staff Meetings				2 hrs
12/10/2021		Staff Meetings				2 hrs
12/13/2021		Staff Meetings				2 hrs
12/15/2021		Staff Meetings				2 hrs



**Workshop Agenda Item
8A
Mobility Management**

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

AGENDA ITEM:	Mobility Department End-of-Year Report for 2021 and Discussion of Possible New Parking Zones in Atlantic Beach
SUBMITTED BY:	Megan Steward, Mobility Management Director
DATE:	1/12/2022
BACKGROUND:	<p>A full year of data has been collected since the North Beaches Parking Program integrated as a department of the City of Neptune Beach. The Mobility Management Department has created an end-of-year report with data analytics and highlights of the year.</p> <p>Additionally, the City of Atlantic Beach is interested in creating new parking zones at two of their beach access locations (18th and 19th Streets). They are requesting that we consider expanding the scope of our current interlocal agreement to include those areas.</p>
RECOMMENDATION:	<p>Staff recommends that we consider adding a new interlocal agreement with COAB detailing an appropriate revenue share for the additional cost of expanding the program. As we already operate in Atlantic Beach, it would not be prohibitively difficult to expand our route down to 18th and 19th Streets, if we limit enforcement to daylight hours. It is also worth considering the value that one cohesive pay-to-park program offers our guests (residents and visitors alike), and the resulting benefit to the businesses of the Beaches Town Center.</p> <p>Staff also recommends amending our existing interlocal agreement with COAB to reflect an appropriate share of program costs.</p>
ATTACHMENT:	2021 End-Of-Year Report attached, COAB cost and revenue share spreadsheet attached.

2021 YEAR-END REPORT



City of Neptune Beach Mobility Department

North Beaches Parking

Prepared by:

Megan Steward

Mobility Management Director

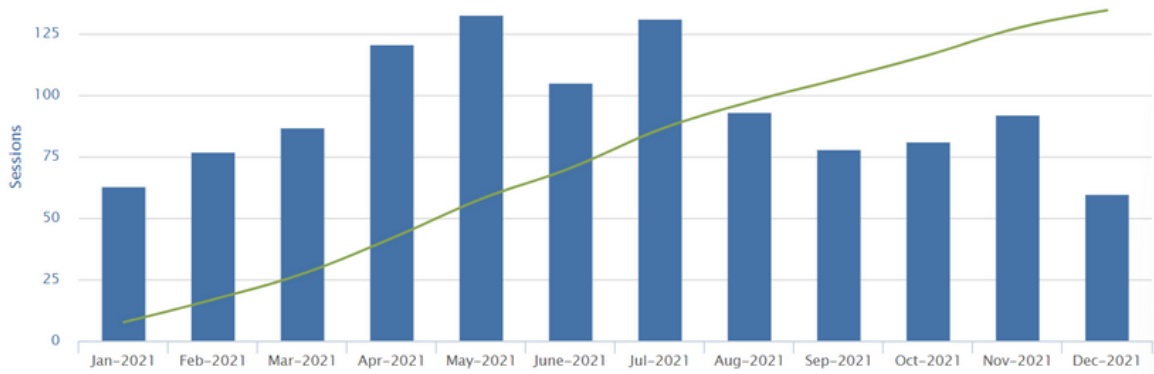


MOBILITY DEPARTMENT: 2021 REVIEW

⚡ EV CHARGING STATION

The City of Neptune Beach maintains an electric vehicle charging station with two ports, located on Second Street near The Local. The station is serviced by ChargePoint, offering convenient service through their mobile app.

Charging Sessions by the Month



CHARGING SESSION REVENUE: \$3,315.61
TOTAL EV CHARGING SESSIONS: 1,125
AVERAGE SESSION LENGTH: 1 hour 42 minutes

Here's how EV charging has helped:



You've avoided
10,083 kg
greenhouse gas emissions



that's like planting
259 trees
and letting them
grow for 10 years

CURRENT AND FORTHCOMING MOBILITY PROJECTS



2021: Upgraded ChargePoint EV Station Modem from 3G for continued service to our Beaches Town Center Guests.



2021: Began partnership with Smart North Florida on parking program Integrated Data Exchange.



Forthcoming 2022: Roadbotics mapping projects, in collaboration with the Public Works Department.

- Phase 1: Data collected and analyzed by Roadbotics software will score the current state of our streets and enable Public Works to efficiently prioritize street maintenance needs.
- Phase 2: The second phase of this project with Roadbotics will score and prioritize our street signs.



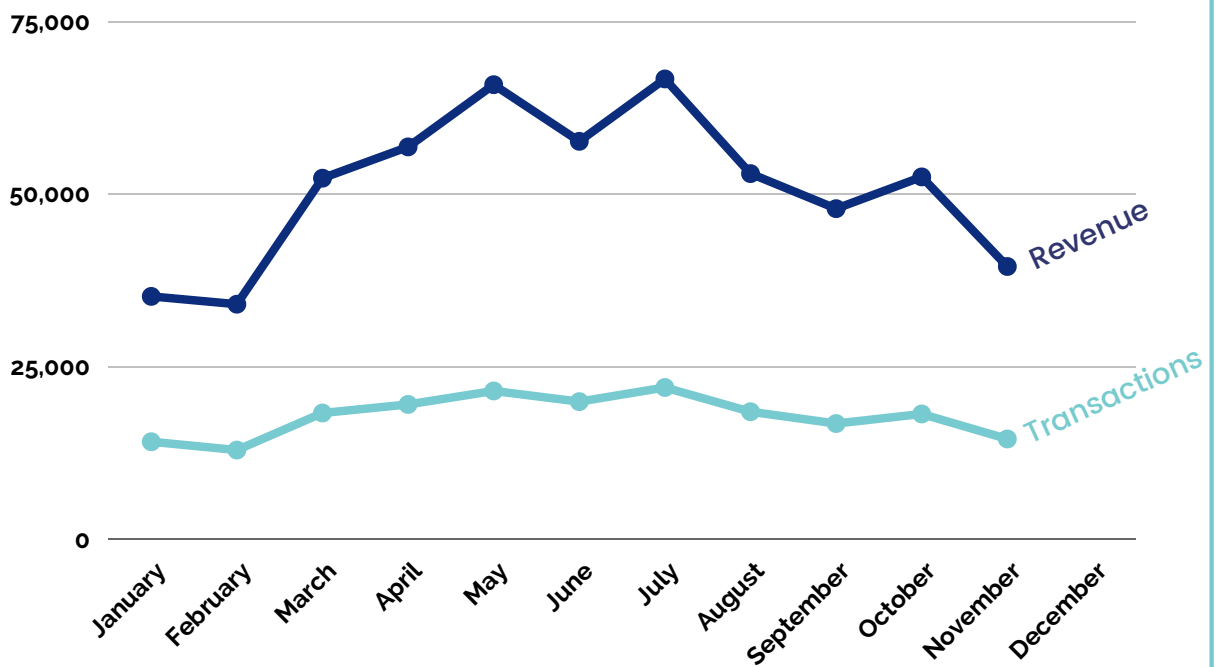
NORTH BEACHES PARKING PROGRAM: 2021 ANALYTICS



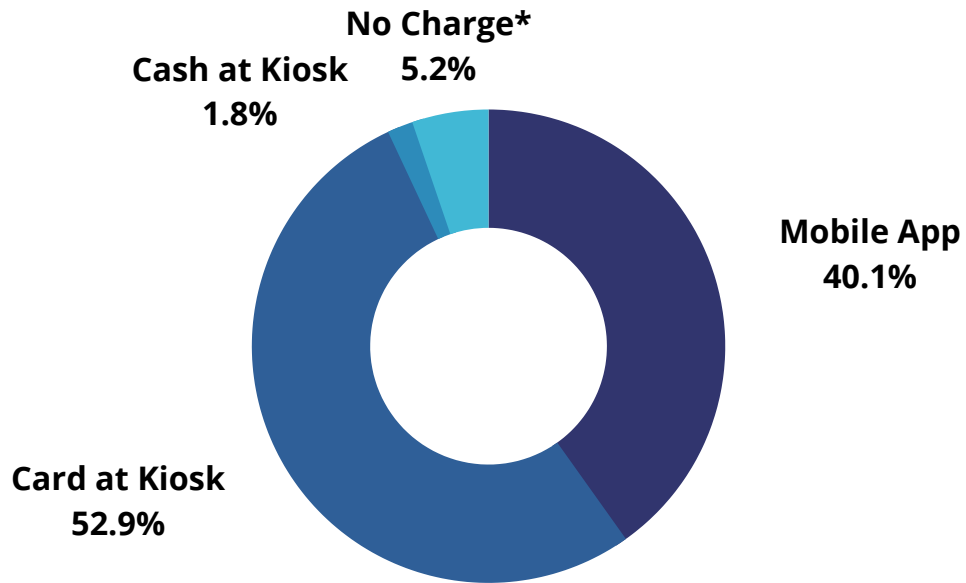
The parking program's transaction and revenue numbers continued to grow in 2021. The volume of visitors as well as the length of their stays increased in the warm summer months. On average, our guests' visits last about two hours, and they spend about \$3 on parking.

INDIVIDUAL TRANSACTIONS:	212,532
TOTAL PARKING SESSION REVENUE:	\$605,847.95
DAILY TRANSACTION AVERAGE:	582
DAILY REVENUE AVERAGE:	\$1,659.86
AVERAGE DURATION OF STAY:	1 HR 57 MINS
AVERAGE AMOUNT SPENT:	\$3.01

PAID PARKING BY THE MONTH

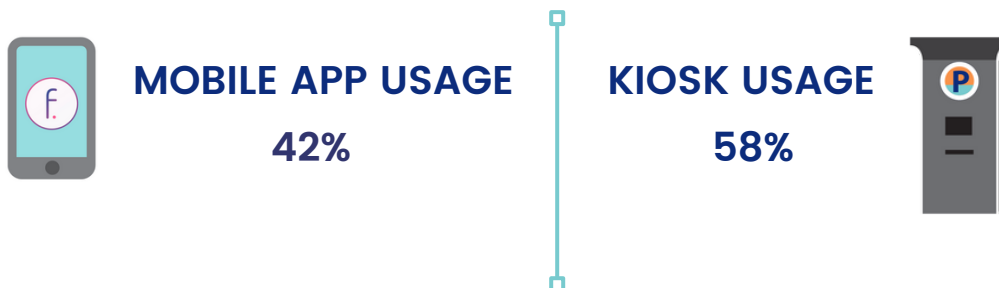


PARKING TRANSACTIONS BY TYPE



*"No Charge" refers to parking transactions recorded with no cost, including the following: 1) 30-minute parking sessions, 2) Atlantic Beach resident 3-hour parking, or 3) validation codes redeemed, such as the codes offered for City Meetings.

PAID TRANSACTIONS SUMMARY



PARKING TURNOVER

One of the critical goals of the paid parking program is to encourage the turnover of spaces for our local businesses. Rates of parking space turnover fluctuate drastically with holidays, peak times, seasons, and special events, but our average turnover rate for 2021 was 2.3.

Our busiest day of the year was July 24th, with a record 1,013 parking transactions completed, representing a peak turnover rate of 5.1. Our slowest day of the year was February 1, 2021, with only 144 transactions completed and a turnover rate of 0.5.

MAXIMUM RATE OF TURNOVER:	5.1
MINIMUM RATE OF TURNOVER:	0.5
AVERAGE RATE OF TURNOVER:	2.3

In this data set, turnover is expressed as a ratio of total transactions to total metered spaces. It isn't able to capture free resident or 30-minute parking, so we expect that these figures are underestimations of how many cars are actually coming and going.





REVENUE SHARE PARTNERS



City of Atlantic Beach Beaches Town Center Parking Zone

- 55 Parking Spaces
- 30% retained by the parking program per Interlocal Agreement
- \$109,454.30 in total revenue:
 - \$76,618.01 remitted to Atlantic Beach
 - \$32,836.29 collected by Neptune Beach



200 First Street Courtyard Parking Zone

- New management agreement implemented October 1, 2021
- 15 Parking Spaces
- 50% retained by the parking program per Management Agreement
- \$2,699.70 in total revenue:
 - \$1,349.86 remitted to 200 First Street
 - \$1,349.84 collected by Neptune Beach

NORTH BEACHES PARKING PROGRAM: 2021 HIGHLIGHTS



CERTIFICATION: Tom Kuhn, Parking Enforcement Specialist



CERTIFICATION: Megan Steward, Certified Parking Professional



Signage and branding redesign project



HIGHLIGHT: Parking Ambassador Tom Kuhn drives the "Grinch-Mobile" in the Neptune Beach Christmas Parade. Tom is new to the Parking Program this year, and is a long-time resident of Neptune Beach.

ONGOING PARKING PROGRAM PROJECTS

- Outreach to and collaboration with the Beaches Town Center Merchant's Association and our local businesses
- Resident education and registration
- Collaboration with Neptune Baptist Church on shared parking areas
- Continued lighting and signage assessment, improvements

RESIDENTS REGISTERED TO PARK



Neptune Beach

152 residents registered in 2021, for a total of 1,171 active permits to date.



Atlantic Beach

898 residents registered in 2021, for a total of 3,066 active permits to date.



CITATIONS AND ENFORCEMENT

The addition of Neptune Beach's parking ordinances from late 2020 and early 2021, as well as our updated signage, has enabled the North Beaches Parking Program to implement a cohesive enforcement policy.

In 2021, we issued about 13,000 violation notices. Of these, about 9,000 were courtesy warnings and 4,000 were citations with fines.

In 2021, we collected \$29,167 in revenue from citations paid. While we track these figures, we consider paid parking transactions to be a more useful metric of our program's success, as our program is designed to emphasize compliance rather than enforcement.



UPCOMING PRESENTATION: COAB

The City of Atlantic Beach is looking to implement paid parking at their Beach Accesses in 18th and 19th Streets. They've requested information from Neptune Beach regarding the possibility of setting up a new Interlocal Agreement so that North Beaches Parking would include those two new zones.





Costs Pulled from FY 22 Mobility Department Budget	
Item	Cost
Staffing (6 employees) (This line item includes regular salaries, FICA, retirement contributions, life & health insurance, worker's compensation, and medicare.)	\$ 196,120.00
Professional Services	\$ 74,000.00
Other Contractual Services	\$ 18,000.00
Travel And Per Diem	\$ 1,200.00
Communication Services	\$ 4,300.00
Utilities	\$ 1,500.00
Insurance	\$ 7,500.00
Repair and Maintenance	\$ 24,250.00
Other Current Charges	\$ 53,000.00
Operating Supplies	\$ 10,000.00
Educational Courses	\$ 900.00
AB Revenue Share	\$ 72,000.00
Office Supplies	\$ 1,000.00
TOTAL PROJECTED COSTS	\$ 463,770.00

Atlantic Beach Revenue: Projected FY 22		Atlantic Beach Revenue: Calendar Year 2021 Actuals	
AB Spaces Total Revenue (Projected)	102,857.14	AB Spaces Total Revenue	109,454.30
Amount Remitted to AB (Projected)	72,000.00	Amount Remitted to AB	76,618.01
Amount Retained by NB (Projected)	30,857.14	Amount Retained by NB	32,836.29
Total Metered North Beaches Spaces	199		
NB Spaces	144	72%	
AB Spaces	55	28%	
28% of total projected program costs FY 22	\$ 129,855.60		



**Agenda Item # 8B First Draft
LDC, Articles I and II**

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

AGENDA ITEM:	Discussion and Review of LDC First Draft, Articles I and II
SUBMITTED BY:	Dover, Kohl & Partners; City staff; CDB
DATE:	01/12/2022
BACKGROUND:	<p>This is the third phase of the Community Vision Plan. This is the first draft of Articles I and II of the Land Development Code.</p> <p>City staff has reviewed and the Community Development Board reviewed and discussed on Wednesday, January 12, 2022.</p>
BUDGET:	N/A
RECOMMENDATION:	Review, discuss and make recommendations to the First Draft of Articles I and II of the LDC.
ATTACHMENT:	First Draft, Articles I and II, LDC

Chapter 27 - UNIFIED LAND DEVELOPMENT REGULATIONS^[1]

ARTICLE I. - IN GENERAL^[2]

Sec. 27-1. - Reserved.

Sec. 27-2. - Title.

This Code shall be entitled and may be cited as the "Unified Land Development Code of Neptune Beach, Florida" and may be referred to herein as the "Code."

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-3. - Authority.

This Unified Land Development Code is enacted pursuant to the requirements and authority of the Local Government Comprehensive Planning and Land Development Regulation Act, F.S. § 163.3202, the general powers as outlined in F.S. Ch. 166, as may be amended from time to time, and the Code of Federal Regulations (CFR) for the National Program Code of Federal Regulations (CFR) for the National Flood Insurance Program: 44 CFR Parts 59, 60, 65, and 70.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2011-25, § 1, 12-5-11; Ord. No. 2012-11, § 2, 12-4-12; Ord. No. 2013-01, § 2, 5-6-13)

Sec. 27-4. - General applicability.

Except as specifically provided, the provisions of this Code shall apply to all development in the city, and no development shall be undertaken without prior authorization pursuant to this Code.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-5. - Exceptions.

- (a) *Previously issued development permits.* The provisions of this Code and any amendments thereto shall not affect the validity of any lawfully issued and effective development permit if:
- (1) The development activity authorized by the permit has been commenced prior to the effective date of this Code or any amendment thereto, or will be commenced after the effective date of this Code but within six (6) months of issuance of the building permit; and
 - (2) The development activity continues without interruption (except because of war or natural disaster) until the development is complete, and a city building inspection occurs at least once every six (6) months. If the development permit expires, any further development on that site shall occur only in conformance with the requirements of this Code or amendment thereto.
- (b) *Previously approved development orders.* Projects with development orders that have not expired at the time this Code or an amendment thereto is adopted, and on which development activity has commenced or does commence and proceeds according to the time limits in the regulations under which the development was originally approved, must meet only the requirements of the regulations in effect when the development plan was approved. If the development plan expires or is otherwise invalidated, any further development on that site shall occur only in conformance with the requirements of this Code or amendment thereto.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-6. - General description of the code.

Chapter 27 contains unified land development regulations for the City of Neptune Beach. This Code is an integrated and unified set of procedures, conditions, and requirements which all development in the city must follow. Every attempt has been made to make this Code as easy as possible for interested Residents, developers, and local government staff to use.

For organizational purposes, this Code is divided into eighteen (18) different articles. A description of each article follows:

Article I contains general provisions necessary to determine the applicability of the Code and to ensure its legal validity.

Articles II and III presents the mechanisms for the administration of this Code.

Article IV defines what uses are allowable and at what density or intensity, and article IV-B addresses cannabis-dispensing businesses.

Article V contains provisions for accessory structures and uses that are permitted along with principal uses as described in the previous article.

Article VI describes under what conditions and how the concurrency requirements shall be met. In order for the concurrency requirements to be met, each development proposal must show that, adopted levels of service for certain public facilities and services will not be degraded by the impact of the development.

The next three (3) articles describe whether any portions of a proposed development must remain totally or partially free of development activity.

Article VII addresses measures to protect potable water wellfields, article VIII outlines measures to protect floodplains, the habitat of threatened and endangered species, and wetlands; and article IX provides for the protection of certain trees and installation of landscaping.

Once the developable portions of the site have been determined, the next question is how the actual development will be designed and what improvements will be required.

Articles X through XIV contain minimum standards for streets, utilities, stormwater, parking, and solid waste, which have been made as flexible as possible, for controlling the design of the development to maximum public benefit.

Article XV provides standards and prohibitions relating to signs.

Article XVI formerly provided the mechanisms for architectural review, while article XVII formerly described the requirements for historic preservation.

The last article, article XVIII, provides conditions for nonconforming lots, structures, uses, and signs.

Measures for protecting floodplain have been moved to chapter 30 of this code.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-7. - General findings.

- (a) *Statutory requirement.* F.S. Ch. 163, pt. II, requires Neptune Beach to adopt a single code of development regulations which is consistent with and in furtherance of the goals, objectives, and policies of the adopted comprehensive plan.
- (b) *General public need.* Controlling the location, design and construction of development within the city is necessary to maintain and improve the quality of life in the city. The districts and regulations contained herein are designed to regulate the traffic circulation on public streets and highways; to provide adequate light, air and open spaces; to promote civic amenities of natural, and cultural importance and of beauty and visual interest. Additionally, they are designed to regulate density of population and thus prevent the overcrowding of land in order to facilitate the provision of adequate

community facilities and services such as water, sewer, parks, and similar city functions as outlined in the comprehensive plan.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-7.1. - Adoption of comprehensive plan

The Comprehensive Plan for the City of Neptune Beach, (~~City of Neptune Beach Comprehensive Growth Management Plan~~) a copy of which is filed in the office of the city clerk on the date Ordinance No. ~~90-6-9~~ 2021-13 was is passed, is hereby has been approved and adopted as the comprehensive plan to guide the future development and growth of the City of Neptune Beach, Florida, as mandated by the Community Planning Act in Local Government Comprehensive Plan and Land Development Regulation Act, F.S. Ch. 163, pt. II.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-8. - Relationship of this Code to the comprehensive plan.

The Local Government Comprehensive Planning and Land Development Regulation Act, F.S. Ch. 163, pt. II, provides that local governments adopt a comprehensive plan and land development regulations that implement the adopted comprehensive plan. The standards and provisions in this chapter have been designed to implement the comprehensive plan for Neptune Beach, as may be amended from time to time. When an amendment to the comprehensive plan creates inconsistency with this Code, then this Code shall be amended, as provided for in this Code, so as to be consistent with the amended comprehensive plan.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-9. - Relationship of this Code to other regulations.

In addition to meeting the regulations contained in this Code, proposed developments shall comply with all applicable regulations of federal, and state, and county agencies and the St. Johns River Water Management District. In all cases, the strictest of the applicable standards shall apply.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-10. - Relationship of specific provisions in Code to general provisions in Code.

More specific provisions of this Code shall be followed in lieu of more general provisions that may be more lenient than or in conflict with the more specific provisions. In all cases, the strictest of the applicable standards shall apply.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-11. - Incorporation by reference.

The following materials are incorporated into and made part of this Code by reference:

- (1) The most current effective dated Flood Insurance Rate Map for Neptune Beach, as may be amended, Community Panel Number 120079-0001-D; having the effective date of April 17, 1989 from time to time.
- (2) The map identified by the title, "Zoning Map; Neptune Beach, Florida", which shows the boundaries and designations of the districts provided for in article IV, as amended from time to time.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-12. - General rules of interpretation.

In the interpretation and application of this Code, all provisions shall be construed in favor of the objectives and purposes of the city and deemed neither to limit, nor repeal any other powers granted under state statutes.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-13. - Responsibility for interpretation.

In the event that any question arises concerning any provision or the application of any provision of this Code, the city manager, or designee shall be responsible for such interpretation and shall look to the comprehensive plan for guidance. This responsibility for interpretation shall be limited to standards, regulations, and requirements of this Code, but shall not be construed to include interpretation of any technical codes adopted by reference in this Code, nor be construed as overriding the responsibilities given to any commission, board or official named in other sections or articles of this Code.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-14. - Interpretation of terms and words.

- (a) Words importing the masculine gender shall be construed to include the feminine and neuter.
- (b) Words in the singular shall include the plural and words in the plural shall include the singular, when not inconsistent with the text.
- (c) The word "shall" is mandatory; "may" is permissive.
- (d) The word "and" means must include, "or" allows for alternatives.
- (e) Words used in the present tense include the future, when not inconsistent with the text.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-15. - Definitions.

For the purpose of this Code, certain terms and phrases are defined. Where words or terms are not defined, they shall have their ordinarily accepted meanings or such as the context may imply. Words and phrases that apply to more than one (1) article or division are defined below and shall have the meaning ascribed to them, except where the context clearly indicates a different meaning:

Abut means to physically touch or border upon; or to share a common property line.

Access means an approach or entry to or exit from a property.

Accessory apartment means a dwelling unit on the same lot as a single-family or two-family (duplex) residence. See section 27-340, contained in an owner-occupied building or premises comprising three (3) or less dwelling units, including garage apartments and single-family type buildings used as apartments and sharing a common entrance.

Accessory structure means a subordinate structure customarily incidental to and located upon the same lot occupied by a principal structure, to include, but not limited to, gazebos, permanent storage buildings, noncommercial greenhouses, detached garages, accessory apartments in a garage or other freestanding building, playhouses, and other buildings not designed or intended for habitation such as, satellite dish antenna, radio antenna, and or television antennae, swimming pools, hot tubs, and similar structures, and fences, walls and hedges.

Accessory use means a use of land or of a structure or portion thereof customarily incidental and subordinate to the principal use of the land or of the structure and located on the same parcel with the principal use.

Accessway means a public or private roadway, providing access onto a right-of-way (ROW) with a paved street, such as a public or private street, driveway, or alley.

Addition means an extension or increase in floor area or height of a building or structure.

Adjacent means being separated by a common border, or by a road, street or natural feature, but otherwise visually and/or physically connected.

Adult arcade amusement center means a business: (1) that is located on the "premises" of a facility that is licensed by the State of Florida pursuant to F.S. Ch. 550; (2) that operates adult arcade amusement machines; and (3) that is licensed under this chapter.

Adult congregate living facility (ACLF) means a type of residential care facility as defined in F.S. Ch. 400, Pt. II.

Adult day care means a licensed facility as defined in F.S. Ch. 400, Pt. IV.

Adult entertainment and service means any an adult arcade, adult theater, adult bookstore/audio video store, adult motel, or adult dancing establishment; or other establishment or business operated for commercial gain that profits from the delivery of nude or semi-nude entertainment as defined in Section 4-26, where an employee, operator, or owner exposes his or her specified anatomical area for viewing patrons, including but not limited to, massage establishments, whether or not licensed pursuant to F.S. Ch. 480 tanning salons, modeling studios, or lingerie studios.

Aggrieved or adversely affected person means any person or local government that will suffer an adverse effect to an interest protected or furthered by the local government comprehensive plan, including interests related to health and safety, police and fire protection service systems, densities or intensities of development, transportation facilities, health care facilities, equipment or services, and environmental or natural resources. The alleged adverse interest may be shared in common with other members of the community at large but must exceed in degree the general interest in community good shared by all persons. The term includes the owner, developer, or applicant for a development approval.

Agricultural stands means either tents (including canopies) or mobile units, including trailers, for the sale of unprocessed agricultural products, to include fresh fruits and vegetables, including legumes.

Aisle means the accessway by which cars enter and depart parking spaces.

Alcoholic beverages include, beer and malt beverages, wine, and liquor, as defined by F.S. Chs. 563, 564 and 565, respectively.

Alley means a special type of street that provides a secondary means of access to lots (section 27-476).

Alteration means any change in size, shape, character or use of a building or structure, or any change in the electric, plumbing, heating/ventilation/air conditioning (HVAC), or gas systems.

Alteration, major of a historically significant structure means work that will change the original appearance of a historically significant building or structure located within a historic district, as defined in this article, including, but not limited to the following:

- (1) Installation or removal of metal awnings or metal canopies.
- (2) Installation or removal of all decks or porches above the first floor level.
- (3) Installation or removal of all decks or porches that face public rights-of-way.
- (4) Installation of an exterior door or door frame, or the infill of an existing exterior door opening.
- (5) Installation or removal of any exterior wall, including the enclosure of any porch or other outdoor area with any material other than insect screening.

- (6) The installation or relocation of wood, chain-link, masonry (garden walls) or wrought iron fencing, or the removal of masonry (garden walls) or wrought iron fencing.
- (7) The installation or removal of all fire escapes, exterior stairs or ramps for the handicapped persons with disabilities.
- (8) Painting unpainted masonry including stone, brick, terra-cotta and concrete.
- (9) Installation or removal of railings or other wood, wrought iron or masonry detailing.
- (10) Abrasive cleaning of exterior walls.
- (11) Installation of new roofing materials, or removal of existing roofing materials.
- (12) Installation or removal of security grilles, except that in no case shall permission to install such grilles be completely denied.
- (13) Installation of new exterior siding materials, or removal of existing exterior siding materials.
- (14) Installation or removal of exterior skylights.
- (15) Installation of exterior screen windows or exterior screen doors.
- (16) Installation of an exterior window or window frame or the infill of an existing exterior window opening.

Alteration, minor of a historic structure means work that is not ordinary maintenance as defined in this article but that will not result in a change to the original appearance, as defined in this article.

Alteration of a watercourse means a dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, slow, restrict, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood (Ref. 27-519).

Amenity means a natural, historic or manmade feature which enhances or makes more attractive or satisfying a particular property.

Animated sign means any sign or part of a sign, including the advertising message, which changes physical position by any means of movement.

Apartment means a dwelling unit contained in a building comprising two (2) or more dwelling units, each of which has an entrance to a hallway or balcony in common with at least one (1) other dwelling unit.

Appeal means a request for a review of the floodplain administrator's interpretation of any provision of this chapter or of chapter 30, or a request for a floodplain variance. Appeals of other administrative, legislative, and quasi-judicial decisions are addressed in division 7 of article III of chapter 27.

Art project means a mural, illustration, painting or sculpture that is approved by the city council as art that enhances the commercial district.

ASCE 24. A standard titled "Flood Resistant Design and Construction" that is referenced by the Florida Building Code. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

Automatic changeable message device means any sign, which through a mechanical, electrical, solar, or other power source is capable of delivering messages, which rotate or appear to rotate, change or move at any time and in any way, including tri-vision or any multi-prism sign faces.

Awning or canopy means any shelter, supported partially or entirely from the exterior wall of a building.

Bar, saloon or tavern means any establishment devoted primarily to the sale and on-premises consumption of malt, vinous or other alcoholic beverages.

Base flood means the flood having a one (1) percent chance of being equaled or exceeded in any given year, also known as the 100-year flood.

Base flood Elevation. The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 1612.2.]

Basement means that portion of a building having its floor below ground level on all sides.

Bed and breakfast means a commercial establishment housed in a building or part thereof, other than a motel or hotel, that offers overnight accommodations and a breakfast for a daily charge and which also serves as the primary residence of the operator or owner.

Bikeway (section 27-476) means any transportation facility which is specifically designated for bicycle use, whether or not such facility is designated for the exclusive use of bicyclists or is to be shared with other vehicles.

Billboard means a type of permanent freestanding sign, where the bottom of the sign is at least twenty (20) feet above the ground and which is at least two hundred (200) square feet in area.

Block means a parcel of land usually bounded on all sides by streets or other transportation routes such as railroad lines, or by physical barriers such as waterbodies or public open space, and not traversed by a through street.

Boarding (lodging, rooming) house means a building or part thereof, other than a hotel, motel, or restaurant, where lodging and/or meals are provided for compensation.

Boatyard means a facility for the construction or major repair of watercraft including overhaul of hull, engines and other major components.

Breezeway means a roofed, open-sided passageway, for connecting a principal structure to an accessory structure.

Bufferyard means an area of land, together with specific type and amount of planting thereon and any structures which may be required between land uses to eliminate or minimize conflicts between them.

Buildable area means the portion of a lot remaining after required yards have been provided.

Building means any structure, either temporary or permanent, having a roof impervious to weather and used or built for the shelter or enclosure of persons, animals, chattels or property of any kind. This definition shall include tents, awnings, cabanas or vehicles situated on private property and serving in any way the function of a building; but it does not include screened enclosures not having a roof impervious to weather.

Building elevation means the intervening distances above the crown of the road in front of the building curb level at which the ground or first floor of a building is erected.

Building, principal means a building in which is conducted, or in which is intended to be conducted, the main or principal use of the lot on which it is located.

Building setback means the minimum horizontal distance between the front, rear, or sidelines of the lot and the front, rear, or sidelines of the structure.

Building sign means a type of permanent sign displayed upon or attached to any part of the exterior of a building, including walls, windows, doors, parapets, marquees, and roof slopes of forty-five (45) degrees or steeper (see Figure 27-57615-1).

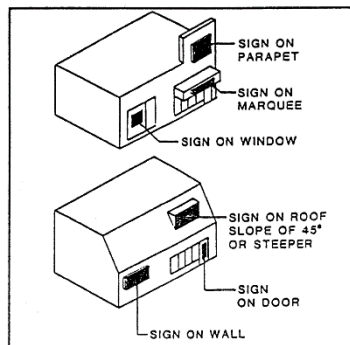


Figure 27-57615-1

Bus or other transportation terminal means any establishment that offers transportation to a group of persons. Freight or truck terminals and similar uses shall not constitute a use under this definition.

Business school means an establishment offering to the public, for a consideration, instruction in administration, accounting, bookkeeping, computer use, typewriting and other skills for use in commercial or service activities.

Capacity, available means that portion of the design capacity that can be reserved on a first-come first-serve basis.

Capacity, design means the maximum level of service that the public facility is capable of providing at the adopted level of service standard.

Capacity, improvement means added facility capacity that will result from capital improvements made by the city or by a developer.

Capacity, reserved means that portion of the design capacity that has been reserved for valid concurrency certificates and for developments that were issued a development permit prior to April 1, 1990.

Capacity, used means that portion of the design capacity that is allocated for and serves existing development.

Capital improvement includes the purchase, construction, or improvement of a public facility which has an estimated cost of twenty-five thousand dollars (\$25,000.00) or more.

Capital improvements element means that part of the comprehensive plan.

Car sales or motor vehicle sales means a lot or group of contiguous lots, used for the storage, display, and sales of new and used automobiles. The term shall not be construed to include the storage, display, or sale of motorhomes or similar vehicles or boats.

Car wash means establishments primarily engaged in washing cars or in furnishing facilities for the self-service washing of cars.

Champion trees are those trees that have been identified by the state division of forestry as being the largest of their species within the state or by the American Forestry Association as the largest of their species in the U.S.

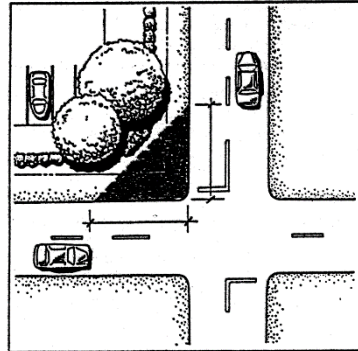
Change of occupancy means a discontinuance of an existing commercial activity or residency and the establishment of a new commercial activity or permanent residency.

Change of use means any use which substantially differs from the previous use of a building or land as discussed in Chapter 3 of the Florida Building Code.

Child day care means a licensed facility which during a part of a twenty-four-hour day regularly gives care to unrelated children, as discussed in the F.S. § 402.302.

Clear cutting means the removal from a parcel of land of all natural vegetation such as trees, shrubs and vines.

Clear visibility triangle means that area formed by connecting a point on each curbline or edge of pavement to be located at the distance from the intersection of the street centerlines as required, and a third line connecting the two (2) points as depicted in [Figure 27-15-42](#).



[Figure 27-15-42](#)

Clinic means an establishment where patients, who are not lodged overnight, are admitted for examination and treatment by one (1) person or a group of persons practicing any form of medical care, whether such persons are medical doctors, chiropractors, osteopaths, chiropodists, naturopath, optometrists, dentists, or any such profession, the practice of which is legal in the State of Florida.

Coastal building zone means the land area from the seasonal high water line to a line one thousand five hundred (1,500) feet landward from the coastal construction control line.

Coastal construction control line- The line established by the State of Florida pursuant to F.S. § 161.053, and recorded in the official records of the community, which defines that portion of the beach-dune system subject to severe fluctuations based on a 100-year storm surge, storm waves or other predictable weather conditions.

Coastal high hazard area. A special flood hazard area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. Coastal high hazard areas are also referred to as "high hazard areas subject to high velocity wave action" or "V zones" and are designated on flood insurance rate maps (FIRM) as zone V1-V30, VE, or V. [Note: The FBC,B defines and uses the term "flood hazard areas subject to high velocity wave action" and the FBC, R uses the term "coastal high hazard areas."]

College, university, community college means a degree-granting establishment, accredited or qualified for accreditation by the Southern Association of Colleges and Schools, providing formal academic education and generally requiring for admission at least a high school diploma or equivalent academic training, including colleges, community colleges, universities, technical institutes, seminaries, and professional schools (architectural, dental, engineering, law, medical, etc.). Accessory uses under this definition include but are not limited to, dormitories, cafeterias, bookstores, libraries, classrooms, administrative offices, research facilities, sports arenas and auditoriums.

Commercial vehicle means any motor vehicle licensed by the state as a commercial vehicle, any vehicle designed for a commercial or industrial function, or any vehicle marked with commercial advertising.

Community center means a building or lands open to the public and used for recreational, social, educational, and cultural activities, usually owned and operated by public or nonprofit group or agency.

Comprehensive plan means the current comprehensive plan, as amended that the City of Neptune Beach adopted pursuant to F.S. Ch. 163, Pt. II, including all elements and sub-elements, and not including the text, maps, figures and tables prepared to support the adopted comprehensive plan.

Concurrency means a condition where development has, or will have, the necessary public and/or private facilities and services at the adopted level of service standard concurrent with the impacts of the development.

Concurrency certificate means a certificate that indicates whether the proposed development is exempt from concurrency requirements or whether there is adequate capacity for concurrency if the proposed development is approved or approved with conditions.

Conditional letter of map revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective flood insurance rate map or flood insurance study; upon submission and approval of certified as-built documentation, a letter of map revision may be issued by FEMA to revise the effective FIRM.

Condominium means a building or group of buildings in which units are owned by one (1) or more persons and in which there is appurtenant to each unit an undivided share in common elements.

Cul-de-sac (section 27-476) means a local street that terminates in a vehicle turnaround.

Day means a working day, unless a calendar day is indicated.

Day spa means any business that provides beauty, cosmetic and therapeutic services, administered by licensed professionals in which the customers are not lodged overnight. Day spas at a minimum shall include nonsurgical cosmetic treatments, periodic medical cosmetic treatments and massage therapy pursuant to F.S. Ch. 480. Other allowable services are limited to tanning, hair styling, facials, waxing, body wraps, salt scrubs, skin exfoliations, manicures and pedicures.

Demolition means the act or process of demolishing; to tear down, destroy, raze or remove all or a significant portion of a building or structure, and including partial demolition.

Density means the ratio of the number of dwelling units to the gross site area of the lands on which such dwelling units are located. Where used in the ULDC, density shall mean gross density. Gross density includes all of the land within a particular area, excluding nothing.

- For new development and significant redevelopment, gross site area means the entire site area, including land that will become streets and open spaces, but excluding any existing rights-of-way (see Figure 27-15-3).
- For buildings on lots that have already been subdivided and streets have already been created, gross site area means the entire lot area plus one-half the width of the adjoining public right-of-way (see Figure 27-15-3).

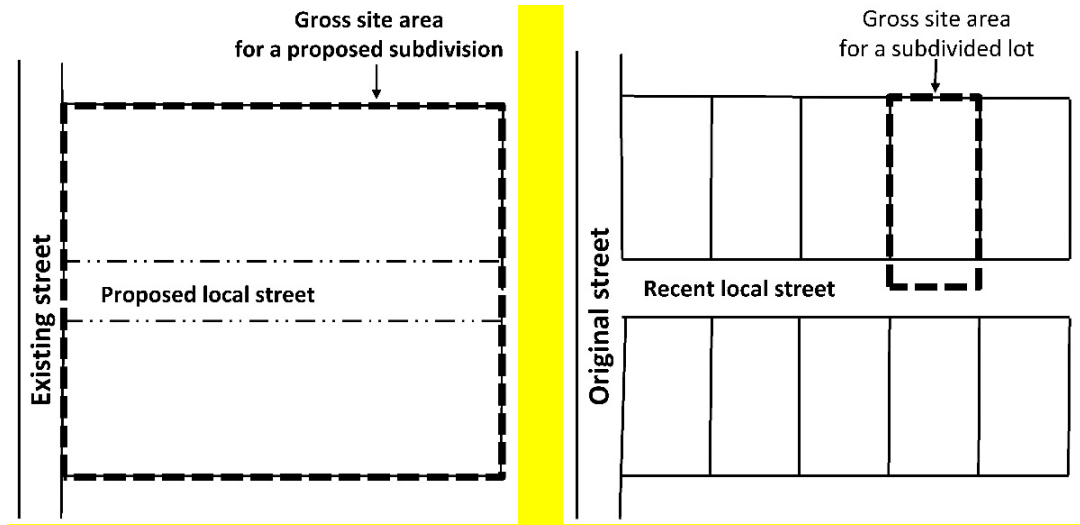


Figure 27-15-3

Design flood. The flood associated with the greater of the following two (2) areas: [Also defined in FBC, B, Section 1612.2.]

- (1) Area with a floodplain subject to a one (1) percent or greater chance of flooding in any year; or
- (2) Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Design flood elevation. The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to two (2) feet. [Also defined in FBC, B, Section 1612.2.]

Detached garage means a single story, accessory building that is located at least ten (10) feet from the principal structure, designed and used for the storage of motor vehicles (see Ord. No. 2001-08).

Developable land means all of a parcel of land except lands lying within proposed public rights-of-way; marshlands, swamps, floodplains, easements, or other environmentally sensitive lands where local, state or federal regulations otherwise prohibit development; and bodies of water such as ponds, lakes and reservoirs, either natural or manmade.

Developed (section 27-445) means that point in time when the building and site have received final inspections and certificates of occupancy issued.

Developer means any person who engages in or proposes to engage in a development activity as defined in this Code either as the owner or as the agent of a property owner.

Development means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, utility improvements, grading, paving, excavating, drilling operations, or permanent storage of materials. **Development or development activity** explicitly includes any of the following activities:

- (1) Construction, clearing, filling, excavating, grading, paving, dredging, mining, installing utilities, drainage, water management systems, drilling or otherwise significantly disturbing the soil of a site;

- (2) Building, installing, enlarging, replacing or substantially restoring a structure, impervious or semi-impervious surfaces, or water management system and including the long-term storage of materials;
- (3) Subdividing land into two (2) or more parcels;
- (4) Removal of protected trees;
- (5) Erection of a permanent sign unless expressly exempted;
- (6) Changing or expanding any the use of a site so that the need for off-street parking is increased (see Article XIII), or trips per day are increased; and
- (7) Construction, elimination, or alteration of a driveway onto a public street.

Development order means the approval of a preliminary or final development plan in accordance with article III. A development order is not a development permit as defined by this code.

Development permit means an official administrative document of the city which authorizes the commencement of construction or land alteration without need for further application and approval. Development permits include: All types of construction permits (plumbing, electrical, foundation, mechanical, and so forth, in addition to the building permit itself), grading and clearing permits, septic tank permits, tree removal permits, sign permits, resurfacing permits, etc.

Development plan means in order to obtain development orders, preliminary and final development plans must be submitted to Neptune Beach in accordance with division 2 of article III of chapter 27.

Divided roadway (section 27-473) means any roadway where the travel lanes are divided to protect environmental features or avoid excessive grading. In the case of a divided roadway, the design standards shall be applied to the aggregate dimensions of the two (2) street segments.

Drip line (section 27-445) means the vertical line running through the outermost portion of the tree crown extending to the ground.

Duplex (two-family residence) means a building on a single lot containing two (2) dwelling units, each of which is totally separated from the other by an unpierced wall extending from ground to roof or an unpierced ceiling and floor extending from exterior wall to exterior wall, except for a common stairwell exterior to both dwelling units may be provided.

Dwelling means a building, or a portion of a building, designed exclusively for residential occupancy, including single-family, two-family (duplex), townhouses, and multifamily, but not including hotels, motels or boarding houses.

Dwelling unit means a single housing unit providing complete, independent living facilities for one (1) housekeeping unit, including permanent provisions for living, sleeping, eating, storage or preparation of food and sanitation. This definition includes site built homes and modular homes manufactured under the Florida Manufactured Building Act and certified by the Florida Department of Community Affairs as complying with the structural requirements of the Standard Building Code.

Easement means the right to use the real property of another for a specific purpose. For purposes of this code, it shall be approved by the City of Neptune Beach, and must adhere to F.S. 177.081 (3).

Electronic game promotions means a business which, conducts giveaways through drawings by chance conducted in connection with the sale of a consumer product or service, sweepstakes, and game promotions that do not otherwise violate Florida law. This includes but is not limited to, electronic equipment used to display the results of a drawing by chance conducted in connection with the sale of a consumer product or service or game promotion by simulating a game or games ordinarily played on a slot machine. It also includes the conduction of drawings by chance conducted in connection with the sale of a consumer product or service and game

promotions, and to regulate all operators who utilize electronic equipment for that purpose in accordance with the provisions of F.S. §§ 849.0935 and 849.094, regardless of whether said operators are required to register with the State of Florida pursuant to F.S. § 849.094.

Emission control facility means a facility specifically operated for the testing of the emission control system of a motor vehicle (automobile, truck, or semi truck).

Encroachment.

(1) For purposes of article IV of chapter 27, encroachment means the allowable extension of certain building features into a front, side, and rear yard, and where specifically permitted in the Central Business District, over a public sidewalk (see section 27-235).

(2) For purposes of chapter 30, encroachment means the placement of fill, excavation, buildings, permanent structures, accessory structures, or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

Endangered species means any flora or fauna that is so designated in Section 39.27.003, Florida Administrative Code or in 50 CFR 17.11-12.

Existing building and existing structure. Any buildings and structures for which the "start of construction" commenced before March 15, 1977. [Also defined in FBC, B, Section 1612.2.]

Facade area means the area of a building within a two-dimensional geometric figure coinciding with the outer edges of the walls, windows, doors, parapets, marquees, and roof slopes greater than forty-five (45) degrees of a building which is owned by or under lease to a single occupant (see Figure 27-576-215-4).

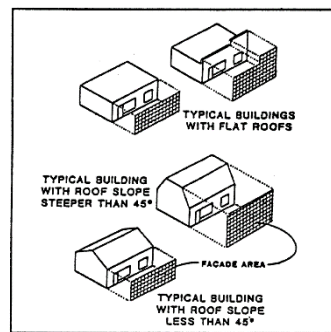


Figure 27-576-215-4

Family means one (1) or more persons occupying and living in a single dwelling unit; provided that unless all members are related by law, blood, adoption or marriage, no family shall contain more than four (4) unrelated persons. Domestic servants are excluded.

Family amusement arcade means a business which, in addition to a food and beverage business for which it possesses state and local licenses, also operates an integrated arcade business that complies with F.S. § 849.161(1)(a)1., catering primarily to families and minors.

Federal Emergency Management Agency (FEMA). The federal agency that, in addition to carrying out other functions, administers the National Flood Insurance Program.

Final development order means the final authorization of a development project; the authorization which must be granted prior to issuance of a development permit as defined for purposes of this Code. (The final development order authorizes the project, whereas a development permit authorizes specific components of the project, such as building construction, parking lot installation, landscaping, and the like.) For purposes of this Code the final development plan approval is the final development order.

Final development plan means a completed drawing, sketch, site plan, construction drawings or schematic or any other related documents either drawn or written that has been certified by a registered surveyor or engineer if applicable, that shows the intended use of the property and design features pertinent to its potential development, and is completed for approval.

Financial services include banks, savings and loan associations, loan companies, mortgage brokers, stockbrokers and similar institutions.

Five-year schedule of capital improvements means that schedule adopted as part of the comprehensive plan.

Flood or flooding means a temporary partial or complete inundation of normally dry land from: (1) the overflow of inland or tidal waters; or (2) the unusual and rapid accumulation of runoff or surface waters from any source.

Flood damage-resistant materials. Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section1612.2.]

Flood hazard area. The greater of the following two (2) areas: [Also defined in FBC, B, Section1612.2.]

- (1) The area within a floodplain subject to a one (1) percent or greater chance of flooding in any year.
- (2) The area designated as a flood hazard area on the community's Flood Hazard Map, or otherwise legally designated.

Flood Insurance Rate Map (FIRM). The official map of the community on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the community. [Also defined in FBC, B, Section1612.2.]

Flood Insurance Study (FIS). The official report provided by the Federal Emergency Management Agency that contains the Flood Insurance Rate Map, the Flood Boundary and Floodway Map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section1612.2.]

Floodplain administrator. The office or position designated and charged with the administration and enforcement of the ordinance from which this chapter derives (may be referred to as the floodplain manager).

Floodplain development permit or approval. An official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with chapter 27, article VIII.

Floodway. The channel of a river or other riverine watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot. [Also defined in FBC, B, Section1612.2.]

Floodway encroachment analysis. An engineering analysis of the impact that a proposed encroachment into a floodway is expected to have on the floodway boundaries and base flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using standard engineering methods and models.

Florida Building Code. The family of codes adopted by the Florida Building Commission, including: Florida Building Code, Building; Florida Building Code, Residential; Florida Building Code, Existing Building; Florida Building Code, Mechanical; Florida Building Code, Plumbing; Florida Building Code, Fuel Gas.

Footprint means the shape of a building's base area within the perimeter of a building's foundation.

Freestanding sign means any sign, which is incorporated into or supported by structures or supports in or upon the ground, independent of support from any building. Freestanding sign includes pole sign, pylon sign, ground sign or monument sign.

Frontage means all the length of property abutting on one (1) side of a street a private or public right of way.

Functionally dependent use. A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

Functionally water-dependent use means a use which cannot be used for its intended purpose unless it is located or carried out in close proximity to water, such as docking, loading and unloading of cargo or passengers, ship building and ship repair, or processing seafood. The term does not include long-term storage or related manufacturing uses.

Funeral establishment means a facility as defined in F.S. Ch. 470.

Future land use map means the map adopted as part of the comprehensive plan depicting the land use designations throughout the city that may be amended from time to time.

Garage means a building or space used for the storage of motor vehicles.

Garage, parking means a building or portion thereof designed or used for temporary parking of motor vehicles.

Garage apartment. (Ord. No. 2001-10) See "Accessory structure".

Gas station, automotive or service station means any building, structure, or land used for the dispensing, sale or offering for sale at retail of any automotive or alternative fuels, oils or accessories with or without any automotive servicing.

Geometric shape means any of the following geometric shapes used to determine sign area: square, rectangle, parallelogram, triangle, circle or semi-circle.

Grade means a reference plane representing the average of finished ground level adjoining the building at all exterior walls. When the finished grade level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the property line or between the building and a point six (6) feet from the building, whichever is closer to the building.

Gross area means the entire area, without exception.

Gross density or density(see definition of "density"). means the ratio of the total number of dwelling units to the gross site area.

Gross floor area means the sum of the gross horizontal area of all floors of a building measured from the exterior faces of the exterior walls.

Gross site area means: the total area of a lot or parcel, less any public right-of-way.

- For new development and significant redevelopment, gross site area means the entire site area, including land that will become streets and open spaces, but excluding any existing public rights-of-way (see Figure 27-15-3).
- For buildings on lots that have already been subdivided and streets that have already been created, gross site area means the entire lot area plus one-half the width of the adjoining public right-of-way (see Figure 27-15-3).

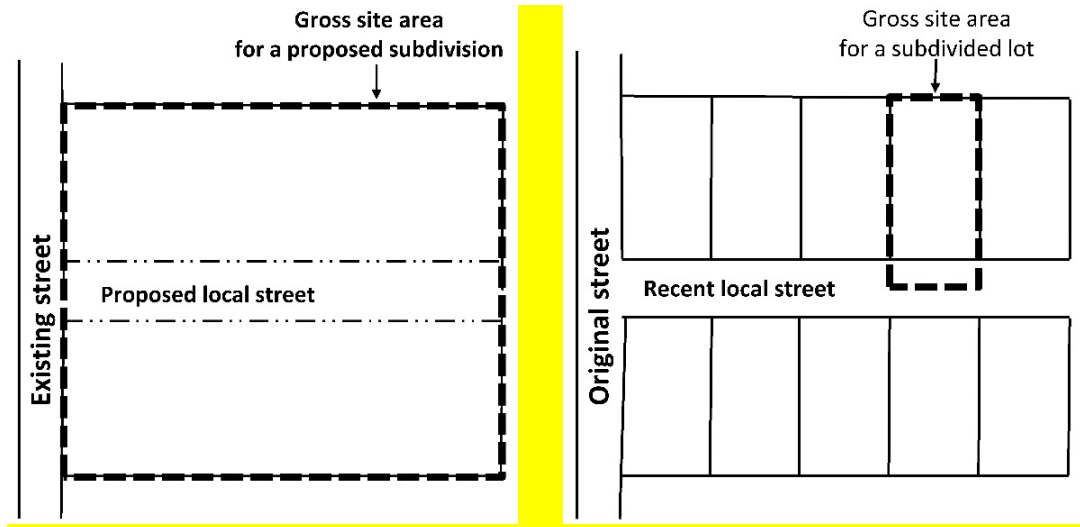


Figure 27-15-3

Group home means a dwelling unit licensed to serve clients of the HRS, providing a living environment for residents who operate as the functional equivalent of a family, including supervision and care by support staff as may be necessary to meet the physical, emotional, and social life needs of residents.

Hedge means a fence formed by a row of closely planted shrubs or bushes, typically of such species as English Privet, Indian Hawthorne, Ligustrum or other such evergreen species. This definition is not intended to include other closely planted species commonly referred to as flowering plants such as azaleas, roses, or other such plants that are not usually planted to establish a boundary or fence-like effect.

***Height, building* means the vertical distance measured from the greater of one (1) foot above the crown of the road in front of the building or proposed building or the average of the existing grade of the lot (prior to the addition of fill material). The lower point of reference for determining the height of a commercial or residential building in a flood zone that has site development characteristics governed by the coastal construction control line (CCCL) will be the minimum base flood elevation required for habitable space required as set by FEMA's Flood Insurance Rate Maps (FIRMs) and required by the Florida Administrative Code.**

Heritage tree means any tree that because of its age, size, type, historical association or horticultural value is of special importance to the city.

Historic district means a geographical area designated pursuant to this article that contains one (1) or more landmarks and which may have within its boundaries or other buildings or structures, that while not of such historical, cultural, archaeological, or architectural significance as to warrant designation as landmarks, nevertheless contribute to the overall visual setting of or characteristics of the landmarks located within the district.

Historic structure. Any structure that is determined eligible for the exception to the flood hazard area requirements of the Florida Building Code, Existing Building, Chapter 11 Historic Buildings.

Historically significant means any structure or area that is listed on the National Register of Historic Places, the Florida Master Site File, or local registry.

***Home-based business* (See section 27-332).**

***Home occupation* shall mean an accessory use conducted entirely and carried on by the members of the family residing therein, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof.**

Hospital means a facility as defined in F.S. Ch. 395, Pt. I.

Hotel or motel means a building or group of buildings in which rental units are offered to the public at a daily charge. The building or buildings may include such ancillary uses as a coffee shop, dining room, restaurant, meeting rooms, and similar uses intended as a service to the overnight guests. Multiple-family dwellings and rooming or boardinghouses, where rentals are for periods of a week or longer, shall not constitute a use under this definition.

Household pet means any domestic animal normally owned or kept as a pet, including cats, dogs, and other animals deemed by the city manager or designee to be appropriate as domestic pets. Poultry (as defined in chapter 6), hooved animals of any type, predatory animals, or any animals which are normally raised to provide food for people shall not be considered to be household pets.

HRS means the Florida Department of Health and Rehabilitative Services.

Illuminated sign means any sign which contains a source of light or which is designed or arranged to reflect light from an artificial source including indirect lighting, neon, incandescent lights, back-lighting, and also shall include signs with reflectors that depend upon automobile headlights for an image.

Impervious surface and semi-impervious means a surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water. It includes, but is not limited to, buildings, roofs, concrete, sidewalks, driveways, pools, and pavement areas, and semi-impervious surfaces such as compacted clay and other similar surfaces, such that the permeability and infiltration capacity is less than that of the existing, uncompacted, native soil subgrade.

Improvement means any manmade, immovable item which becomes part of, is placed upon, or is affixed to real estate.

Intensification of use means a change in a property, structure, or use resulting in increased requirements for parking, egress, occupancy load, or fire regulations, or expansion of electrical, mechanical or plumbing systems.

Kennel means any lot or premises on which three (3) or more dogs over four (4) months old are kept for boarding, training or sale.

Kitchen means an area equipped for food storage, preparation, and/or cooking in one (1) household.

Land includes the words marsh, water and swamp.

Landmark means a building or structure designated as such by an ordinance of city council, that is worthy of protection, rehabilitation, and restoration because of its historical, cultural, archaeological and/or architectural significance to the City of Neptune Beach, the county, state or nation.

Laundromat means a business that provides coin-operated washing, drying, and/or ironing machines for hire to be used by customers on the premises.

Letter of map change (LOMC). An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of map change include:

Letter of map amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

Letter of map revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

Letter of map revision based on fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the

fill must have been permitted and placed in accordance with the community's floodplain management regulations.

Conditional letter of map revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

Light manufacturing means the manufacturing, fabricating or casting of individual components of a larger unit or a complete unit. All such processing and storage of materials must occur indoors and would not typically generate noise, vibration, smoke, dust or odor detectable at the property line. Light manufacturing shall be limited to the production of the following goods: Electrical instruments, office machines, precision instruments, electronic devices, optical goods, musical instruments, cabinet making, ceramics, apparel, light sheet metal products, plastic goods, glassware, pharmaceutical goods and food products, but not animal slaughtering or curing. However, light manufacturing excludes any uses that would require a multi-sector generic permit for stormwater discharge associated with industrial activity (MSGP).

Performance standards: All activities shall be in conformance with standards established by the county, state and federal government. Activities shall emit no obnoxious, toxic, or corrosive dust, dirt, fly ash, fumes, vapors or gases which can cause damage to human health, to animals or vegetation, or to other forms of property.

- (1) Any business that receives a special exception from the city council for light manufacturing must provide a landscape buffer that meets the requirements of subsection 27-459(3)b. of this Code, unless the business for which the special exception is granted already has a landscape buffer that was previously approved as part of the development review process.
- (2) Any use which requires a Title V General Permit or a non-Title V General Permit from the Florida Department of Environmental Protection's Air Resource Management Division is not eligible for special exception approval.
- (3) Light manufacturing facilities shall be limited to ten (10) employees or less.
- (4) The light manufacturing operation shall be self-contained inside the permanent structure and shall not be conducted outdoors, in order to minimize noise, glare, odor, etc.

(5) Refer to section 23-60, Prohibited Substances.

Liquor license means a license issued by the state for the retail sale, service, and on- or off-premises consumption of liquor, beer or wine.

Living area means the area inside the walls enclosing the living unit, excluding service and utility areas, building storage areas, stair wells, or open or screened porches and patios.

Loading space (section 27-536) means a portion of the vehicle accommodation area or a portion of the principal building set aside for parking one (1) vehicle for the purpose of unloading or loading said vehicle.

Local street (section 27-473) means a roadway which provides direct access to abutting residential properties and is designed to carry no more traffic than is generated on the street itself and no more than one thousand six hundred (1,600) vehicles per day.

Lot means a parcel of land whose boundaries have been established by some legal instrument such as a recorded deed or a recorded map and which is recognized as a separate legal entity for purpose of transfer of title.

Lot, corner means a lot abutting upon two (2) or more streets at their intersections (see Figure 27-15-25).

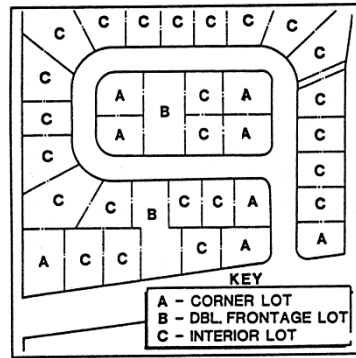


Figure 27-15-25

Lot, double frontage means any interior lot having frontage on two (2) nonintersecting streets, as distinguished from a corner lot (see Figure 27-15-25), or oceanfront lots.

Lot, interior means a lot other than a corner lot (see Figure 27-15-25).

Lot, width means the distance measured in a straight line along the street right-of-way between the side lot lines as measured at the front building restriction line.

Lot coverage means the area of a lot or parcel of land that is occupied or covered by any impervious surface.

Lot of record means a parcel of land, the deed or plat of subdivision (which has been approved by the City of Neptune Beach) of which has been recorded in the Office of the Clerk of the Circuit Court of Duval County, Florida, or prior incorporation into the City, as of the effective date of this Code.

Lowest adjacent grade means the lowest natural elevation of the ground surface, prior to construction, next to the proposed walls of a structure.

Lowest floor. The lowest floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure other than a basement, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements of the Florida Building Code or ASCE 24. [Also defined in FBC, B, Section 1612.2.]

Major deviation means a deviation other than a minor deviation, from a final development plan, including any changes in use or concurrency.

Major recreational equipment means any large motorized or non-motorized vehicle used for recreational purposes, such as motorhomes, trailers, campers and camper shells, boats and trailers, converted buses and trucks, dune buggies and sand rails, and trailers, cases or boxes on wheels used to transport and/or store equipment, as well as any vehicle required to carry an "RV" tag or not licensed for legal street use.

Market value. The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in this chapter, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, actual cash value (replacement cost depreciated for age and quality of construction), or tax assessment value adjusted to approximate market value by a factor provided by the property appraiser.

Medical/dental clinic means any establishment where patients, who are not lodged overnight, are admitted for examination and treatment by a person or persons affiliated with a group practicing various specialties of the healing arts, whether the persons are medical doctors, chiropractors,

osteopaths, chiropractors, naturopaths, optometrists, dentists, or any such profession, the practice of which is regulated by the state.

Medical marijuana treatment center means an establishment as defined and further set forth in F.S. § 381.986(8), that operates for the purpose of dispensing medical marijuana, as defined and further set forth in F.S. § 381.986.

Mini-warehouse means any personal storage building which is subdivided by permanent partitions into spaces with an exterior independent entrance under the exclusive control of the tenant thereof.

Minor arterial (section 27-475) means a roadway that connects and supports the principal arterial road system. Although its main function is still traffic movement, it performs this function at a lower level and places more emphasis on property access than does the principal arterial.

Minor deviation means a deviation from a final development plan that is necessary in light of technical or engineering considerations first discovered during actual development and not reasonably anticipated during the initial approval process, including the following:

- (1) Alteration of the location of any road, walkway, islands, landscaping, or structure by not more than five (5) feet; excluding driveway connections to public streets.
- (2) Reduction of the total amount of open space by not more than five (5) percent, or reduction of the yard area or open space associated with any single structure by not more than five (5) percent; provided that such reduction does not permit the required yard area or open space to be less than that required by this Code.

Minor replat means the subdivision of a single lot or parcel of land into two (2) lots or parcels, or the subdivision of a parcel into two (2) or more lots solely for the purpose of increasing the area of two (2) or more adjacent lots or parcels of land, where there are no roadway, drainage or other required improvements, and where the resultant lots comply with the standards of this Code.

Modular home means a dwelling unit constructed in accordance with applicable building codes and that is substantially constructed in a manufacturing plant and transported to the building site for assembly on a permanent foundation.

Motor vehicle service means a building or lot where battery, tires and other repair services except body work or painting are rendered.

Moving and storage facility means any establishment that stores material not owned by the operator of the establishment to include mini-warehouses.

Multifamily means any building containing three (3) or more dwelling units.

Multiple occupancy complex means any commercial use consisting of a parcel of property, or parcel of contiguous properties, existing as a unified or coordinated project, with a building or buildings housing more than one (1) occupant.

Net usable acreage means the square footage of a parcel land that has the ability to be developed after factoring out such items as jurisdictional wetlands, easements, waterbodies or any other feature precluding development.

New construction. For the purposes of administration of this chapter and the flood-resistant construction requirements of the Florida Building Code, structures for which the "start of construction" commenced on or after March 15, 1977, and includes any subsequent improvements to such structures.

Night club means a restaurant, dining room, bar or other similar establishment providing food or refreshments, wherein paid floor shows or other forms of paid entertainment are provided for customers as part of the commercial enterprise. Night clubs are required to meet special requirements for assembly occupancies in the Florida Fire Prevention Code.

Nonconforming development means any structure or use of a structure which on the effective date of this Code does not conform to the provisions for the district in which said lot is located.

Nonconforming lot of record means any lot of record recorded prior to January 1, 1991 that which, on the effective date of this Code, or any date thereafter, does not conform to the lot area or width requirements established for the zoning district in which said lot is located. A lot of record recorded after January 1, 1991, will also be a nonconforming lot of record if the lot area or width requirements are later increased such that the lot no longer complies with the zoning district in which said lot is located.

Nonconforming sign means any sign so designated by section 27-707 of this Code.

Nonconforming structure means any structure that does not conform with the provisions of the zoning district where the structure is located due to noncompliance with the dimensional standards in chapters 27 or 30.

Nonconforming use means any use of a structure, or use outside a structure, that does not conform with the uses allowed for the parcel's zoning district or with density restrictions imposed by the adopted future land use map.

Nonresidential district includes the following zoning districts: C-1, C-2, C-3, CBD, and conservation.

Notice of Commencement means the formal notice that must be filed with the Duval County Clerk of Courts before improvements to real property begin, as described in F.S. § 713.13.

Nursing home means a facility as defined in F.S. Ch. 400, Pt. I.

Oceanfront lot means any parcel of land that abuts the Atlantic Ocean at the east property line.

Office means any establishment that conforms to the following characteristics:

- (1) No retail sales, display or storage of merchandise;
- (2) No manufacture, repair or work of a mechanical nature;
- (3) No machinery, except for normal office equipment such as typewriters, calculators and computers.

Off-street loading means loading spaces located beyond the public rights-of-way of a street or highway.

Off-street parking means parking spaces located beyond the public rights-of-way of a street or highway.

Open space means the total amount of open space between and around structures including necessary outdoor living space, outdoor recreation space, outdoor parking space, and streets in the project other than existing arterial streets-public rights-of-way.

Ordinary maintenance means work which does not require a construction permit and that is done to repair damage or to prevent deterioration or decay of a building, pavement, or structure, or part thereof as nearly as practicable to its originally permitted condition prior to the damage, deterioration, or decay.

Original appearance means that appearance (except for color) which closely resembles the appearance of either: (1) the feature on the building as it was originally built or was likely to have been built; or (2) the feature on the building as it presently exists so long as the present appearance is appropriate to the style and materials of the building.

Outdoor living space means the total outdoor area including required outdoor recreation space, but excluding buildings, garages, carports, driveways, roadways, stormwater management facilities, or parking areas. The outdoor living space is part of the required open space.

Outdoor recreation space means the total amount of usable area permanently set aside or designed specifically for recreation space for the development.

Overlay district means a district with special regulations that apply in addition to regulations in the base zoning district; see section 27-224, in which additional development restrictions or

protective measures are imposed in addition to the zoning district regulations which apply within the zone.

Owner means a person who, or entity which, alone, jointly or severally with others, or in a representative capacity (including without limitation, executor, personal representative or trustee) has legal or equitable title to any property in question, or a tenant, if the tenancy is chargeable under his lease for the maintenance of the property.

Owner of record means the person, corporation, or other legal entity listed as owner on the records of Duval County, Florida.

Package liquor store means any establishment where alcoholic beverages with an alcoholic content in excess of fourteen (14) percent are dispensed or sold in containers for consumption off the premises.

Parcel means a unit of land within legally established property lines.

Park means a tract of land, designated and used by the public for active and passive recreational purposes.

Parking lot or vehicle accommodation area means an area, or plot of ground, used for the storage or parking of motor vehicles, either for compensation or to provide an accessory service to a business, industrial or residential use.

Parking space means a portion of a parking lot in which one (1) motor vehicle is to be parked.

Permanent sign means any sign, which is designed, constructed, and intended for more than short-term use, including freestanding signs and building signs.

Person means an individual, corporation, governmental agency, business trust, estate, trust, partnership, association, two (2) or more persons having a joint or common interest, or any other legal entity.

Pharmacy means an establishment wherein the principal use is the dispensing of prescription and patent medicines and drugs and related products, but where nonmedical products such as greeting cards, magazines, cosmetics and photographic supplies may also be sold.

Phasing means the incremental staging of development.

Plat, replat, amended plat, or revised plat means a map or drawing upon which an exact representation of a subdivision of lands and other information is presented in compliance with the requirements of all applicable sections of this Code.

Portable sign means any sign which is manifestly designed to be transported by trailer or on its own wheels, including such signs even though the wheels may be removed and the remaining chassis or support structure converted to an "A" or "T" frame sign and attached temporarily or permanently to the ground.

Portable storage unit means any container designed for the storage of personal property which is typically rented to owners or occupants of property for their temporary use and which is delivered and removed by truck.

Preliminary development order means any preliminary order that grants, denies, or grants with conditions a development project or activity. A preliminary development order that grants approval does not authorize actual construction, mining or alterations to land and/or structures. A preliminary development order may authorize a change in the allowable use of land or a building, and may include conceptual and conditional approvals where a series of sequential approvals are required before action authorizes commencement of construction or land alteration. For purposes of this Code preliminary development orders include future land use map amendments, comprehensive plan amendments which affect land use or development standards, preliminary development plan approval, and master plan approval.

Preliminary development plan means a conceptual drawing, sketch, or schematic or any other document either drawn or written, that shows the intended use of the property and design features pertinent to its potential development.

Premises means a building or structure and its associated grounds including parking lots, open spaces, recreational areas, and stormwater management facilities. ~~(Proposed definition)~~

Principal arterial (section 27-475) means a roadway that is part of an interconnected network of continuous routes serving transportation corridors or business areas with high traffic volumes and long trips, the primary function of which is to provide safe and efficient service for major traffic movements in which access is subordinate.

Principal structure means the primary dwelling unit or structure located on the lot that houses a principal use, and not any other accessory structure or building.

Private club means buildings or facilities owned or operated by a corporation, association, or persons for a social, educational, or recreational purpose; but not primarily for profit or to render a service that is customarily carried on as a business.

Projected impact means the calculated usage of a facility.

Protected wellhead means those wellheads with a permitted capacity of one hundred thousand (100,000) GPD or more.

Public facility(ies) includes any or all of the following: Roads, sanitary sewer, potable water, drainage, solid waste, and/or recreation and open space.

Public park/recreation area means a tract of land within a municipality or unincorporated area which is kept for ornament and/or recreation and which is maintained as public property.

Quasi-judicial, (adj.) means relating to a judicial act performed by an official who is not a judge. Quasi-judicial acts are subject to review by courts.

Radio/television broadcasting studio means a facility for the production and broadcast of radio and television shows including things as offices, dressing rooms, broadcast and taping studios, file rooms, set storage and related installations, but not including radio and television transmitting and receiving facilities, as defined in this Code.

Rebranding of a sign means any change or alteration in franchise identification or any distinguishing mark, color pattern, logo, symbol, trademark, name, word, phrase, sentence or any combination thereof used to identify, advertise or distinguish the brand, product or service available in or on the property.

Recreation vehicle means a vehicular-type portable structure without permanent foundation, which can be towed, hauled or driven and primarily designed as temporary living accommodation for recreation, camping, and travel use and including, but not limited to, travel trailers, truck campers, camping trailers, and self-propelled motorhomes.

Recycling collection center means a facility where recovered materials (generally newspapers, plastics, metals, glass and paper) are delivered for further processing (sorting, baling, condensing, etc.) for shipment to recovered material markets.

Regulated tree means any tree that is at least six (6) inches in diameter or two (2) feet in circumference, whichever is lesser at a point 4.5 feet above ground level and/or requires a permit for removal or relocation.

Remove means to relocate a building or structure on its site or to another site.

Repair means restoration of portions of a building to its condition as before decay, wear, or damage, but not including alteration of the shape or size of any portion.

Repair (sign) means to restore to the same condition or state after damage, dilapidation, decay, or partial destruction.

Replacement stock (section 27-445) means any immature tree, other than palm trees, with a minimum diameter of two (2) inches at ground level and having a height of at least four (4) feet.

Residence, multifamily means any residential structure containing three (3) or more separate dwelling units.

Residence, single-family means a structure containing one (1) dwelling unit, and not attached to any other dwelling unit by any means.

Residence, two-family (duplex) (See definition of "duplex").

Residential treatment facility means a facility other than a hospital, nursing home, or group care home, having one (1) or more supervisors residing on the premises and providing board, lodging, medication and other treatment and counseling for persons progressing from relatively intensive treatment for criminal conduct, delinquency, mental or emotional illness, alcoholism, drug addiction or similar conditions, as well as providing relatively intensive diagnostic or therapeutic services for alcoholism, drug abuse, mental illness, emotional problems, developmental disabilities or similar conditions for its residents. Nothing shall prevent a residential treatment facility from having outpatients. The residents are generally intending to return to full normal participation in community life.

Restaurant, carry-out and delivery means any establishment whose principal business is the sale of food and beverages to the consumer in a ready-to-consume state for consumption off-premises and whose principal method of operation includes pick-up by the customer or delivery by an employee.

Restaurant, drive-in means any restaurant defined in this article that also provides dedicated parking spaces where customers order food or beverages to be consumed in their vehicle.

Restaurant, fast-food means any establishment whose principal business is the sale of food and beverages to the customer in a ready-to-consume state for consumption either within the building or for carry-out with consumption off the premises, or where permitted, in adjoining outdoor seating, and whose principal method of operation includes service of foods, frozen desserts or beverages in edible containers or in paper, plastic, or other type of disposable containers.

Restaurant, interior service means any establishment whose principal business is the sale of foods and beverages to the customer in a ready-to-consume state and whose principal method of operation includes service by a restaurant employee at a table or counter at which said items are consumed on-premises, or where permitted, in adjoining outdoor seating. A cafeteria shall be deemed an interior service restaurant.

Retail, furniture and appliance means establishments primarily engaged in the retail sale of household or office furniture, appliances, floor coverings and miscellaneous furnishings.

Retail, general means any establishment that sells products at a retail level.

Right-of-way means the area of a highway, road, street, way, parkway, electric transmission line, gas pipeline, water main, or other such strip of land reserved for public use, whether established by prescription, easement, dedication, gift, purchase, eminent domain, or any other legal means. Dedication of right-of-way and any obligation to maintain it must be approved by the City of Neptune Beach, and must adhere to F.S. 177.081 (3).

Roof line means a horizontal line intersecting the highest point or points of a roof.

Roof sign means a sign placed above the roof line of a building or on or against a roof slope of less than forty-five (45) degrees.

Sand dunes means naturally occurring accumulations of sand in ridges or mounds landward of the beach.

Sandwich board sign means any self-supporting, A-shaped freestanding sign with only two (2) visible sides that are situated adjacent to a business.

Seat means (for the purposes of determining the number of off-street parking spaces) the number of chairs, stools or each twenty-four (24) inches of benches or pews, installed or indicated. For areas without seating, such as standing space, dance floors, bars, etc. each seven (7) square feet of floor space shall constitute a seat.

Shopping center means a group of retail stores or service establishments planned and developed as a unit by one (1) operator, owner, organization, or corporation for sale or for lease upon the site on which they are built.

Short-term rentals means the rental of a private dwelling, including, but not limited to, a single-family home, a townhouse, duplex, triplex, multifamily, condominium, or the like which is rented, leased or advertised for a term period less than twenty-eight (28) days. Short-term rentals shall be considered to be "commercial uses" as are motels, motor lodges, resort rentals, bed and breakfasts or tourist court uses.

Sign means any identification, description, illustration, or device illuminated or non-illuminated, which is visible from any outdoor place, open to the public and which directs attention to a product, service, place, activity, person, institution, or business thereof, including any permanently installed or situated merchandise, or any emblem, painting, banner, pennant, placard, designed to advertise, identify, or convey information, with the exception of customary window displays, official public notices and court markers required by federal, state or local regulations; also excepting, newspapers, leaflets and books intended for individual distribution to members of the public, attire that is being worn, badges, and similar personal gear. Sign shall also include all outdoor advertising displays as described within Section 3108.1.1, Florida Building Code, and all signs shall conform to the requirements of Section 3108 of the Florida Building Code. The term shall exclude architectural features or part not intended to communicate information.

Sign area means the area within the smallest regular geometric shape which contains the entire sign copy, but not including any supporting framework, braces or supports.

Sign copy means the linguistic or graphic content, including trim and borders, of a sign.

Sign face means the part of a sign that is or may be used to display sign copy.

Sign height means the vertical distance from the finished grade at the base of the supporting structure to the top of the sign, or its frame or supporting structure, whichever is higher (see Figure 27-576-415-6).

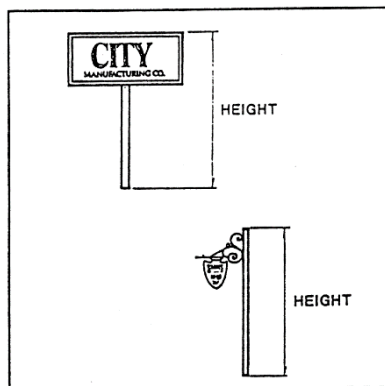


Figure 27-576-415-6

Sign structure means any construction used or designed to support a sign.

Single-family lot (section 27-445) means an area of land not larger than five (5) acres in size, developed for and restricted to, a single-family residence.

Site plan review

Snipe sign: Any temporary, unpermitted, non-political, and non-religious sign of any material, including paper, plastic, cardboard, wood or metal when tacked, nailed or attached in any way to trees, poles, stakes, fences, the ground, or other objects where such sign may or may not be applicable to the present use of the property upon which such sign is located.

Social, fraternal club and lodge means a group of people formally organized for a common interest, usually cultural, religious or entertainment, with regular meetings, rituals and formal membership requirements, and includes Knights of Columbus, Masons, Moose, Elks, etc.

Special exception means a use that would not be appropriate generally or without restriction throughout the zoning district but which, if controlled as to the number, area, location, or relation to the neighborhood, could promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare.

Special flood hazard area. An area in the floodplain subject to a one (1) percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zones A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. [Also defined in FBC, B Section 1612.2.]

Species of special concern (section 27-422) means any flora or fauna designated as such by the State of Florida.

Start of construction. The date of issuance if a building permit for new construction and/or substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within one hundred eighty (180) days of the date of the issuance. The actual start of construction means either the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns.

Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 1612.2.]

Story means that portion of a building included between the upper surface of any floor and the upper surface of the next floor above it or the roof.

Street, collector means a road, which in addition to providing access to abutting properties, is designed primarily to connect local streets with arterials, as designated in the Neptune Beach Comprehensive Plan.

Street, cul-de-sac (section 27-476) means a local street no longer than 600-feet in length that terminates in a circular vehicle turnaround.

Street, local (section 27-476) means a roadway which provides direct access to abutting properties and is designed to carry no more traffic than is generated on the street itself and no more than one thousand six hundred (1,600) vehicles per day.

Street, principal or minor arterial means a part of the roadway system serving as a principal network for through traffic flow, including all state roads and any other roadway serving a similar function as designated in the Neptune Beach Comprehensive Plan.

Structurally altered means any change, except for repair or replacement, in the supporting members of a building, such as bearing walls, columns, beams or girders, floor or roof joists or trusses.

Structure means anything constructed, installed, or portable, the use of which requires a location on a parcel of land. It includes a movable structure while it is located on land which can be used for housing, business, commercial, agricultural, or office purposes either temporarily or permanently. It also includes, but is not limited to, buildings, walls, gates, monuments,

fountains, fences, billboards, swimming pools, poles, pipelines, transmission lines, tracks and signs.

Structure includes, but is not limited to, buildings, walls, gates, monuments and fountains.

Subdivision means any subdivision or re-subdivision of a subdivision, tract, parcel or lot of land into two (2) or more lots or parcels by means of mapping, platting, conveyance, change or rearrangement of boundaries. See subdivision requirements in division 3 of article III of chapter 27.

Substantial damage. Damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceed, over any five-year period, a cumulative total of fifty (50) percent of the market value of the building or structure before the damage occurred. [Also defined in FBC, B, Section 1612.2.]

Substantial improvement. Any repair, reconstruction, rehabilitation, addition, or other improvement of a building or structure, the cost of which equals or exceeds, over any five-year period, a cumulative total of fifty (50) percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred "substantial damage," any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: [Also defined in FBC, B, Section 1612.2.]

- (1) Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.
- (2) Any alteration of a historic structure, provided the alteration will not preclude the structure's continued designation as a historic structure.

Swimming pool means a structure above or below ground level used for bathing, wading, or swimming purposes and being over twenty-four (24) inches deep at any point from the top of the structure wall to the bottom of the structure.

Tandem parking space means a parking space that abuts a second parking space in such a manner that vehicular access to the tandem space can be made only through the second parking space.

Temporary sign means any permitted sign, which is designed, constructed, and intended to be used on a short-term basis. A permanent sign with periodic changes to the message shall not be considered as a temporary sign.

Temporary structure means a subordinate structure that is intended to occupy a portion of the lot in which the principal structure resides, for only such time as the use is necessary and is further specified by this Code, to include but not limited to, portable storage units commonly referred to as PODS, canopies, tents, fences of a transient nature such as barricades.

Theater means an establishment offering live presentations or showing motion pictures to be viewed in an auditorium.

Threatened species means any flora or fauna that is so designated in Section 39-27.004, Florida Administrative Code or in 50 CFR 17.11-12.

Townhouse means a single-family dwelling constructed in a series or group of attached units in which each unit has its own front and rear access to the outside and no unit is located over another unit, with property lines and fire walls as required by the Florida Building Code, separating each unit.

Trade school means an establishment in which is offered, for compensation, instruction in a trade or craft, including but not limited to, carpentry, masonry, metal working, machinery repair and operation, welding, fabrication and the like.

Tree (section 27-445) means any living, self-supporting perennial plant which has a trunk diameter of at least four (4) inches measured three (3) feet above grade (at the base of the tree) and normally grows to a minimum overall height of fifteen (15) feet.

Trees planted for harvest (section 27-445) means all trees which have been planted, or shall be planted with the bona fide intention at the time of said planting to commercially harvest said trees in the future. These trees shall include, by way of illustration and not limitation, Christmas trees, slash pines, and pulpwood.

Use means the purpose for which land or water or a structure thereon is designated, arranged or intended to be occupied or utilized or for which it is occupied or maintained.

Variance means a grant of relief from any of the requirements of chapter 27, or the flood-resistant construction requirements of the Florida Building Code chapter 30, which permits construction in a manner that would not otherwise be permitted by chapters 27 or 30, to the extent allowed by the provisions of division 8 of article IV of chapter 27 the Florida Building Code, as may be allowed by law and approved by City Council.

Vehicle sign means any sign affixed to a vehicle.

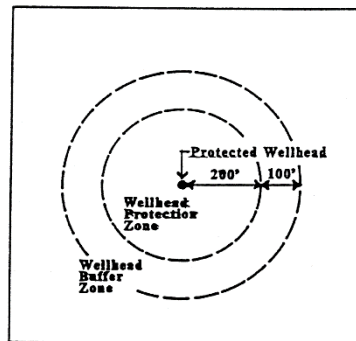
Veterinary clinic means a facility that has been issued a premises permit to engage in the practice of veterinary medicine as provided for in F.S. Ch. 474.

Vocational school means an establishment in which is offered, for compensation, instruction in a vocation such as, but not limited to, barbering, cosmetology, hair styling, bartending and interior decorating.

Watercourse. A river, creek, stream, channel or other topographic feature in, on, through, or over which water flows at least periodically.

Wellhead buffer zone means all land within a one hundred-foot buffer around the wellhead protection zone as depicted in [Figure 27-375-15-7](#).

Wellhead protection zone means all land within a two hundred-foot radius of an existing or designated protected wellhead as depicted in [Figure 27-375-15-7](#).



[Figure 27-375-15-7](#)

Wetlands protection zone/wetlands, jurisdictional shall have the same meaning as the definition of "wetlands" set forth in F.S. § 373.019(22), as may be amended from time to time. The delineation of jurisdictional wetland boundaries shall be made by professionally accepted methodology consistent with the unified state-wide methodology for the delineation of the extent of wetlands ratified by the state legislature pursuant to F.S. Ch. 373.

Wholesale sales means any establishment engaged in on-premises sales of goods primarily to customers engaged in the business of reselling the goods.

Wind sign means any device, including but not limited to, one (1) or more banners, flags, pennants, ribbons, spinners, streamers or captive balloons, or other objects or material fastened in such a

manner as to move upon being subjected to pressure by wind not specifically exempted by section 27-580 of this Code (see Figure 27-576-515-8).

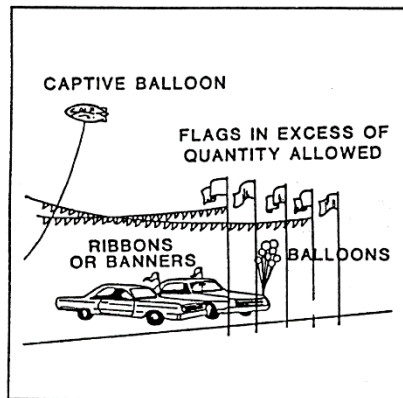


Figure 27-576-515-8

Worship facility means a building used primarily as a place wherein persons regularly assemble for religious worship, instruction or education, including churches, synagogues, temples, sanctuaries, chapels and cathedrals and buildings associated with same, such as parsonages, friaries, convents, fellowship halls, Sunday schools, and rectories. Parochial child day care centers and primary and/or secondary educational facilities that are owned or operated by an established worship facility shall be included in this definition.

Written or in writing means any representation of words, letters or figures, whether by printing or otherwise.

Yard means an open space on the same lot with a building or proposed building, unoccupied and unobstructed from the ground upward, except by trees or shrubbery or as otherwise provided herein.

Yard, corner side means the yard extending along the street upon which it has the largest exterior frontage. (See Figure 27-15-35.)

Yard, front means a yard that extends across the front of a lot between the lot lines, from the front line of any building or proposed building, excluding steps, to the front of the lot. On corner lots, the front yard shall be considered as parallel to the street upon which the lot has its least exterior frontage. (See Figure 27-15-39.)

Yard, rear means a yard that extends across the rear of a lot between the side lot lines and measured between the rear line of the lot and the rear line of the building or proposed building, excluding steps and unenclosed porches. (See Figure 27-15-39.)

Yard, side means a yard between any building or proposed building and the side line of the lot, and extending from the front yard line to the rear building line, excluding steps.

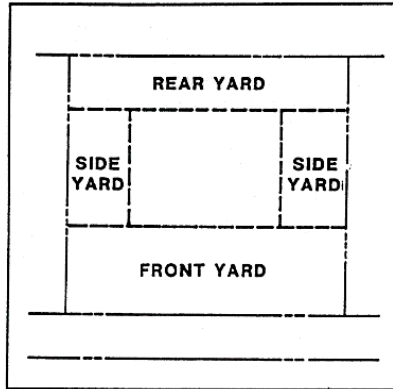


Figure 27-15-39

Year means a calendar year, unless otherwise indicated.

Zoning map means that map adopted by reference in section 27-9.

Zoning permit means a permit that is issued by the city manager or designee after determining that the proposed use is consistent with the uses permitted in that zoning district.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2004-18, § 1, 12-6-04; Ord. No. 2005-03, § 1, 3-7-05; Ord. No. 2006-03, § 1, 3-6-06; Ord. No. 2006-06, § 1, 5-1-06; Ord. No. 2007-07, § 1, 6-4-07; Ord. No. 2008-10, § 1, 9-8-08; Ord. No. 2010-10, § 1, 7-12-10; Ord. No. 2010-14, § 3, 9-7-10; Ord. No. 2011-03, § 1, 2-17-11; Ord. No. 2011-09, § 1, 6-6-11; Ord. No. 2011-25, § 2, 12-5-11; Ord. No. 2012-11, § 2, 12-4-12; Ord. No. 2013-01, § 2, 5-6-13; Ord. No. [2015-14](#), § 1, 10-5-15; Ord. No. [2016-07](#), § 1, 7-6-16; Ord. No. [2017-16](#), § 1, 6-5-17; Ord. No. [2017-10](#), § 1, 7-5-17; Ord. No. [2017-32](#), § 2, 1-8-18; Ord. No. [2018-02](#), § 1, 4-2-18)

Sec. 27-16. – Reserved. Computation of required or permitted units.

The computation of the number of required or permitted units will be by whole numbers only, and shall be based on the acreage of the parcel. No fractional units will be considered or added to the total permitted number of units.

(Ord. No. 2004-10, § 1, 10-4-04)

[this section's content has been moved to section 27-242: "density calculations"]

Sec. 27-17. - Computation of time.

The computation of time for deadlines or periods of time prescribed or allowed shall follow the rules as provided for in section 1-12 of the Code of Ordinances.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-18. - Fees.

Reasonable fees sufficient to cover the costs of administration, inspection, publication of notice, and similar matters may be charged applicants for zoning permits, concurrency certificates, sign permits, tree permits, conditional use permits, special use permits, subdivision plat approval, zoning amendments, variances, application for appeals, and other administrative relief. The amount of the fees shall be established by resolution of the city council.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-19. - Use of graphic renderings in Code.

- (a) *Purpose.* Throughout this Code, graphic renderings are included to assist the user in understanding narrative portions of this Code, especially definitions.
- (b) *Effect upon Code.* No provision of this Code shall be held invalid by reason of deficiency in any such graphic.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-20. - Abrogation.

This Code is not intended to repeal, abrogate, or interfere with any existing easements, covenants, or deed restrictions duly recorded in the public records of the city or county.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-21. - Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this Code is for any reason held by any court of competent jurisdiction to be unconstitutional or otherwise invalid, the validity of the remaining portions of this Code shall continue in full force and effect.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-22. - Effective date.

This Code shall be effective on April 1, 1991, as later revised by Ordinance 2004-10 on {October 4, 2004}. Later amendments to this code become effective on the date stated in the amending ordinance or as provided by state law.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-23. - Adopting disclosure procedures related to ex-parte communications with public officials.

The city council of the city hereby adopts the following public disclosure process relating to elected and/or appointed public officials who hold positions on any board, council or commission charged with making recommendations and/or taking final action on any quasi-judicial proceeding.

Access permitted: Any person not otherwise prohibited by statute, Charter provision or ordinance may discuss with any local public official (elected and/or appointed) the merits of any matter on which quasi-judicial action may be taken by any board, council or commission on which the local public official is a member, so long as the following process is observed:

- (1) The substance of any exparte communication with a local public official (appointed and/or elected) which relates to quasi-judicial action pending before the official shall not be presumed prejudicial to the action if the subject of the communication and the identity of the person, group or entity with whom the communication took place is disclosed and made a part of the record before final action on the matter.
- (2) A local public official may read a written communication from any person. However, a written communication that relates to quasi-judicial action pending before a local public official shall not be presumed prejudicial to the action and such written communication shall be made a part of the record before final action on the matter.
- (3) Local public officials may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before them. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit or expert opinion is made a part of the record before final action on the matter.

- (4) Disclosure made pursuant to subsections (1), (2) and (3) must be made during the public meeting, but prior to the vote being taken on such matters, so that persons who have opinions contrary to those expressed in the ex-parte communication are given a reasonable opportunity to refute or respond to the communication. This section shall not subject local public officials to F.S. Ch. 112, Pt. III, for not complying with this subsection.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-24. - ~~Reserved. Encroachment and reduction of lot area.~~

~~The minimum yards, parking spaces, open spaces, and lot area requirements contained in the Code for all buildings in existence at the time of passage of these regulations or for all buildings hereafter erected, shall not be encroached upon or considered as required yards, parking spaces or open space for any other building, except as hereinafter provided, nor shall any lot area be reduced below the requirements of these regulations except as provided in section 27-706.~~

(Ord. No. 2004-10, § 1, 10-4-04)

Secs. 27-25—27-30. - Reserved.

ARTICLE II. - ADMINISTRATIVE AND ENFORCEMENT BODIES³

Footnotes: --- (3) --- Editor's note— Ord. No. 2004-10, § 1, adopted Oct. 4, 2004, amended art. II in its entirety to read as herein set out. Former art. II, §§ 27-31—27-66, pertained to similar provisions, and derived from Ord. No. 91-1-5, § 2, 5-6-91; Ord. No. 1996-35, § 1, 1-6-97; Ord. No. 1997-23, § 1, 1-5-98; and Ord. No. 2003-01, § 1, 2-3-03.

DIVISION 1. - GENERALLY

Sec. 27-31. - Reserved.

Sec. 27-32. - Generally.

This article describes those administrative bodies that shall administer and enforce this Code (community development design board, code enforcement board, city staff, and the city council); describes membership requirements where appropriate; and outlines the functions, powers and duties of each with respect to this Code.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 4, 9-7-10)

Secs. 27-33—27-35. - Reserved.

DIVISION 2. - COMMUNITY DEVELOPMENT DESIGN BOARD⁴

Footnotes:

--- (4) ---

Editor's note— Section 5 of Ord. No. 2010-14, adopted Sept. 7, 2010 renamed div. 2, as set out herein. Formerly entitled "Planning and Development Review Board".

Sec. 27-36. - Establishment.

In accordance with the Local Government Comprehensive Planning and Land Development Regulation Act, F.S. Ch. 163, Pt. D, the community development design board is hereby designated as the local planning agency. As such, the board is created to carry out the functions of a local planning agency pursuant to the requirements of F.S. Ch. 163, and to review and recommend action to the city council on: (i) special exceptions and land use policies; (ii) preliminary development plans (iii) variance requests; and (iv) administrative appeals.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 5, 9-7-10)

Sec. 27-37. - Purpose.

Zoning is the single most powerful legal enforcement of an overall urban concept, but alone it does not create beauty, aesthetic order or amenity. The purpose of this board is, therefore, to apply this Code and the comprehensive plan to preserve various elements of urban beauty and to require that new projects enhance existing values. Preservation of special local characteristics of site, aesthetic tradition, natural beauty, and redevelopment potential should be a high priority. The natural beauty of the beaches, the ocean, and the Intracoastal Waterway, for example, should only be enhanced. This board should act to promote the best interest of the community, in the effort to achieve these goals.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-38. - Officers.

- (a) *Appointment.* The board shall have seven (7) members appointed by the mayor subject to confirmation by resolution of the city council.
- (b) *Eligibility requirements.* The following conditions for eligibility for appointment to the board shall apply:
 - (1) *Place of residence.* Each member shall reside in the City of Neptune Beach.
 - (2) *City employees and members of the city council.* No member of the city council or employee of the city shall be eligible for membership on the board.
- (c) *Composition.* Any interested and eligible citizen as provided for above, may be appointed to the board, but those with experience or interest in the field of planning and zoning or historic preservation shall receive special consideration. Whenever possible, the board shall include at least one (1) each of the following:
 - (1) An architect or landscape architect;
 - (2) A person engaged in real estate sales or development;
 - (3) A natural or environmental scientist;
 - (4) An engineer; and
 - (5) An urban/regional planner.
- (d) *Terms of office.* Each member shall be appointed to not more than a three-year term. No person may serve more than two (2) consecutive three-year terms. Persons disqualified by this provision may be reappointed after one (1) year elapses after the expiration of the second term of service.
- (e) *Conditions for removal from board.* A member of the board shall be removed from the board and the member's office declared vacant by the city council under any of the following conditions:
 - (1) If the member fails to attend three (3) successive regular meetings.
 - (2) If the member moves outside of the city.
 - (3) If by majority vote, the city council declares without notice and without assignment of cause the removal of a member.
- (f) *Vacancies.* When a position becomes vacant before the end of the term, the mayor, subject to confirmation by majority vote of the city council, shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
- (g) *Appointment of chair and vice-chair.* The members of the board shall annually elect, by majority vote, a chair, and vice-chair from among the members. The chair, or in the absence of the chair, the vice-chair, may administer oaths. The mayor may create and fill other offices as deemed necessary.
- (h) *Subcommittees.* The board may create whatever subcommittees it deems necessary to carry out the purposes of the board. The board may have a standing subcommittee that will serve as the historic preservation board for the city, as deemed necessary.
- (i) *Appointment of subcommittees.* The chair of the board shall appoint the membership of each subcommittee from the members of the board.
- (j) *Record keeping.* The city clerk shall serve as custodian of all board minutes.
- (k) *Compensation.* Members shall not be compensated, but may be paid for travel and other expenses incurred on board business under procedures prescribed in advance by the city council.
- (l) *Alternate members.* Three (3) alternate members may be appointed by the mayor, subject to confirmation by resolution of the city council, to serve on the board in the absence of board

members. Each alternate member shall be appointed for not more than one-year terms and may be reappointed for a total term limit of three (3) consecutive one-year terms.

- (m) *Training.* The board members shall have one (1) training session per year to be given by the city attorney or a seminar approved by the city manager, if budgeted by the city council.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2005-04, § 1, 3-7-05; Ord. No. 2010-14, § 6, 9-7-10; Ord. No. 2017-07, § 1, 6-5-17)

Sec. 27-39. - General functions, powers and duties.

In general, the board shall have the following general functions, powers and duties:

- (1) With the prior approval of the city council, the board may use consultants as technical support to fulfill its functions and duties.
- (2) The board shall monitor and oversee the operation, effectiveness and status of this Code and recommend amendments to the city council that are consistent with the comprehensive plan.
- (3) Specifically, the board shall have the following functions, powers, and duties for long-range planning within the city:
 - a. The board shall review information necessary to assess the amount, direction, and type of development to be expected in the city.
 - b. Upon request by the city council, the board shall provide advice about specific planning, zoning, development, historic preservation, and land use issues and policies.
 - c. The board shall keep the city council and the general public informed and advised on the planning, zoning, development, historic preservation, and land use issues and policies of the city.
 - d. The board shall carry out the functions of a local planning agency pursuant to the requirements of F.S. Ch. 163, including, without limitation, conducting public hearings, gathering information necessary for the drafting, establishment, amendment, and maintenance of the various elements of the comprehensive plan and provisions of this Code. See F.S. § 163.3174.
 - e. The board may make or obtain special studies on the location, condition and adequacy of specific facilities of the city, including, but not limited to housing, commercial and industrial facilities, parks, playgrounds, beaches, and other recreational facilities, schools, public buildings, public and private utilities, transportation, and parking.
 - f. The board shall review redevelopment plans prepared under F.S. Ch. 163, pt. III, as may be proposed.
 - g. The board shall recommend to the city council plans for the replanning, reconstruction, or redevelopment of any area or district which may be destroyed, in whole or in part, or seriously damaged by hurricane, fire, earthquake, flood, or other disaster.
 - h. The board shall perform other lawful duties, as may be assigned by the city council.
- (4) The board shall review and recommend to city council; approval, approval with conditions, or denial of applications for:
 - a. ~~Preliminary-Final~~ development plans;
 - b. Special exceptions affecting one acre or more of land, and for all special exceptions for Planned Unit Developments; and
 - c. Variances for property located in the C-1, C-2, C-3, conservation and CBD zoning districts.
- (5) The board shall hear and make a final decision for preliminary development plans
- (6) The board shall hear and make a final decision for all special exceptions affecting less than one acre of land, except for Planned Unit Developments.
- (57) The board shall hear and make a final decision for all variances for property located in the R-1, R-2, R-3, R-4, R-4A and R-5 zoning districts, including floodplain variances in those districts.

(68) The board shall hear and make a final decision for all administrative appeals, including appeals related to community design and architectural design in the R-4 and CBD zoning districts.

(79) The board shall have the following functions, powers, and duties for historic preservation within the city:

- a. The board shall work with the Jacksonville Historic Landmarks Commission in assisting property owners of historically significant structures in applying for and utilizing state and federal assistance programs.
- b. The board shall work with residents to nominate historically significant structures for state and federal designation.
- c. The board shall advise the city council concerning the effects of local government actions on cultural resources.
- d. The board shall advise property owners and city departments concerning the proper protection, maintenance, enhancement, and preservation of cultural resources.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 7, 9-7-10)

Sec. 27-40. - Board procedures.

- (a) The board shall adopt rules of procedure to carry out its purposes. All rules must conform to this Code, other city ordinances, and state law and shall be filed in the office of the city clerk.
- (b) All meetings shall be conducted in a public building and shall be open to the public.
- (c) The board shall meet each calendar month, unless cancelled by the board or its chair; and more often at the call of the chair, the board, or the city council.
- (d) Notice of meetings. Notice of meetings shall be given as provided for in this Code and by state statute. Additionally, notice indicating the time and place of the public hearing shall be posted in the front yard of the property which is subject of the hearing, facing the street on which the property is addressed for at least ten (days) prior to the hearing. Such notice shall contain the address of the property and the subject matter of the hearing. The notice on the property site shall be of a standard size and design approved by the city manager or designee and shall be provided to the property owner or their representative upon request.
- (e) The board shall keep minutes of its proceedings, indicating the attendance of each member, and the decision of each member on every question. The minutes shall be signed by the chair, or in his absence the vice-chair.
- (f) Statement of the facts for variances and special exceptions found by the board shall be included in the minutes of each case heard or considered by it.
- (g) The board shall set a reasonable time for the hearing of administrative appeals and shall give notice thereof to the person making the appeal and to the officer from whom the appeal is taken.
- (h) The minutes shall be filed with the city clerk and shall become part of the public record.
- (i) A copy of the minutes of each meeting shall be forwarded to the city council for its review.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 8, 9-7-10)

Sec. 27-41. - Voting and quorum.

- (a) Four (4) members shall constitute a quorum.
- (b) Each decision of the board must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting. If a call to vote for a motion ends in a tie, the motion dies for a lack of a majority.
- (c) Abstentions and disqualification from voting shall occur in accordance with Florida law.

- (d) A member absent during the presentation of evidence in a hearing may not participate in the deliberations or final decision regarding the matter of the hearing.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2005-04, § 1, 3-7-05; Ord. No. 2009-01, § 1, 4-6-09; Ord. No. 2010-14, § 9, 9-7-10)

Sec. 27-42. - Legal representation.

The city council may appoint legal counsel to represent the board.

(Ord. No. 2004-10, § 1, 10-4-04)

Secs. 27-43—27-45. - Reserved.

DIVISION 3. - RESERVED⁵

Footnotes: --- (5) --- Editor's note— Ord. No. 2010-14, § 10, adopted Sept. 7, 2010, deleted div. 3, §§ 27-46—27-52 which pertained to the board of appeals and derived from: Ord. No. 2004-10, § 1, adopted Oct. 4, 2004; Ord. No. 2005-04, § 1, adopted Mar. 7, 2005; and Ord. No. 2009-01, § 2, adopted Apr. 6, 2009.

Secs. 27-46—27-55. - Reserved.

DIVISION 4. - CODE ENFORCEMENT BOARD

Sec. 27-56. - Code enforcement board.

The code enforcement board shall enforce The provisions of this chapter shall be enforced as provided for in chapter 2, article VII, division 2 of the Code of Ordinances for Neptune Beach.

(Ord. No. 2004-10, § 1, 10-4-04)

Secs. 27-57—27-60. - Reserved.

DIVISION 5. - CITY STAFF

Sec. 27-61. - City staff.

Except as specifically provided for in this Code, the city manager shall assign individuals to perform functions or duties as may be required by this Code.

(Ord. No. 2004-10, § 1, 10-4-04)

Secs. 27-62—27-65. - Reserved.

DIVISION 6. - CITY COUNCIL

Sec. 27-66. - City council.

- (a) In considering appeals from variance and special exception decisions by the community development design board, the city council shall observe procedural requirements set forth in article III.
- (b) The city council shall review and grant final authority for all special exceptions affecting one acre of more of land, and special exceptions for all Planned Unit Developments, and for all variances for property located in the C-1, C-2, C-3, CBD and conservation zoning districts.
- (c) In considering proposed changes to this Code, the city council acts in a legislative capacity, and when making changes to the zoning map, the city council acts in a quasi-judicial manner and shall observe procedural requirements set forth in article III.
- (d) Unless otherwise specifically provided in this chapter, the city council shall follow the regular, voting and other requirements as set forth in other provisions of the City Code, the City Charter, or laws of the State of Florida.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 11, 9-7-10)

Secs. 27-67—27-70. - Reserved.

ARTICLE III. - ADMINISTRATIVE AND ENFORCEMENT PROCEDURES⁶¹

DIVISION 1. - GENERALLY

Sec. 27-71. - Reserved.

Sec. 27-72. - Generally.

This article sets forth the application and review procedures required for obtaining development orders, and certain types of permits. This article also specifies the procedures for appealing decisions and seeking legislative action.

(Ord. No. 2004-10, § 1, 10-4-04)

Secs. 27-73—27-75. - Reserved.

DIVISION 2. - DEVELOPMENT REVIEW

Sec. 27-76. - Generally.

Preliminary and final development plans shall be submitted for review and approval through development orders pursuant to this division for the following:

- (1) All development in nonresidential districts,
- (2) All development in residential districts except for single-family and duplexes (two-family residences), and
- (3) Special exceptions for Planned Unit Developments (see section 27-158).

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-77. - Definitions.

Refer to article I for definitions.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-78. - Development permit required.

No development may be undertaken unless the activity is authorized by a development permit.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-79. - Prerequisites to issuance of development permit.

Except as provided in section 27-80 of this Code, a development permit may not be issued unless the proposed development activity is authorized by a final development order issued pursuant to this Code.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-80. - Exceptions to requirement of a final development order.

A development permit may be issued by the city manager or designee for the following development activities in the absence of a final development order issued pursuant to this Code:

- (1) The construction or alteration of a single-family or duplex (two-family) residence that is in full compliance with this code on an existing lot.
- (2) The alteration of an existing building or structure, other than a single-family or duplex (two-family) residence, so long as no change is made to its gross floor area, its use, its number of dwelling units, (except single-family or duplex development permits) or the amount of impervious surface on the site.
- (32) The erection of a sign or the removal of protected trees on a previously developed site and independent of any other development activity on the site.
- (43) The resurfacing of a vehicle use area that conforms to all requirements of this Code.
- (4) A minor replat granted pursuant to the procedures in this Code.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-80.1 – Issuance of development permits.

Applications for a development permit shall be made to the building department on a form provided by the city and may be acted upon by the city without public hearing or notice.

Sec. 27-81. - Changes to a development permit or development order.

After a development permit or development order has been issued, it shall be unlawful to change, modify, alter, or otherwise deviate from the its terms or conditions of the permit without first obtaining a formal modification of the permit. A modification may be applied for in the same manner as the original permit. A written record of the modification shall be entered upon the original permit or development order and maintained in the files of the city.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-82. - Procedures for applying for and issuing preliminary and final development orders.

- (a) **Optional pre-application conference.** Prior to filing for preliminary development plan review, the developer may, at their option, meet with city officials to discuss the development plan and review process. No person shall rely upon any comment concerning a proposed development plan, or any expression of any nature about the proposal made by any participant at the pre-application conference as a representation or implication that the proposal will be ultimately approved or rejected in any form.
- (b) **Submittal of preliminary development plan.** The developer shall submit a preliminary development plan, as defined in this division, accompanied by a fee established by resolution of the city council. If more than three (3) months elapse following the issuance of the preliminary development order, the developer must resubmit the plan for preliminary review.
- (c) **Determination of complete application.** Within ten (10) days of receipt of a preliminary development plan, the city manager or designee shall determine that the information is complete or incomplete and inform the developer in writing of the deficiencies, if any. If the plan is deemed incomplete, the developer may submit an amended plan within thirty (30) working days without payment of an additional fee, but, if more than thirty (30) days have elapsed, the developer must thereafter initiate a new application and pay a new fee.
- (d) **Copies to community design board.** Once deemed complete the building department shall send a copy of the proposed preliminary development plan to each member of the community development board community design board and shall place the proposed plan on the agenda of the next meeting that allows for proper notice.

(e) **Public hearing.** The ~~community development board~~ community design board shall conduct a public hearing as outlined in the Florida Statutes, and shall consider the following factors:

- (1) Characteristics of the site and surrounding area, including important natural and manmade features, the size and accessibility of the site, and surrounding land uses.
- (2) Whether the concurrency requirements of article VI of this Code could be met if the development were built.
- (3) The nature of the proposed development, including land use types and densities; the placement of proposed buildings and other improvements on the site; the location, type and method of maintenance of open space and public use areas; the preservation of natural features; proposed parking areas; internal traffic circulation system, including trails; the approximate total ground coverage of paved areas and structures; and, types of water and sewage treatment systems.
- (4) Conformity of the proposed development with the comprehensive plan, this Code, and other applicable regulations.
- (5) Applicable regulations, review procedures, and submission requirements.
- (6) Concerns and desires of surrounding landowners and other persons.
- (7) Other applicable factors and criteria prescribed by the comprehensive plan, this Code, or other law.

(f) **Review of preliminary development plans and issuance of a preliminary development order.**

The ~~community development board~~ community design board shall conduct a public hearing on the preliminary development plan to determine whether the plan satisfies the requirements of this Code. Based on the determination from evaluating the above factors, the ~~community development board~~ community design board shall either:

- (1) Issue a preliminary development order complying with section 27-87 of this Code with or without conditions; or
- (2) Refuse to issue a preliminary development order if it is not possible for the proposed development, even with reasonable modifications, to meet the requirements of this Code.

(g) **Submittal of final development plan.** The developer shall submit a final development plan, as defined in this Code, for review by the city council within the time period in which the preliminary development order is valid. The final development plan shall be consistent with the preliminary development order and shall contain no land uses different than those approved in the preliminary development order.

(h) **Review of final development plans and issuance of a final development order.** The city council shall conduct a public hearing on the final development plan to determine whether the plan satisfies the requirements of this Code. Based on the determination from evaluating the above factors the city council shall either:

- (1) Issue a final development order complying with section 27-87 of this Code with or without conditions, ensuring that the final development plan is consistent with the preliminary development order; or
- (2) Refuse to issue a final development order if it is not possible for the proposed development, even with reasonable modifications, to meet the requirements of this Code.

~~(i) **Development permit application.** Application for a development permit shall be made to the building department on a form provided by the city and may be acted upon by the city without public hearing or notice.~~

[subsection (i) has been moved to section 27-80.1)]

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 12, 9-7-10)

Sec. 27-83. - General submittal requirements for preliminary development plans and final development plans.

- (a) **Application.** Applications for development ~~orders review~~ shall be available from the building official or designee. A completed application shall be signed by all owners, or their agent, of the property subject to the proposal, and notarized. Signatures by other parties will be accepted only with notarized proof of authorization by the owners. In a case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's office in the corporation, and embossed with the corporate seal.
- (b) **General plan requirements.** All preliminary and final development plans submitted pursuant to this Code shall conform to the following standards:
- (1) All site plans shall be drawn to a scale of one (1) inch equals twenty (20) feet, unless, prior to submittal, the building official determines that a different scale is sufficient or necessary for proper review of the proposal.
 - (2) The trim line sheet size shall be twenty-four (24) inches by thirty-six (36) inches. A three-quarter-inch margin shall be provided on all sides except for the left binding side where a two-inch margin shall be provided.
 - (3) If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
 - (4) The front cover sheet of each plan shall include:
 - a. A general vicinity or location map drawn to scale (both stated and graphic) showing the position of the proposed development in the section(s), township and range, together with the principal roads, city limits, and/or other pertinent orientation information.
 - b. A complete legal description of the property.
 - c. The name, address and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be shown.
 - d. Name, business address, and telephone number of those individuals responsible for the preparation of the drawing(s).
 - e. Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow, and date.
 - f. The plan shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or subdivision name and lot number(s).
 - g. The area of the property shown in square feet and acres.
 - (5) Twelve (12) copies of the submittal shall be required.
 - (6) Unless a format is specifically called for below, the information required may be presented textually, graphically, or on a map, plan, aerial photograph, or by other means, whichever most clearly conveys the required information. It is the responsibility of the developer to submit the information in a form that allows ready determination of whether the requirements of this Code have been met.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-84. - Additional submittal requirements for a preliminary development plan requirements.

- (a) **Existing conditions.** The preliminary development plan shall show the following existing conditions, in the form of a current (dated within thirty (30) days of plan submittal) certified, signed and sealed survey that is drawn to scale:

- (1) The location of existing property or right-of-way lines both for private and public property, streets, railroads, buildings, transmission lines, sewers, bridges, culverts, drain pipes, water mains, fire hydrants, and any public or private easements.
- (2) Any land rendered unusable for development purposes by deed restrictions or other legally enforceable limitations.
- (3) Contour lines at two-foot intervals.
- (4) All watercourses, waterbodies, floodplains, wetlands, including all proposed retention and detention areas, important natural features and wildlife areas, soil types and vegetative cover, if applicable.
- (5) The approximate location of wetland protection zones, wetland buffer zones, wellhead protection zones, and wellhead buffer zones as established by this Code, if applicable.
- (6) Existing land use/zoning district of the parcel.
- (7) A depiction (sketch) of the abutting property in all directions that is within two hundred (200) linear feet of the proposal, showing:
 - a. Land uses and locations of principal structures and major landscape features.
 - b. Types of residential use.
 - c. Traffic circulation systems, including driveway locations.
 - d. Fire hydrant locations.
 - e. The location of wetland protection zones and wetland buffer zones, if applicable.
- (8) A title search of the property, conducted within six (6) months of plan submittal, including all encumbrances. All such encumbrances shall be shown upon the survey and identified by official record book and page.
- (9) The location of the coastal construction control line (CCCL) if applicable.
- (10) The location of any stormwater facilities.

(b) Development and design elements. The preliminary development plan shall show the following development and design elements:

- (1) The location and intensity or density of the proposed development.
- (2) A parking and circulation plan.
- (3) Points of ingress to and egress from the site in relation to existing or planned public or private road rights-of-way, pedestrian ways, or bicycle paths, and proposed access points to existing or planned public transportation facilities.
- (4) Existing and proposed stormwater management systems on the site and proposed linkage, if any, with existing or planned public water management systems.
- (5) Proposed location and sizing of potable water and wastewater facilities to serve the proposed development, including required improvements or extensions of existing off-site facilities.
- (6) Proposed open space areas on the development site and types of activities proposed to be permitted on them.
- (7) Lands to be dedicated or transferred to a public or private entity and the purposes for which the lands will be held and used.
- (8) A description of how the plan mitigates or avoids potential conflicts between land uses.
- (9) Preliminary architectural elevations of all buildings sufficient to convey the basic architectural intent of the proposed improvements.
- (10) A map of vegetative cover including the location and identity by common name of all protected trees. Groups of protected trees may be designated as "clusters" with the estimated total number noted. This information shall be summarized in tabular form on the plan.
- (11) Existing surface waterbodies, wetlands, streams and canals within the proposed development site, including seasonal high-water table elevations and attendant drainage areas for each.

- (12) The location of any underground or overhead utilities, transformers, culverts and drains on the property and within one hundred (100) feet of the proposed development boundary
- (13) Location, names and widths of existing and proposed streets, highways, easements, building lines, alleys, parks, and other public spaces and similar facts regarding adjacent property.
- (14) A separate listing of all requested variances and/or special exceptions to the Code of Ordinances shall be submitted with each plan.

(c) **Supplemental information.** Preliminary development plans shall include the following supplemental information on proposed development activities and design:

- (1) Generally:
 - a. Area and percentage of total site area to be covered by an impervious surface.
 - b. Grading plans specifically including perimeter grading.
 - c. Construction phase lines if the project is to be constructed in phases.
- (2) Buildings and other structures:
 - a. Building plan showing the location, dimensions, gross floor area, and proposed use of buildings.
 - b. Front, rear and side architectural elevations of all buildings.
 - c. Building setback distances from the property lines, abutting right-of-way centerlines, and all adjacent buildings and structures.
 - d. Minimum finished floor elevations (FFE) of buildings within any 100-year floodplain.
 - e. The location, dimensions, type, composition, and intended use of all other structures, including, but not limited to, walls and fences.
- (3) Potable water and wastewater systems:
 - a. Proposed location and sizing of potable water and wastewater facilities to serve the proposed development, including required improvements or extensions of existing off-site facilities.
 - b. The boundaries of proposed utility easements.
 - c. Location of the nearest available public water supply and wastewater disposal system and the proposed tie-in points, or an explanation of alternative systems to be used.
 - d. Exact locations of on-site and nearby existing and proposed fire hydrants.
- (4) Streets, parking and loading:
 - a. The layout of all streets and driveways with paving and drainage plans and profiles showing existing and proposed elevations and grades of all public and private paved areas.
 - b. A parking and loading plan showing the total number and dimensions of proposed parking spaces, spaces reserved for ~~handicapped~~ ADA accessible parking, loading areas, proposed ingress and egress (including proposed public street modifications), and projected on-site traffic flow.
 - c. The location of all exterior lighting.
 - d. The location and specifications of any proposed garbage dumpsters.
 - e. Pedestrian walks, malls, yards and open areas.
- (5) Tree removal and protection:
 - a. All protected trees to be removed and a statement of why they are to be removed.
 - b. Proposed changes in the natural grade and any other development activities directly affecting trees to be retained.
 - c. A statement of the measures to be taken to protect the trees to be retained.
 - d. A statement of tree relocations and replacements proposed.
- (6) Landscaping:
 - a. Location, size and design of proposed buffer zones and landscaped areas.

- b. Description (species, quantities and locations) of all proposed and preserved plant materials.
- (7) Environmentally sensitive lands within a wetland protection zone:
- a. The exact sites and specifications for all proposed drainage, filling, grading, dredging, and vegetation removal activities including estimated quantities of excavation or fill materials computed from cross sections, proposed within a wetland protection zone.
 - b. Detailed statement or other materials showing the following:
 - 1. The percentage of the land surface of the site that is covered with natural vegetation and the percentage of natural vegetation that will be removed by development.
 - 2. The distances between development activities and the boundaries of the Wetland Protection Zones and Wetland Buffer Zones.
 - c. The manner in which habitats of endangered and threatened species are protected.
- (8) *Signs*:
- a. For regulated building signs, a plan, sketch, blueprint, blueline print or similar presentation drawn to scale which indicates clearly:
 - 1. The location of the proposed sign relative to property lines, rights-of-way, streets, alleys, sidewalks, vehicular access and parking areas, buildings and structures on the parcel.
 - 2. The number, size, type and location of all existing signs on the same parcel, except a single business unit in a multiple occupancy complex shall not be required to delineate the signs of other business units. In the case of a sign for a single business unit in a multiple occupancy complex, provide the total facade area of the single business unit's portion of the complex.
 - 3. A building elevation or other documentation indicating the building dimensions.
 - 4. The type, number and dimensions of the proposed signs.
 - 5. The type of proposed illumination, if any.
- (9) *Subdivision*. Proposed number, minimum area and location of lots, if development involves a subdivision of land.
- (10) Land use and dedications:
- a. Location of all land to be dedicated or reserved for all public and private uses including rights-of-way, easements, special reservations, and the like.
 - b. Amount of area devoted to all existing and proposed land uses, including schools, open space, churches, residential and commercial, as well as the location thereof.
 - c. The total number and type of residential units categorized according to number of bedrooms. The total number of residential units per acre (gross density) shall be given.
- (11) *Wellfield protection*. Location of on-site wells, and wells within one thousand (1,000) feet of any property line, exceeding one hundred thousand (100,000) gallons per day.
- (12) *Historic and archaeological sites*. The manner in which historic and archaeological sites will be protected.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-85. - Reserved.

Sec. 27-86. - Additional submittal requirements for a final development plan-requirements.

A final development plan shall include the information required in a preliminary development plan plus the following additional or more detailed information:

- (1) Every development shall be given a name by which it shall be legally known. The name shall not be the same as any other name appearing on any recorded plat except when the proposed

development includes a subdivision that is subdivided as an additional unit or section by the same developer or his successors in title. Every development name shall have legible lettering of the same size and type including the words "section", "unit," "replat," "amended," and the like where relevant. The name of the development shall be indicated on every page.

- (2) If new lots are being created, all lots shall be numeric by progressive numbers; blocks shall be alphabetic, by progressive letters. Except that blocks in numbered additions bearing the same name may be lettered consecutively throughout several additions.
- (3) All contiguous properties shall be identified by development title, plat book, and page, or if the land is unplatted, it shall be so designated. If a new subdivision to be platted is a re-subdivision of a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made. All abutting existing easements and rights-of-way must be indicated. The abutting existing rights-of-way must be indicated to the centerline.
- (4) Any proposed restrictions pertaining to the type and use and maintenance of existing or proposed improvements, waterways, open spaces, building lines, buffer strips and walls, retention/detention areas and other restrictions of similar nature, shall require the establishment of restrictive covenants and such covenants shall be submitted with the final development plan for recordation and recorded prior to the issuance of the first building permit. The entire cost of recordation shall be borne by the developer.
- (5) Where the development includes private streets, ownership and maintenance association documents shall be submitted with the final development plan and the dedication contained on the development plan shall clearly indicate the roads and maintenance responsibility to the association without recourse to the city or any other public agency. Said document shall be recorded prior to the issuance of the first building permit, all costs to be borne by the developer.
- (6) All manmade lakes, ponds, and other manmade bodies of water (excluding retention/detention areas) shown on the final development plan for a subdivision shall be made a part of adjacent private lot(s) as shown on the final plat. The ownership of these bodies of water shall not be dedicated to the public unless accepted by the city council.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-87. - Required and optional contents of preliminary development orders.

- (a) A preliminary development order shall contain the following required materials:
 - (1) An approved preliminary development plan (may be subject to conditions and modifications) with findings and conclusions.
 - (2) A listing of conditions that must be met, and modifications to the preliminary development plan that must be made, in order for a final development order to be issued. The modifications shall be described in sufficient detail and exactness to permit a developer to amend the proposal accordingly.
 - (3) A listing of all federal, state, and regional permits that must be obtained in order for a final development order to be issued.
 - (4) With regard to the concurrency management requirements in article VI:
 - a. The initial determination of concurrency.
 - b. The time period for which the preliminary development order is valid. This initial determination indicates that capacity is expected to be available for the proposed project, provided that a complete application for a final development order is submitted prior to the expiration date of the preliminary development order.
 - c. Notice that the preliminary development order does not constitute a final development order and that one (1) or more concurrency determinations may subsequently be required. The notice may include a provisional listing of facilities for which commitments may be required prior to the issuance of a final development order.

- d. Notice that issuance of a preliminary development order is not binding with regard to decisions to approve or deny a final development order, and that it does not constitute a binding commitment for capacity of a facility or service.

(b) A preliminary development order may contain one (1) or more of the following optional materials:

- (1) Agreement by the developer in a recordable written instrument running with the land that no final development order will be requested or approved unless the necessary facilities are programmed for construction within specified time periods.
- (2) Commitment by the developer in a recordable written instrument to contract for provision of the necessary services or facilities to achieve the concurrency requirement.
- (3) Schedule of construction phasing of the proposed development consistent with the anticipated availability of one (1) or more services or facilities.
- (4) Such other conditions as may be required by the ~~community development~~ community design board to ensure that concurrency will be met for all applicable facilities and services.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 13, 9-7-10)

Sec. 27-88. - Required and optional contents of final development orders.

(a) A final development order shall contain the following required materials:

- (1) A determination that, where one was required, a valid preliminary development order exists for the requested development.
- (2) An approved final development plan with findings and conclusions.
- (3) A determination from the city staff that all conditions of the preliminary development order have been met.
- (4) If modifications must be made to the development plan before a final development order may be issued, a listing of those modifications and the time limit for submitting a modified plan.
- (5) A specific time period during which the development order is valid and during which time development shall commence. A final development order shall remain valid only if development commences and continues in good faith according to the terms and conditions of approval. If the first building permit that is related to the final development order is not issued within one (1) year of the date of the issuance of the final development order the approval shall be considered null and void. However, the city council, upon showing of good cause may extend such approval period. All such extensions must be requested and heard by the city council prior to expiration of the development order.
- (6) A commitment by the city to the following:
 - a. That if the city agrees to provide some or all of the public facilities needed to meet, shall not be deferred or deleted from the five-year schedule of capital improvements or the adopted one-year capital budget unless the subject final development order expires or is rescinded prior to the issuance of a certificate of occupancy.
 - b. Contracts shall provide that construction of necessary facilities must proceed to completion with no unreasonable delay or interruption.

(b) A final development order may contain one (1) or more of the following optional materials:

- (1) A schedule of construction phasing consistent with availability of capacity of one (1) or more services and facilities.
- (2) A schedule of services or facilities to be provided or contracted for construction by the applicant prior to the issuance of any certificate of occupancy or within specified time periods.
- (3) Any alternate service impact mitigation measures to which the applicant has committed in a recordable written instrument.

- (4) A security agreement in the amount of one hundred ten (110) percent of the cost of services or facilities that the applicant is required to construct, contract for construction, or otherwise provide.
- (5) Such other conditions as may be required to ensure compliance with the concurrency requirement.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-89.

(a) Purpose.

- (1) The purpose of this ordinance is to enable the City of Neptune Beach sufficient time to review information collected and adopt an amendment or amendments to the City of Neptune Beach Unified Land Development Code and/or Code of Ordinances and the proposed comprehensive plan, relating to development in the Central Business District and Commercial C-1 zoning district. The City will not accept any application or issue any approvals for development orders or other development approvals authorizing development in the Central Business District or Commercial C-1 zoning district, except as provided in this ordinance, or as may otherwise be required by applicable law.
- (2) It is further the purpose of this Ordinance to fulfill the City's constitutional charge and statutory obligations to protect and preserve the public health, safety and welfare of the citizens of the City of Neptune Beach, regarding development in the Central Business District or Commercial C-1 zoning district; and thus defer official government action until the City of Neptune Beach has properly analyzed the data it has collected and adopted amendments to the City of Neptune Beach Unified Land Development Code and/or Code of Ordinances and comprehensive plan, as necessary.

(b) Imposition of Temporary Moratorium.

No application for approval of development or any other official action of the City having the effect of permitting or allowing development in the Central Business District or Commercial C-1 zoning district may be accepted or processed or approved by the City, except as may be required by applicable law or as provided below. To the extent such an application is submitted, the City staff is authorized to take action to deny such application during the term of this moratorium. Notwithstanding anything to the contrary in this section, this moratorium shall not apply to or restrict the issuance of construction permits, including but not limited to building, plumbing, electrical, mechanical, or other similar permits, so long as such permits relate to the alteration of an existing building or structure and pursuant to which no change is made to its gross floor area or the amount of impervious surface on the site, even if the net square footage for existing business within may change. Such moratorium also shall not restrict demolition permits for existing manmade structures so long as such permit is not issued in conjunction with or related to a permit or order to construct a building or structure having an effect of changing the footprint of current or previously existing buildings or structures on the property. In interpreting whether an application is prohibited or permitted by this moratorium, it is the City Council's intention to restrict new development and redevelopment having the effect of implementing a scheme of development different than that previously existing on the property and not of preventing work on properties consistent with the existing scheme of development on the property. In the event of any question as to such matters, the City shall apply its judgment to such matters to implement the intent of this moratorium.

(c) Term.

The moratorium imposed by this ordinance is temporary and, unless dissolved earlier by the City, shall automatically dissolve in three hundred and sixty-five (365) days from the effective date of this ordinance, unless extended in accordance with applicable law. This moratorium may be reasonably extended, if necessary, by ordinance of the City Council.

(d) Early Termination.

The moratorium imposed by this ordinance may terminate prior to its term upon the passage of an ordinance regulating, permitting, or allowing development in the Central Business District or Commercial C-1 zoning district, provided:

- (1) Specific language terminating the moratorium is contained within said enacted ordinance; or by
- (2) Passage of another ordinance providing for termination by the City Council.

(e) ~~Repeal of Laws in Conflict.~~

All local laws and ordinances in conflict with any provision of this ordinance are hereby repealed to the extent of any conflict.

(f) ~~Effective Date.~~

This ordinance shall take effect immediately upon passage after second reading/public hearing.

Secs. 27-89—27-100. - Reserved.

DIVISION 3. - PLATTING REQUIREMENTS^[7]

Sec. 27-101. - Generally.

- (a) It shall be unlawful for any person to submit a plat for the subdivision of land to the clerk of the circuit court of the county or his representative for the purpose of recording the plat in the office of the clerk until the plat has been approved by the city council under the provisions of this article and signed by the mayor. If an unapproved plat is recorded, it shall be stricken from the public records upon the adoption of an appropriate resolution by the city council. No changes, erasures, modifications or revisions shall be made in any plat, approved by the city council without the consent of the city council.
- (b) Where proposed development includes the subdivision of land, the final approval of the development plan by the city council shall be made contingent upon approval by the city council of a plat conforming to the final development plan. Preliminary development plans and preliminary plats may be submitted for review simultaneously.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-101.1. - Platting requirements.

- (a) **Application of regulations.** Except as provided in this section, no person shall be eligible for any development permit for a principal building on any lot subdivided after January 1, 2022, property located within the city until the subject property has been platted in conformity with the provisions of this section unless subdivision of the land on which the principal building is not otherwise required.
- (b) **Exemption.** Upon a finding by the city manager or his designee that the subject property had been platted was platted or no platting was or is required, and the regulations in this section have been met and upon payment of any fee for the costs of processing required herein, the following types of development shall be deemed exempt and not subject to the provisions of this mandatory platting requirement of the land development code:
 - (1) No further change to a recorded plat is created and all or no development is undertaken except in conformance with the regulations in this chapter recorded plat or as specifically allowed in this section.
 - (2) The dedication of land or any interest in land to any governmental agency, entity or political subdivision.

~~(3) The division of a duplex zoned platted lot to permit individual ownership in conformance with zoning regulations. Provided that any such structures have been constructed in accordance with the appropriate building regulations that allow for such occupancy.~~

(34) The combination of lots and/or portions of lots in a residential district or those in a residential district with lots in a nonresidential district to create a common building site provided that the property owner presents an instrument recordable in the public records of Duval County, Florida identifying the boundaries of the building site and the intent to develop and convey as one (1) site or parcel in perpetuity or so long as the proposed use exists. Said instrument must be presented to the city council for their acceptance or rejection. No combination shall be approved where approval would allow violation of any other provision of the ULDC. Recording fees and a processing fee, as established by resolution of the city council shall be paid by the property owner.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-101.2. - Required plat information.

Any proposed plat submitted to the city shall contain the following information:

- (1) The boundary lines of the area being subdivided with the distance and bearings and the legal description of the property.
- (2) The lines of all proposed streets with their widths and names. All street names must be approved by the building department.
- (3) The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks, etc.
- (4) The lines of adjoining streets with their widths and names.
- (5) The square foot area of each lot, the net usable acreage (less jurisdictional areas), and the minimum finished floor elevation (FFE).
- (6) The location of all setback lines and easements provided for public use, service, utilities or drainage.
- (7) All dimensions both linear and angular for locating the boundaries of the subdivision, lots, streets, easements, and any other areas, for public use or private use. Linear dimensions are to be given to the nearest one-one hundredth of a foot.
- (8) The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners, per Florida Statutes.
- (9) The location of all survey monuments, permanent points and azimuth marks with their descriptions.
- (10) The name of the subdivision, the scale of the plat (written and graphic), points of the compass and the name of the owner and owners of the subdivision.
- (11) Certification of a currently registered surveyor of the State of Florida as to the correct representation of the plat per Florida Statutes.
- (12) Private restrictions and trusteeships and their period of existence.
- (13) Acknowledgment of the owner and owners to the plat and restrictions, including dedication to public use of all streets and parks, alleys, easements, rights-of-way and public areas shown on such plat, the dedication of or granting of easements required.
- (14) All flood hazard zones as established by the FEMA Flood Insurance Rate Maps.
- (15) Subdivision plats located within areas of potential storm surge inundation shall include a statement that "The area as depicted hereon is subject to storm surge inundation during a Category one (1), two (2), three (3), four (4), or five (5) hurricane.

- (16) All wetland jurisdictional areas.
- (17) Present zoning district(s) the property is located in.
- (18) The location of permanent bench marks which shall be provided at convenient points with elevations indicated.
- (19) All lots shall be numeric by progressive numerals; blocks shall be alphabetic, by progressive letters. Except that blocks in numbered additions bearing the same name may be lettered consecutively throughout several additions.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-102. - Procedures for platting.

- (a) **Submittal of proposed preliminary plat.** Twelve (12) copies of the a proposed preliminary plat, as described in F.S. Ch. 177, and at a scale prescribed by the City of Jacksonville, shall be submitted to the city manager or designee. Preliminary development plans may be submitted and considered simultaneously with the proposed preliminary plat.
- (b) **Copies of proposed preliminary plat.** The city manager or designee shall forward copies to the community development board community design board after circulating copies to the various city departments for their review.
- (c) **Discussion of details.** The developer may be asked to meet with city staff to discuss any details of said preliminary plat that may impede the approval and acceptance of the plat.
- (d) **Recommendations and comments.** Each city department, that so wishes, and the community development board community design board shall submit to the city manager or designee any recommendations and comments in writing.
- (e) **Copy of recommendations and comments.** The city manager or designee shall then forward a copy of said recommendations and comments to the developer and retain the originals as a record.
- (f) **Submittal of proposed final plat.** Within six (6) months of receiving said comments and recommendations, the developer shall then submit the proposed final plat in triplicate as described in F.S. Ch. 177, to the city manager or designee, of which one (1) shall be the original. If more than six (6) months elapses, the developer shall resubmit a preliminary plat to reinitiate the process.
- (g) ~~**Original retained by city clerk.** The city manager or designee shall forward the original to the city clerk who shall retain it for the permanent record.~~
- (gh) **Recommendation by board.** Within sixty (60) days after receipt of said proposed final plat, the community development board community design board shall make a recommendation that approves, approves with conditions, or denies said final plat. Failure to do so shall be deemed as a recommendation of approval by the board.
- (hi) **Approval or denial by city council.** At the next available meeting of the city council allowing for required notice, the city council shall approve, approve with conditions, or deny said plat after consideration of the comments and recommendations of the community development board community design board and the various city departments.
- (ij) **If accepted by council.** Upon acceptance by the city council, the seal of the city and the signature of the mayor and city clerk shall be affixed to the original final plat and returned to the developer.
- (jk) **Approved final plat to be recorded.** Within six (6) months after the city council approves said final plat, the developer shall have recorded the plat in the public records of the county and shall return to the city clerk two (2) copies showing the certificates of the Clerk of the Circuit Court of Duval County, Florida, and the seal of that court. If more than six (6) months elapse, such plat shall be deemed invalid and the city clerk shall notify the Clerk of the Circuit Court of Duval County, Florida, to refuse to record such plat. The developer may resubmit said plat directly to the city council within one (1) year for reconsideration.

Secs. 27-103, 27-104. - Reserved.

DIVISION 4. – RESERVED MINOR REPLAT REQUIREMENTS

Sec. 27-105. – Generally.

The city may approve a minor replat that conforms to the requirements of this division.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-106. – Definitions.

Refer to article I for definitions.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-107. – Submittal requirements.

The city shall consider a proposed minor replat upon the submittal of the following materials:

- (1) An application form provided by the city;
- (2) Twelve (12) paper copies of the proposed minor replat;
- (3) A statement indicating that water and/or sanitary sewer service is available to the property; and
- (4) Land descriptions and acreage or square footage of the original and proposed lots and a signed and sealed survey, dated within thirty (30) days of submittal, showing the intended division, and all encumbrances upon the subject property shall be prepared by a professional land surveyor registered in the State of Florida. In the event a lot contains any principal or accessory structures, a survey showing the structures on the lot shall accompany the application.
- (5) The signed and sealed survey must provide information that demonstrates the resultant lots conform to the standards of this Code.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-108. – Review procedures.

- (a) The developer shall submit the required items as described above to the building official or designee.
- (b) If the proposed minor replat meets the conditions and standards of this division and otherwise complies with all applicable laws and ordinances, the city manager shall approve the minor replat by signing the application form.
- (c) Upon approval of the minor replat, the city shall record the replat on the appropriate maps and documents, and shall, at the developer's expense, record the replat in the official county records.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-109. – Standards and restrictions.

- (a) *Standards.* All minor replats shall conform to the following standards:
 - (1) Each proposed lot must conform to the requirements of this Code.
 - (2) Each lot shall abut a public or private street (except as hereinafter provided) for the required minimum lot width for the zoning district/category where the lots are located.

~~(3) If any lot abuts a street right-of-way that does not conform to the design specifications provided in this Code, the owner may be required to dedicate one-half the right-of-way width necessary to meet the minimum design requirements.~~

~~(4) The minor replat process shall not be used to increase the residential density specified by the comprehensive plan, (the number of dwelling units) of any such property.~~

~~(b) *Restriction.* No further division of an approved minor replat is permitted under this division.~~

~~(Ord. No. 2004-10, § 1, 10-4-04)~~

Sec. 27-110. Temporary moratorium imposed for R-4 zoning district platting and replatting.

~~(a) *Purpose.*~~

~~(1) The purpose of this section is to enable the City of Neptune Beach sufficient time to review, hold public hearings and adopt an amendment or amendments to the City of Neptune Beach Unified Land Development Code and/or Code of Ordinances or comprehensive plan, relating to platting and replatting of lots which result in an increase in the number of lots on the platted or replatted property in the R-4 zoning district. The city will not accept any application or issue any approvals for land development or other approval authorizing the platting or replatting of any lots in the R-4 zoning district, except as provided in this section, or as may otherwise be required by applicable law.~~

~~(2) It is further the purpose of this section to fulfill the city's constitutional charge and statutory obligations to protect and preserve the public health, safety and welfare of the citizens of the City of Neptune Beach, regarding platting and replatting regulations pertaining to the R-4 zoning district; and thus defer official government action until the City of Neptune Beach has properly held public hearings and adopted amendments to the City of Neptune Beach Unified Land Development Code and/or Code of Ordinances or comprehensive plan, as necessary.~~

~~(b) *Imposition of temporary moratorium.* No application for approval of development or any other official action of the city having the effect of permitting or allowing the platting or replatting of lots within the R-4 zoning district may be accepted or processed or approved by the city, except as may be required by applicable law or as provided below. To the extent such an application is submitted, the city staff is authorized to take action to deny such application during the term of this moratorium. Notwithstanding the preceding, this moratorium shall not apply to applications for platting or replatting of lots within the R-4 zoning district that do not result in an increase in the total number of lots on the property subject to the application and, instead, are submitted for purposes of reorientation of lots or other similar changes that result in the same or less total lots on the property subject to the application as prior to the requested change, so long as such application otherwise complies with all other requirements of the Code.~~

~~(c) *Term.* The moratorium imposed by this ordinance is temporary and, unless dissolved earlier by the city, shall automatically dissolve three hundred and sixty-five (365) days from the effective date of this ordinance, unless extended in accordance with applicable law. This moratorium may be reasonably extended, if necessary, by ordinance of the city council.~~

~~(d) *Early termination.* The moratorium imposed by this section may terminate prior to its term upon the passage of an ordinance regulating, permitting, or allowing the platting or replatting of lots in the R-4 zoning district provided:~~

~~(1) Specific language terminating the moratorium is contained within said enacted ordinance; or by~~

~~(2) Passage of another ordinance providing for termination by the city council.~~

~~(e) *Repeal of laws in conflict.* All local laws and ordinances in conflict with any provision of this section are hereby repealed to the extent of any conflict.~~

~~(f) *Effective date.* This ordinance shall take effect immediately upon passage after second reading/public hearing.~~

~~(Ord. No. 2019-10, 12-2-10; Ord. No. 2020-12, 11-2-20)~~

Secs. 27-~~105110-111~~, 27-112. - Reserved.

DIVISION 5. - GUARANTEES AND SURETIES

Sec. 27-113. - Generally.

- (a) The provisions of this section apply to all proposed developments in the city, including private road subdivisions.
- (b) Nothing in this section shall be construed as relieving a developer of any requirement relating to concurrency in this Code.
- (c) This section does not modify existing agreements between a developer and the city for subdivisions platted and final development orders granted prior to the effective date of this Code, providing such agreements are current as to all conditions and terms thereof.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-114. - Improvement agreements required.

The approval of any final development plan shall be subject to the developer providing assurance that all required improvements, including, but not limited to, storm drainage facilities, streets and highways, water and sewer lines, shall be satisfactorily constructed according to the approved development plan. The following information shall be provided:

- (1) Agreement that all improvements, whether required by this Code or constructed at the developer's option, shall be constructed in accordance with the standards and provisions of this Code.
- (2) The term of the agreement indicating that all required improvements shall be satisfactorily constructed within the period stipulated. The term shall not exceed five (5) years from the recording of the plat or thirty (30) percent occupancy of the development, whichever comes first.
- (3) The projected total cost for each improvement. Cost for construction shall be determined by either of the following:
 - a. Estimate prepared and provided by the applicant's engineer.
 - b. A copy of the executed construction contract provided.
- (4) Specification of the public improvements to be made and dedicated together with the timetable for making improvements.
- (5) Agreement that upon failure of the applicant to make required improvements (or to cause them to be made) according to the schedule for making those improvements, the city shall utilize the security provided in connection with the agreement.
- (6) Provision of the amount and type of security provided to ensure performance.
- (7) Provision that the amount of the security may be reduced periodically, but not more than two (2) times during each year, subsequent to the completion, inspection and acceptance of improvements by the city.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-115. - Amount and type of security.

- (a) The amount and type of the security listed in the improvement agreement shall be approved as adequate by the city manager.
- (b) Security requirements may be met by the following:
 - (1) Cashiers check;

- (2) Certified check;
 - (3) Interest bearing certificate of deposit;
 - (4) Irrevocable letters of credit;
 - (5) Surety bond.
- (c) The amount of security shall be one hundred and ten (110) percent of the total construction costs for the required developer-installed improvements. The amount of security may be reduced commensurate with the completion and final acceptance of required improvements. In no case, however, shall the amount of the bond be less than one hundred and ten (110) percent of the cost of completing the remaining required improvements.
- (d) Standard forms are available from the city approved by the city council.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-116. - Maintenance of improvements.

- (a) A maintenance agreement and security shall be provided to assure the city that all required improvements shall be maintained by the developer according to the following requirements:
- (1) The period of maintenance shall be a minimum of three (3) years.
 - (2) The maintenance period shall begin with the acceptance by the city of the construction of the improvements.
 - (3) The security shall be in the amount of fifteen (15) percent of the construction cost of the improvements.
- (b) Whenever a proposed development provides for the creation of facilities or improvements which are not proposed for dedication to the city, a legal entity shall be created to be responsible for the ownership and maintenance of such facilities and/or improvements.
- (1) When the proposed development is to be organized as a condominium under the provisions of F.S. Ch. 718, common facilities and areas shall be conveyed to the condominium's association pursuant to that law. Additionally, all amenities indicated on the city approved final development plan shall be completed prior to the issuance of the first certificate of occupancy (CO) for any dwelling unit. Within phased developments, amenities shall be included in the same phase of the development as the contiguous structures.
 - (2) When no condominium is to be organized, an owners' association shall be created, and all common facilities and areas shall be conveyed to that association. Additionally, all amenities indicated on the city approved final development plan shall be completed prior to the issuance of the first certificate of occupancy (CO) for any dwelling unit. Within phased developments, amenities shall be included in the same phase of the development as the contiguous structures.
 - (3) No final development order shall be issued for a development for which an owners' association is required until the documents establishing such association have been reviewed and approved by the city attorney.
- (c) An organization established for the purpose of owning and maintaining common facilities and areas not proposed for dedication to the city shall be created by covenants running with the land. Such organization shall not be dissolved nor shall it convey any common facilities or areas by sale or otherwise without first obtaining city council approval.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-117. - Completion of improvements.

When improvements are completed, final inspection shall be conducted and corrections, if any, shall be completed before final acceptance is recommended by the building official. A recommendation for final acceptance shall be made upon receipt of a certification of project completion and one (1) copy of all test

results relating to the improvement. As required improvements are completed and accepted, the developer may apply for release of all or a portion of the security consistent with this division.

(Ord. No. 2004-10, § 1, 10-4-04)

Secs. 27-118—27-120. - Reserved.

DIVISION 6. - ENFORCEMENT OF DEVELOPMENT PERMITS AND ORDERS

Sec. 27-121. - Generally.

This division establishes the procedures for enforcement and for issuing a minor and major deviation from a final development plan.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-122. - Definitions.

Refer to article I for definitions.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-123. - Ongoing inspections.

The city shall periodically inspect development work in progress to ~~insure~~ ensure compliance with the development permit which authorized the activity.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-124. - Procedure for minor deviations.

If the work is found to have one (1) or more minor deviations, the city manager or designee may amend the final development order to conform to actual development. The city manager or designee may, however refer any minor deviation that significantly affects the development's compliance with the purposes of this Code to the ~~community development board~~ community design board for treatment as a major deviation.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 15, 9-7-10)

Sec. 27-125. - Procedure for major deviations.

- (a) If the work is found to have one (1) or more major deviations, the city manager or designee shall:
- (1) Place the matter on the next agenda of the ~~community development board~~ community design board, allowing for adequate notice, and recommend appropriate action for the board to take.
 - (2) Issue a stop work order and/or refuse to allow occupancy of all or part of the development if deemed necessary to protect the public interest. The order shall remain in effect until the city determines that work or occupancy may proceed pursuant to the decision of the ~~community development board~~ community design board.
 - (3) Refer the matter to the code inspector, if it appears that the developer has committed violations within the jurisdiction of the code enforcement board.
- (b) The ~~community development board~~ community design board shall hold a public hearing on the matter and shall take one (1) of the following actions:

- (1) Order the developer to bring the development into substantial compliance (i.e., having no or only minor deviations) within a reasonable period of time. The final development order or permit may be revoked if this order is not complied with.
- (2) Amend the final development order or permit to accommodate adjustments to the development made necessary by technical or engineering considerations first discovered during actual development and not reasonably anticipated during the initial approval process. Amendments shall be the minimum necessary to overcome the difficulty, and shall be consistent with the intent and purpose of the development order given and the requirements of this Code.
- (3) Revoke the relevant final development order or permit based on a determination that the development cannot be brought into substantial compliance and that the development order or permit should not be amended to accommodate the deviations.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 16, 9-7-10)

Sec. 27-126. - Revocation of final development order.

After a final development order or permit has been revoked, development activity shall not proceed on the site until a new final development order or permit is granted in accordance with procedures for original approval.

(Ord. No. 2004-10, § 1, 10-4-04)

Secs. 27-127—27-130. - Reserved.

DIVISION 7. - REVIEW OF ADMINISTRATIVE, LEGISLATIVE AND QUASI-JUDICIAL DECISIONS

Sec. 27-131. - Generally.

This division establishes the means for an aggrieved or adversely affected person to appeal an administrative, or legislative, or quasi-judicial decision.

(Ord. No. 2004-10, § 1, 10-4-04)

Sec. 27-132. - Review of legislative and quasi-judicial decisions.

Any final action by the city council, or the community development board-community design board are subject to review in a court of competent jurisdiction as prescribed by law.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 17, 9-7-10; Ord. No. [2016-02](#), § 1, 3-7-16)

Sec. 27-133. - Review of administrative decisions.

- (a) **Generally.** Any aggrieved or adversely affected person may appeal any final order or decision of the city manager or their respective designees to the community development board-community design board within thirty (30) days of the date that the order was rendered.
- (b) **Appeal application.** The appeal shall be made in writing indicating the following:
 - (1) A statement of the decision to be reviewed, and the date of the decision.
 - (2) A statement of the interest of the person seeking review.
 - (3) The specific error alleged as the grounds of the appeal.
- (c) **Appeals process** ~~appeals~~. The following procedure shall be followed to process appeals:

- (1) Submittal of appeal. The aggrieved or adversely affected person shall submit a completed appeal application, as described in this part, to the city clerk who shall indicate on the application the date of submittal.
- (2) The city manager, or designee, shall compile and transmit to the ~~community development board~~ community design board all copies constituting the record relating to the decision being appealed.
- (3) The ~~community development board~~ community design board shall fix a reasonable time and place for the hearing of appeals and shall give notice thereof to the persons making the appeal and to the officer from whom the appeal is being taken.
- (4) At the hearing, parties of interest may appear in person or by agent or attorney. The ~~community development board~~ community design board may reverse, affirm, in whole or in part, or modify the order, requirement, decision, or determination being appealed. In so doing, the requisite board shall have all of the powers of the officer from whom the appeal is taken.
- (d) **Effect of appeal.** An appeal stays all actions required by or relating to the decision being appealed, unless the city manager certifies to the ~~community development board~~ community design board that such a stay would, in his opinion, cause imminent peril to life or property, in which case the actions shall not be stayed.
- (e) **Burden of proof.** The burden of proof that the decision being appealed is in error shall be upon the applicant for the appeal.

(Ord. No. 2004-10, § 1, 10-4-04; Ord. No. 2010-14, § 18, 9-7-10)

Secs. 27-134—27-140. - Reserved.