



**AGENDA**  
**Workshop City Council Meeting**  
**Monday, April 19, 2021, 6:00 PM**  
**Council Chambers, 116 First Street, Neptune Beach, Florida**

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. AWARDS / PRESENTATIONS / RECOGNITION OF GUESTS
  - A. 2020 Neptune Beach Police Department Employee of the Year
3. DEPARTMENTAL SCORE CARD
  - A. Departmental Score Card **p. 2**
4. COMMITTEE REPORTS
  - A. Land Use and Parks
  - B. Strategic Planning and Visioning
  - C. Transportation and Public Safety
  - D. Finance
5. PUBLIC COMMENTS
6. PROPOSED ORDINANCES
  - A. PROPOSED ORDINANCE NO. 2021, An Ordinance of the City of Neptune Beach, Florida, Amending Division 2, Purchasing and Contracts, of Article VI, Finance, of Chapter 2 of the Code of Ordinances, Administration, by Creating Section 2-388, Professional Services Requirements; Providing for Conflicts; Providing for Severability; and Providing an Effective Date **p. 28**
7. CONTRACTS / AGREEMENTS / NONE
8. ISSUE DEVELOPMENT
  - A. RESOLUTION 2021-08, A Resolution Establishing the Order of Business for the City Council Regular and Workshop Meetings. **p. 32**
9. PUBLIC COMMENTS
10. COUNCIL COMMENTS
11. ADJOURN

CITY OF NEPTUNE BEACH  
DEPARTMENTAL SCORE CARD  
(REVISED 4/15/2021)

*DL*  
*SW*  
*4/15/2021*

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>CITY MANAGER'S OFFICE</b>					
Waste Pro Liquidated Damages	Monitoring resident trash collection complaints on a monthly basis.	N/A	N/A	N/A	On-going
Communications Policy Creation	Still in draft phase and will continue to add sections until complete, next milestone is Dept. Head Meeting 3/16/2021	N/A	3/2/2021	4/30/2021	In progress
Special Event Policy Update	Working on Framework	N/A	2/15/2021	4/30/2021	In progress
Comprehensive Emergency Management Plan Review	The MCEMP went through an exhaustive update last year. I plan to review with NBPD and City Attorney to evaluate further changes.	N/A	3/10/2021	5/30/2021	On Deck
Various Personnel Policy Updates	Developing Framework and Reviewing Existing Policies	N/A	3/5/2021	7/30/2021	In progress
<b>FINANCE DEPARTMENT</b>					
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	In progress	
Tyler Technologies Financial Software Replacement	Utility billing Module Loaded and data integrity testing underway.		11/17/2020		3/24/2021
2020 Budget Vs Actual Annual report	Compile 2020 Budget Vs Actual Annual report and submit revised 2020 Budget to State of Florida.		On-going through Audit Fieldwork	In progress	
Fiscal Year 2020 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.		12/31/2020	In progress	
Fiscal Year 2020 Audit	Compile FY 2020 Basic Financial Statements		2/1/2021	In progress	
Fiscal Year 2020 Audit	Complete FY2020 Audit Entries and book FY 2020 Adjusting Entries.		2/1/2021	In progress	
Vacancy	Advertise for Cashier 1 Full-time Position.		2/15/2021	In progress	
Jarboe Park Construction Pre-Bid Meeting	Project Meeting with Potential Vendors and score proposal.		2/17/2021	Completed	3/12/2021
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	In progress	
New Banking Services	Configure and Test Direct ACH Files with ERP System Support.		3/1/2021	In progress	
New Banking Services	Perform first Check Run through Chase Bank to vendors.		3/26/2021	Completed	3/26/2021
Compile March 2021 Monthly Financial	Distribute March 2021 Budget vs Actual Report to Staff with PO Update.		4/15/2021	Open	
Monthly Budget Vs Actual Annual Report	Reformat and compile March 21 Budget Vs Actual Report		3/10/2021	Open	
Budget Amendment	Adjust Fiscal Year 2020 and Fiscal Year 2021 Budgets		3/8/2021	In progress	

CITY OF NEPTUNE BEACH  
DEPARTMENTAL SCORE CARD  
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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>					
Building Department Activity (see attached report for March 2021)	In progress	N/A	ongoing	4/8/2021	On-going
Code Enforcement Activity (see attached report for March 2021)	In progress	N/A	onoging	4/8/2021	On-going
Commercial Fire Inspection Activity	In progress	N/A	ongoing	4/8/2021	On-going
Transportation Element: Comprehensive Plan	City draft submitted to DKP	N/A	ongoing	4/8/2021	On-going
Infrastructure Element: Comprehensive Plan	City draft submitted to DKP	N/A	ongoing	4/8/2021	On-going
Recreation and Open Space Element: Comprehensive Plan	City draft submitted to DKP	N/A	ongoing	4/8/2021	On-going
Capital Improvements Element: Comprehensive Plan	City draft submitted to DKP	N/A	ongoing	4/8/2021	On-going
Housing Element: Comprehensive Plan	City draft submitted to DKP	N/A	ongoing	4/8/2021	On-going
Future Land Use Element: Comprehensive Plan	City draft submitted to DKP	N/A	ongoing	4/8/2021	On-going
Intergovernmental Coordination/ Schools Element	4/16/2021	N/A	ongoing	4/8/2021	On-going
Conservation Element	4/16/2021	N/A	ongoing	4/8/2021	On-going
Comprehensive Plan In-House Workshop	April TBD	N/A	ongoing	4/8/2021	On-going
Land Development Code	In progress: next step	N/A	ongoing	4/8/2021	On-going
V21-04 517 Magnolia Street	4/14/21 CDB Meeting	N/A	N/A	4/8/2021	May
V21-05 511 Bowles Street	4/14/21 CDB Meeting	N/A	N/A	4/8/2021	May
SE 21-01 580 Atlantic Boulevard	4/14/2021 CDB Meeting	N/A	N/A	4/8/2021	May
Redevelopment of 310 Third Street	TBD: May CDB Meeting or later	N/A	N/A	4/8/2021	TBD
Special City Council Meeting: Consideration of Vision Plan Adoption	Approved 4/5/21	N/A	N/A	4/8/2021	April
City Council Meeting: Lease Agreement for Jax Surf and Paddle 241 Atlantic BLVD, STE 102	TBD: Awaiting Applicant Response	N/A	N/A	4/8/2021	TBD
City Council Meeting: Lease Agreement for Brewhound	TBD: Awaiting Applicant Response	N/A	N/A	4/8/2021	TBD

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>					
CRA: Finding of Necessity Research Data Collection and Analysis	May	N/A	N/A	4/8/2021	TBD
CRA: Networking and Outreach	May	N/A	N/A	4/8/2021	TBD
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	July	N/A	N/A	4/8/2021	TBD
CRA: Board Meeting	TBD	N/A	N/A	4/8/2021	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	TBD Kick off meeting	N/A	N/A	4/8/2021	TBD
540-580 Atlantic Coordination Meetings	on-going	N/A	N/A	4/8/2021	TBD
<b>POLICE DEPARTMENT</b>					
DOJ JAG grant #2017-JAGD-1741 and DOJ JAG grant #2018- JAGD	Funds from both DOJ Jag Grants should be available soon.	Fifty-seven thousand dollars	2020	Waiting for funds to be available, upon approval of the grant	Equipment upgrades and training equipment will be purchased as needed with approval from the City Manager.
School Safety Liaison Program	The School Safety Liaison Program has started up at Fletcher Senior High, Neptune Beach Elementary and Beaches Chapel K-12.	No cost, all officers involved are on duty during this program	February 21st, 2017	This program will continue through school year 2020-2021.	On going through school year 2020-2021.
Covid-19	The Police Department will continue to take all precautions necessary to keep all City Employees out of harms way and healthy. We will continue to work with the City's Safety Officer and Department Heads. Testing will continue as needed.	Covid-19 testing is the only cost for the Police Department at this time.	February 2020.	Covid-19 testing and the availability of a vaccine for all city employees is our priority.	I am not able to provide a completion date.
Capital Improvements	Three Police vehicles and twenty six portable police radios have been ordered.	Funds provided from the Capital Improvements account.	Mid-July 2020, the Police Department started working on the 2020-2021 Budget with the City Manager.	The vehicles have been ordered and we are awaiting delivery. Delivery is scheduled for late April of this year due to Covid-delayed parts availability. The police radios have arrived and have been programed and issued to all officers.	Funding is available and was received from the Capital Improvements accounts.
Vaccine Distribution Center	In March, 2020, the Police Department volunteered to be part of the Covid-19 Vaccine Distribution Program.	Cost to open and operate the distribution center will be reimburse by FEMA and the CDC.	Spring, 2020	The Police Department is currently working with the CDC and COJ to start when the vaccine becomes available.	On going

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<b>POLICE DEPARTMENT</b>					
Service Station Dog	The Police Department has received a Service Station Dog from K-9 For Warriors.	There is no impact to the Department's Budget for the cost of the dog. The Agency will be responsible for food and grooming cost.	Winter, 2020	The Service Dog (on loan from K-9 For Warriors) has become a welcome member of the agency.	On going
Food Drive at Beaches Chapel	Farm Share Foods and the City of Neptune Beach have teamed up again, along with Beaches Chapel Church and Community First Credit Union to provide a Food Drive. The food drive will take place at Beaches Chapel on April 24th 2021, from 9am - 12pm.	The only cost to the City of Neptune Beach is the rental of a forklift used to unload the Farm Share truck.	Planning started in December 2020.	Event Date April 24th, 2021	Completion Date is April 24th, 2021.
Dancin' in the Streets	Planning for Dancin in the Streets in the Town Center has been cancelled for May 2021. Possible rescheduled for October 2021.	The City of Neptune Beach provides three police officer who are being paid time and a half to work outside of the event due to past overflow and related problems.	Cancelled due to Covid-19	Cancelled	Cancelled
July 4th	July 4th, 2021 Celebrations	This event requires all sworn personnel to work Sunday, July 4th, 2021. Days off will be cancelled and officers will be working on mandatory overtime. Additional Communications	Planning starts March 1st, of this year. Planning requires personnel from Neptune Beach PD, Jacksonville Beach PD, Atlantic Beach PD and JSO.	Planning takes place from March through June.	July 4th, 2021.
Ocean Rescue Season	2021 Ocean Rescue Season.	Ocean Rescue is a year to year budgeted account	Lifeguard Captain Rich Banks has started hiring guards to start weekend patrols weather permitting.	Beach coverage starts in March and ends in October for the 2021 season.	October 2021.
<b>PUBLIC SERVICES DEPARTMENT</b>					
<b>WATER PLANT</b>					
City-Wide Water Meter Replacement	12 Water meters replaced in March 2021	N/A	N/A	On going	On going
Replacing check valve at water plant for pump 2	completed	\$4,500.00	01/08/21	Completed 3/24/2021	Work performed in March 2021
Backflows inspected	54 inspected	N/A	On going	On going	Work performed in March 2021
City lifstations checked/inspected	411 inspected	N/A	On going	On going	Work performed in March 2021
Fats, Oils, and Grease (FOG) inspections	29 inspected	N/A	On going	On going	Work performed in March 2021
Sampling events	Monthly bacteria logical twice a month	N/A	N/A	N/A	Work performed in March 2021

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<b>WATER PLANT</b>					
File Regulatory paperwork	Contacted DEP request on assistance on CCR- Water quality Report. Contacted Florida Rural Water Assoc. regarding wells and influent meter accuracy testing for EN51 report for St Johns Rural Water Management	N/A	N/A	N/A	Work performed in March 2021
Water Treatment Plant checks and reads for wells and pumps & chlorine	This is done daily and twice on the weekends	N/A	N/A	N/A	Work performed in March 2021
Gallons of water produced	21,328,000	N/A	N/A	N/A	Work performed in March 2021
<b>WASTE WATER TREATMENT PLANT</b>					
Replacement of Clarifier #1 Drive/Motor	Contract Stage	\$63,456.53	01/01/21	Under Contract	On Going
Replacement of 8" Fairbanks Influent Pump	Ordered	\$23,572.25	11/06/20	3/1/2021	On Going
VT SCADA Software Program	Renewed	\$3,639.25	01/11/21	Signed	Signed
HACH SVC Agreement	Contract Stage / CONB changes submitted	\$7,288.00	02/25/21	Pending	In progress
Influent Pump #4 shutdown	Bad connectivity in Motor, bad transducer & bad transducer box; Limbaugh and crew replaced Transducer / Transducer Box	unknown	02/26/21	Feb-21	Completed
Sampling events	(4) Weekly EFF sample for CBOD, TSS NOX, TN, TKN. Weekly INF sample CBOD, TSS, INF Bi-Weekly Alkalinity, BOD, TN, TKN & TP	N/A	Thursdays	On going	Work performed in March 2021
Operate the belt press	8 runs twice weekly on Tuesday & Thursday, 4 loads @ 30 Cubic Yards each Picked up Fridays	N/A	N/A	N/A	Work performed in March 2021
<b>WASTE WATER TREATMENT PLANT</b>					
Testing	Daily U.L.R./DE chlorination, CL2 and pH Comparisons, Daily Dissolved Oxygen / Sludge settling & Alkalinity tests 3-5 weekly	N/A	N/A	N/A	Work performed in March 2021
Clean process tanks and equipment	Belt Press cleaned twice weekly, all lab equipment cleaned daily, Probes & Analyzers cleaned 1-2 weekly as needed	N/A	N/A	N/A	Work performed in March 2021
Decant the digester	Decanting of Digester #1 Monday - Friday as needed, Decanting of Digester#2 Mon, Wed & Fri	N/A	N/A	N/A	Work performed in March 2021
Calibrate probes/analyzers	Daily Cals of Hach HQ 30d DO probe, Hach DR3900 Spectrophotometer, Hach Sension ph3 analyzer	N/A	N/A	N/A	Work performed in March 2021
Equipment maintenance	Replaced probe on CL T-10 Chlorine analyzer, Cleaned IFAS, Re-Air, TSS and RAS probe weekly	N/A	N/A	N/A	Work performed in March 2021
File regulatory paperwork	Monthly Discharge Report for DEP due 28th	N/A	N/A	N/A	Work performed in March 2021
Gallons of influent treated	22.071 MG / .788 MGD	N/A	N/A	N/A	Work performed in March 2021

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COLLECTIONS/DISTRIBUTIONS					
Water Break Repair	3	N/A	N/A	N/A	Work performed in March 2021
Water Service Installation	5	N/A	N/A	N/A	Work performed in March 2021
Water Main Installation	0	N/A	N/A	N/A	Work performed in March 2021
Fire Hydrant flush	77	N/A	N/A	N/A	Work performed in March 2021
Fire Hydrant Repair	3	N/A	N/A	N/A	Work performed in March 2021
Fire Hydrant Replacement	0	N/A	N/A	N/A	Work performed in March 2021
Sewer Pipe cleaning	1805ft	N/A	N/A	N/A	Work performed in March 2021
Sewer Pipe point repair	1	N/A	N/A	N/A	Work performed in March 2021
Sewer Pipe Installation	0ft	N/A	N/A	N/A	Work performed in March 2021
Manholes Inspected	40	N/A	N/A	N/A	Work performed in March 2021
Manholes Repaired	2	N/A	N/A	N/A	Work performed in March 2021
Manholes Replaced	1	N/A	N/A	N/A	Work performed in March 2021
Utility Locate Response	132	N/A	N/A	N/A	Work performed in March 2021
Contracted utility Upgrades- Gruhn May	Bay St. Sewer Upgrades	\$90,654.76	01/11/21	Ongoing	Ongoing
Miscellaneous		N/A	N/A	N/A	N/A

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<b>STORM WATER DEPARTMENT</b>					
Illicit Discharge/Illegal Dumping Investigations (No.):	N/A	N/A	N/A	N/A	N/A
Street Sweeping (Miles):	Swept 54 miles of streets	N/A	Ongoing	Ongoing	Work performed in March 2021
Pipe Inspections (No.):	N/A	N/A	N/A	N/A	N/A
Pipe Repairs (No.):	N/A	N/A	N/A	N/A	N/A
Pipe Cleaning (LF):	40 LF	N/A	N/A	N/A	Work performed in March 2021
Catch Basins checked (No.):	926	N/A	Ongoing	Ongoing	Work performed in March 2021
Catch Basins cleaned (No.):	912	N/A	Ongoing	Ongoing	Work performed in March 2021
Ditch Inspections (No.):	53,290 LF	N/A	Ongoing	Ongoing	Work performed in March 2021
Ditch Maintenance\Mowing (LF):	22,673 LF	N/A	Ongoing	Ongoing	Work performed in March 2021
Pond Inspection (No.):	2	N/A	Ongoing	Ongoing	Work performed in March 2021
Pond Maintenance (No.):	N/A	N/A	N/A	N/A	N/A
<b>STREETS DEPARTMENT</b>					
Mow City right-of-ways (No. of Cycles)	9	N/A	Ongoing	Ongoing	Work performed in March 2021
Repair/ Replace Signage (No.)	14	N/A	Ongoing	Ongoing	Work performed in March 2021
Collect Refuse from parks, beach, Towncenter (No. of Cycles)	N/A	N/A	Ongoing	Ongoing	Work performed in March 2021
Repair Sidewalk (LF)	4350 sq. ft.	N/A	Ongoing	Ongoing	Work performed in March 2021
Trees trimmed or removed (No.)	12	N/A	Ongoing	Ongoing	Work performed in March 2021
Paving (LF)	1051 sq. ft.	N/A	Ongoing	Ongoing	Work performed in March 2021
Pothole Repair (No.)	2	N/A	Ongoing	Ongoing	Work performed in March 2021



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<b>STREETS DEPARTMENT</b>					
Driveway Repairs (No.)	N/A	N/A	Ongoing	Ongoing	Work performed in March 2021
Curb Repairs (LF)	N/A	N/A	N/A	N/A	Work performed in March 2021
Herbicide Application (No.)	N/A	N/A	N/A	N/A	Work performed in March 2021
Sidewalk & Repaving a ROW permit was submitted for paver installation	2/22- pulled up concrete and started forming. The sidewalks in this area are required by City Ordinance to be pervious. No sidewalk in this area, and the sidewalk is a future project. Formed a ribbon curb to hold the pavers and asphalt the remaining. Work order #1175	\$1,083.48	2/1/2021	Completed 3/2/2021	Work performed in March 2021
Banners at Towncenter changed	Replaced Donna Run banners with pink banners	N/A	completed 3/8/2021	completed	Work performed in March 2021
Concrete Pours at Jarboe Park	Pouring sidewalks in multiple locations throughout Jarboe Park.	\$10,994.98	3/9/2021	Ongoing	Work performed in March 2021
<b>SENIOR ACTIVITY CENTER</b>					
CENTER CLOSED MARCH 13, 2020 UNTIL FURTHER NOTICE	COVID-19	(\$30,000+)	Oct. 2020	CLOSED	ANTICIPATE REOPENING JULY 2021
Rebuild the Senior Activity Center	GOAL \$100,000 BY DECEMBER 30, 2020	\$650,000+	20-Jun	ON-GOING	YTD \$172K
CDBG 2020-2021 Application Approved	signed and returned to COJ	\$44,895.00	Oct. 2020	PENDING	Approved
Fundraising Goal for 2020-2021	Goal pending reopening date	\$25,000.00	Oct. 2020	PENDING	TBD
Vanguard Modular-Sr. Center Activity Building	Project underway	\$650,000	Work in progress	\$572,000 Funded	Projected completion July 2021
EXTENSION OF CDBG 2019-2020 CONTRACT	Requesting remaining funds 2019-2020	\$12,918.00	Processing	\$12,918.00	Documents submitted
Planning, Scheduling, and Conducting Senior Interests	ON HOLD	\$44,895.00	Oct. 2020	PENDING	N/A
Direct Benefit- Persons served-per phone conversations	CDBG contract amount for 1250 persons	N/A	Oct. 2020-Jan. 2021	ON-GOING	400
Travel Club-in & out of country	2021 plans developing	NA	OCT. 2020	PENDING	ON HOLD
Phone calls, emails, and social media outreach to senior population	Well checks and stay in touch	NA	NA	ON-GOING	Ongoing
Request of COJ for \$75,000 towards CIP	Approved by Neighborhood & Finance Committees	NA	April 5 & 6, 2021	In progress	Anticipate April 13 approval
Community Foundation Grant submitted	Requesting \$10,000 for CIP	NA	2021 April 5	In progress	Anticipate June approval
RFP April 8, 2021 requested by CM	Quotes for Architect-Landscaping, Parking Lot &, Porch	\$20,000	2021 April 8	in process	May-21
CDBG 2021-2022 Grant Application Process	Requested 8%-10% increase in funding	\$48,000-\$50,000	1-Oct-21	Census increase in population	Anticipate July 2021 Approval

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<b>MOBILITY MANAGEMENT</b>					
ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Parking validation needed for citizens attending Council and CDB meetings.	Validation code active at NB kiosk and Flowbird app, at no cost to users. A guide will be inserted into each meeting agenda.	Vendor transaction fee for each use.	3/1/2021	3/12/2021	3/12/2021
Implementation of real citations (no more "courtesy tickets").	Ordinances complete. Program director is writing parking tickets for marked "employee permit only" spaces at City Hall. New signs on order, coordinating installation.	No costs anticipated.	5-Oct	4/13/2021	Ongoing
Ahern kiosk electrical problems, causing intermittent outages.	Repaired and in working order.	None -- parts under warranty.	2/1/2021	4/8/2021	4/8/2021
North Beaches PR / informational campaign. AB, NB front desks have requested informational materials or brochures. These will correspond with release of digital information as well.	Logos, branding designs, etc. received from sign designer. Brochures in progress.	Printing costs TBD	3/1/2021	4/13/2021	Ongoing
Improve and complete parking program signage.	Sign prints on order. To be installed upon arrival.	TBD	15-Oct	4/13/2021	Ongoing
Submitted by the City Manager on April 19, 2021					

## Building Activity Report

### 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	97	52	112	\$16,389.85	9	\$1,400,891
Feb-21	112	95	139	\$22,409.82	11	\$2,442,996
Mar-21	148	95	199	\$19,042.59	10	\$2,598,077
Apr-21						
May-21						
Jun-21						
Jul-21						
Aug-21						
Sep-21						
<b>Totals</b>	<b>631</b>	<b>430</b>	<b>807</b>	<b>\$96,427.79</b>	<b>43</b>	<b>\$11,776,445</b>

### Building Activity October 1, 2019 to September 30, 2020

Month	# of permits issued	Plan review	inspections completed	cash receipts	tree removal permits	Valuation of work done
Oct-19	109	72	154	\$18,140.88	8	\$2,635,167
Nov-19	104	42	137	\$17,620.03	10	\$789,285
Dec-19	75	48	125	\$16,678.57	3	\$2,525,584
Jan-20	119	86	167	\$20,808.16	8	\$2,156,052
Feb-20	108	78	155	\$25,276.96	11	\$1,069,889
Mar-20	111	63	171	\$18,273.82	10	\$1,120,506
Apr-20						
May-20						
Jun-20						
Jul-20						
Aug-20						
Sep-20						
<b>Totals</b>	<b>626</b>	<b>389</b>	<b>909</b>	<b>\$116,798.42</b>	<b>50</b>	<b>\$10,296,483</b>
<b>Difference</b>	<b>5</b>	<b>41</b>	<b>-102</b>	<b>-\$20,370.63</b>	<b>-7</b>	<b>\$1,479,962</b>



## Case Detail Report

03/01/2021 - 03/31/2021

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021044	3/29/2021		tree removal/ arborist permit	Closed	4/30/2021	

## Notes

Note
Palms in Jarboe park did not survive trans planting and must be removed no permit needed.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021043	3/29/2021	173526 0000	tree removal/ arborist permit		3/29/2021	

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021042	3/17/2021	178692 2034				
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021041	3/25/2021	172481 0022	limb removal	Pending		

## Notes

Note
Good afternoon, Office Pike. I live at the corner of Bay and Magnolia Street, and am writing to ask about multiple pairs of shoes hanging in

the pine tree behind my house at the corner of Fifth St. and Bay. When my husband and I moved into our home 4 years ago there were shoes hanging in the pine tree and in our very large camphor tree. Our children told us the shoes were a sign that drugs were sold in that area, but I have no idea if there is any truth to that. The last pair of shoes fell out this summer and we thought we were done with it. Recently, we noticed there are now shoes 3-4 pair hanging from the limbs of the pine tree behind our home. Is there a way to remove the limb with all the shoes?

Notes

Note
to be cut when scheduled by city yard.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021040	3/24/2021		camper	Closed	3/25/2021	
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021039	3/24/2021	178077 3136	tree removal/ arborist permit	Closed	4/26/2021	

Notes

Note
Do you see the drain pipe ( 4 inch in picture). The tree has to go the roots are causing havoc to it. I will call a plumber every 6 months to deroot it. I am trying to do things the right way and I am hitting a brick wall on My property. I will have a plumber come out soon as I can not see this tree being a focus of My Life. I am not asking the city to pay to remove it. I can only do so much as a Neptune

Beach  
homeowner  
and tax  
payer.  
Sent from  
Mail for  
Windows 10

Mr. Koivu,  
attached is  
the photo  
that I  
received and  
in this photo  
there is no  
visible pipe or  
any damage.  
We are  
dealing with  
the removal  
of a viable  
protected  
Oak tree and  
not a Holly  
tree. You  
have the  
following  
options under  
the current  
codes:

1. Employee  
an Arborist to  
declare the  
tree as a  
nonviable /  
dead tree.
2. You can  
replace the  
tree and or  
pay into the  
tree  
mitigation  
fund.
3. You can  
provide proof  
of the  
damage to  
your home  
because of  
the growth  
and location  
of the tree.

This method would allow the removal of the tree with no monetary penalty or replacing the tree of a hard wood species inch for inch.

I believe that option 3, Is the proper choice for the removal of a tree causing damage to your home and the least costly option to have the protected tree removed from your property. I would only require photos of the damaged pipe or written explanation of the damage that the tree is causing from the plumber. You stated you have already paid the plumber and they should document the service provided on your bill for a statement of services render by a



state licensed  
company.  
The only  
other  
requirement  
that must be  
met is that  
you have  
notified your  
Home  
Owners  
Association if  
required.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021038	3/22/2021		Illicit Discharge	Open		

**Notes**

Note
<p>Good Morning Officer Dehm,</p> <p>Had a caller named James Bennett (# 904-994-2572 ) call in today reporting that someone is possibly dumping some type of oil, he thinks it's cooking oil in the ditch at Summer Sands and Atlantic Blvd . Right behind the Community Credit Union. I inquired if he saw anyone and his response was "No". He thinks its a Restaurant, but could not provide specific name.</p>

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021037	3/19/2021	173749 5000	noise and other investigation	Open	3/26/2021	

**Notes**

### Note

Hello Mr  
Dehm  
Thank you so  
much for  
meeting with  
me a few  
Fridays ago. I  
wanted to  
send you the  
copy of the  
recording of  
the back lash  
I received  
from my  
neighbors  
when I had  
to call the  
police last  
October. Let  
me know if it  
plays or if I  
need to re-  
send.  
I wanted to  
follow up on  
any next  
steps about  
their smoking  
and loud  
music. I  
wanted to  
find out if it is  
coming in  
from the  
balcony with  
my door open  
or if it is only  
when my  
door is  
closed? Right  
now it is  
coming into  
my home  
because they  
insist on  
playing their  
music right  
by the shared  
wall,  
I hope all is  
going well let

me know if it  
is all music  
coming into  
my home or  
just if you  
can hear it  
from the  
street.  
this under  
investigation.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021036	3/19/2021	173527 0000	camper	Closed	4/3/2021	

**Notes**

Note
<p>Good afternoon</p> <p>We are bringing our camper home late this evening. (was going to do it on Sunday but due to the NorEaster we have decided to move it today)</p> <p>Camper will arrive today 3/19/2021- We will be leaving around noon on Friday 3/26/2021</p> <p>We will be back home on 4/3/2021 and will get everything serviced and cleaned and take back to storage on Saturday 4/10/2021</p> <p>Thank you and Have a great weekend</p>

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021035	3/19/2021		contractor violations	Closed	3/19/2021	

**Notes**

Note
<p>Officer Dehm, Thank you for your response to the matters regarding the contractors at 1717 Strand. You were timely and professional which was appreciated.</p> <p>I'm in the initial steps of a complete remodel of my duplex at 1714-1716 Strand. The builder said it was best to move from the house temporarily until work is complete. Renting is an option though will be challenging because of my cats and dogs. Someone suggested I get an RV or trailer and live on the property during construction. Is this allowed? If</p>

so, what are the restrictions?  
 If not, is there any alternative to live outside the house yet on the property during construction?  
 I want to be prepared.

Thank you in advance,  
 Sharon Jachem.

I made contractor aware of complaint and provided instructions to follow.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021034	3/17/2021	178077 2062	Illicit Discharge	Closed	3/17/2021	

**Notes**

Note
investigation revealed this was only rain water.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021033	3/17/2021		large hole dug on beach	Closed	3/19/2021	

**Notes**

Note
The D.E.P. approval granted and the hole was filled in.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021032	3/8/2021	173696 0000	VIOLATION OF CITY PROPERTY		3/8/2021	

**Notes**

Note
investigation of dune walk over. This property has D.E.P permit and case is closed not city's jurisdiction.
D.E. P permit issued and appears to be in compliance.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021031	3/4/2021		tree removal/ arborist permit	Closed	3/10/2021	

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021030	3/3/2021	178077 6145	tree removal/ arborist permit	Closed	3/4/2021	

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021029	3/1/2021		OBISTACALS PLACED IN ROADWAY	Closed	4/2/2021	

**Notes**

Note
city manager took over case.



Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021028	3/1/2021		investigation/ elec bike	Closed	3/2/2021	

**Notes**

Note
got with chief and city attorney we were advised use state statute until city ordinance could be amended.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021027	3/23/2021	177729 9070	tree removal	Open		
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021026	3/10/2021	173759 0000	E.P.A. dumping investigation	Closed	3/10/2021	

**Notes**

Note
The spill was caused by the owners handyman, who took action and completely cleaned the spill and all contaminated areas. This case is closed and no fines were issued.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021025	3/8/2021	173183 0000	dumping epa investigation	Closed		

**Notes**

Note
spill was cleaned up as required.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021024	3/4/2021	173721 0000	unsafe structure nuisance structure	Closed	3/19/2021	

**Activity**

Comments

**Notes**

Note
Part of the up stairs guard rail has been removed leaving the deck open.
Letter of correction posted on property giving 10 days to cure.

						\$0.00
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Total Records: 21

4/1/2021

## Fire Marshal Report

Fire Inspections for existing business started February 16th

For the month of February we did:

1 School Inspection  
3 New Business Inspections  
6 Annual Inspections

Billed \$725.00

For the Month of March we did:

1 school inspection  
1 day care inspection  
3 new business inspections  
15 Annual inspections  
4 re-inspections

Billed \$1840.00

Plan review done in house

9.04 hours

78.04 rate charged by Universal

\$705.48 savings for the City



**Agenda Item #6A-  
Proposed Ordinance-  
Professional Services**

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

- AGENDA ITEM:** PROPOSED ORDINANCE NO. 2021, An Ordinance of the City of Neptune Beach, Florida, Amending Division 2, Purchasing and Contracts, of Article VI, Finance, of Chapter 2 of the Code Of Ordinances, Administration, by Creating Section 2-388, Professional Services Requirements; Providing for Conflicts; Providing for Severability; and Providing an Effective Date
- SUBMITTED BY:** Councilor Josh Messinger
- DATE:** April 13, 2021
- BACKGROUND:** The City from time to time undertakes various Capital Improvement Projects The Code of Ordinances provides no procedure for evaluation of projects to determine the professional services required to ensure efficient and proper completion of the project.
- The proposed ordinance would establish such a procedure and ensure proper completion of capital improvement projects.
- The proposed ordinance was discussed at the Joint Land Use and Parks and Strategic Planning Committee meeting on March 24, 2021.
- BUDGET:** N/A
- RECOMMENDATION:** Consider the Proposed Ordinance for Professional Services Requirement to be forwarded for First Read on May 3, 2021.
- ATTACHMENT:** 1. Ordinance - Professional Services - Redline (00945084x9CBC3)

**SPONSORED BY:  
COUNCILOR MESSINGER**



**ORDINANCE NO. 2021-\_\_**

**A BILL TO BE ENTITLED**

**AN ORDINANCE OF THE CITY OF NEPTUNE BEACH, FLORIDA, AMENDING DIVISION 2, PURCHASING AND CONTRACTS, OF ARTICLE VI, FINANCE, OF CHAPTER 2 OF THE CODE OF ORDINANCES, ADMINISTRATION, BY CREATING SECTION 2-388, PROFESSIONAL SERVICES REQUIREMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Neptune Beach from time to time undertakes various capital improvement projects of differing natures; and

**WHEREAS**, the differing nature of such capital improvement projects necessitates a case by case analysis of the professional services required to ensure efficient and proper completion of the project; and

**WHEREAS**, the Code of Ordinance of the City of Neptune Beach currently provides no procedure for evaluation of projects on a case by case basis to determine the professional services that should be obtained; and

**WHEREAS**, the City Council desires to establish such a procedure; and

**WHEREAS**, the City Council has determined that its involvement in the process will advance the City's interest in ensuring efficient and proper completion of capital improvement projects; and

**WHEREAS**, the City Council of the City of Neptune Beach finds that these revisions to the City of Neptune Beach's Code will preserve, promote, and protect the health, safety, and welfare of its citizens.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL ON BEHALF OF THE PEOPLE OF THE CITY OF NEPTUNE BEACH, FLORIDA that:**

**SECTION 1.** ~~Chapter~~ Section 2-388, of the Code of Ordinances of the City of Neptune Beach, Florida is hereby created as follows:

Sec. 2-388. – Professional Services Requirements.

(a) Notwithstanding anything to the contrary in this code, prior to solicitation of any bid or contract or otherwise undertaking any proposed capital

improvement project by the city, the director of public services shall prepare a recommendation for professional services to be acquired for such capital improvement project for presentation to the city council and any committee responsible for planning of such capital improvement project.

(b) ~~T~~he city council shall review the proposed capital improvement project and recommendation of the director of public services, and shall instruct city staff on the professional services that shall be obtained in the course of such capital improvement project.

~~(a)~~

(c) In accordance with the terms of this code and Florida Statutes, the city shall procure the services of a firm or firms for each of the professional services required by the city council for each capital improvement project, as well as any others that may otherwise be required by law.

~~(b)~~(d) Definitions

~~“Capital improvement project”~~ shall mean any major construction, expansion, purchase, or major repair or replacement of buildings, utility systems, streets, or other physical structures or property, for which the estimated cost exceeds the monetary threshold established in section 2-377(a) and has an expected life or useful life of at least five years.

~~(e)~~

~~“Firm”~~ shall mean any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice their respective professional service.

~~(d)~~

~~(e)~~ ~~“Professional services”~~ shall mean those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

**SECTION 2. Conflict.** All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this ordinance are repealed to the extent inconsistent herewith.

**SECTION 3. Severability.** If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

**SECTION 4. Effective Date.** This ordinance shall take effect upon final reading and approval.

**VOTE RESULTS OF FIRST READING:**

Mayor Elaine Brown  
Vice Mayor Fred Jones  
Councilor Kerry Chin  
Councilor Lauren Key  
Councilor Josh Messinger

Passed on First Reading this \_\_\_\_ day of ~~February~~April, 2021. |

**VOTE RESULTS OF SECOND AND FINAL READING:**

Mayor Elaine Brown  
Vice Mayor Fred Jones  
Councilor Kerry Chin  
Councilor Lauren Key  
Councilor Josh Messinger

Passed on Second and Final Reading this \_\_\_\_ day of ~~March~~April, 2021. |

\_\_\_\_\_  
Elaine Brown, Mayor

ATTEST:

\_\_\_\_\_  
Catherine Ponson, City Clerk

Approved as to form and content:

\_\_\_\_\_  
Zachary Roth, City Attorney



**Agenda Item #8A  
Resolution No. 2021-08,  
Order of Business**

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

**AGENDA ITEM:** RESOLUTION 2021-08, A Resolution Establishing the Order of Business for the City Council Regular and Workshop Meetings.

**SUBMITTED BY:** City Clerk Catherine Ponson

**DATE:** April 13, 2021

**BACKGROUND:** The order of business must be set by resolution by Council, pursuant to Neptune Beach Code of Ordinances Section 2-33.

The change would place Communications/Correspondence/Reports after Comments from the Public.

**BUDGET:** N/A

**RECOMMENDATION:** Consider moving Resolution No. 2021-08 for adoption on May 3, 2021

**ATTACHMENT:** 1. Resolution 2021-08, Order of Agenda





**RESOLUTION NO. 2021-08  
A RESOLUTION ESTABLISHING THE ORDER OF BUSINESS  
FOR THE CITY COUNCIL REGULAR AND WORKSHOP MEETINGS**

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**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEPTUNE BEACH, FLORIDA;**

The business of the Council shall be taken up for consideration and disposition in the following order by Resolution as per Section 2-33 Order of Business, Neptune Beach Code of Ordinances:

**A. Regular Meetings.**

1. Call to Order/ Roll Call / Pledge of Allegiance
2. Awards / Presentations / Recognition of Guests
3. Approval of Minutes
4. ~~Communications and Correspondence~~
  - ~~Mayor~~
  - ~~City Attorney~~
  - ~~City Council~~
  - ~~City Clerk~~
  - ~~City Manager~~
  - ~~Departmental Reports~~
4. Comments from the Public
5. ~~Comments from the Public~~
5. Communications and Correspondence
  - Mayor
  - City Attorney
  - City Council
  - City Clerk
  - City Manager
  - Departmental Reports
6. Consent Agenda
7. Variances / Special Exceptions / Development Orders
8. Ordinances
9. Old Business
10. New Business
11. Council Comments
12. Adjourn

**B. Workshop Meetings.**

1. Call to Order / Roll Call / Pledge of Allegiance
2. Awards / Presentations / Recognition of Guests
3. Departmental Score Card
4. Committee Reports

- Land Use and Parks Committee Report
- Strategic Planning/Visioning Committee Report
- Transportation and Public Safety
- Finance

5. Public Comments
6. Proposed Ordinances
7. Contracts / Agreements
8. Issue Development
9. Public Comments
10. Council Comments
11. Adjourn.

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Regular City Council Meeting held this \_\_\_\_day of \_\_\_\_\_, 2021.

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Elaine Brown , Mayor

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Catherine Ponson, CMC  
City Clerk